Shire of Yilgarn

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AGENDA

Special Meeting of Council

27 July 2026

Shire of Yilgarn
NOTICE OF MEETING

Dear Elected Members and member of the public, per Section 5.5(2) of the *Local Government Act 1995* please be advised that a special meeting of Council will be held as follows:

Special Meeting of Council

Location
Council Chambers
23 Antares Street, Southern Cross
Monday, 27th July 2026, commencing at **5:00pm**

Purpose
Adoption of the annual budget for the year ended 30 June 2027.

Ben Forbes
Chief Executive Officer 23/07/2026

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RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

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

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

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

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

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

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

1 What is a record?

A **record** can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs, text messages, and social media posts relevant to the business of the 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.

2 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.

3 Which records should be captured?

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

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

4 Confidential Documents / Records

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

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

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

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

Table of Content

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Members	Cr B Close	Shire President
	Cr G Guerini	Deputy Shire President
	Cr B Bradford	Councillor
	Cr L Granich	Councillor
	Cr D Newbury	Councillor
	Cr L Rose	Councillor
	Cr D Stephen	Councillor
Council Officers	B Forbes	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	G Brigg	Executive Manager Infrastructure
	T Prue	Finance Manager

Apologies:

Observers:

Leave of Absence:

4. DECLARATION OF INTEREST

5. PUBLIC QUESTION TIME

6. Reporting Officer - Executive Manager Corporate Services

6.1 Adoption of the Budget for the Year Ended 30 June 2027

File Reference	**8.2.5.3**
Disclosure of Interest	**Nil**
Voting Requirements	**Absolute Majority**
Author	**Cameron Watson - Executive Manager Corporate Services**
Attachments	**Annual budget for the year ended 30 June 2027** **2027 Schedule of Fees and Charges**

Purpose of Report

For Council to review and endorse the reports and schedules comprising the annual budget for the year ended 30 June 2027, including the:

- Schedule of fees and charges
- Rate in the dollar and minimum rates for different rating categories
- Interest and administration charges on rates paid via instalments
- Interest on overdue rates
- Instalment option due dates
- Early payment discount terms
- Council's materiality threshold for financial reporting
- Councillor sitting fees.

Background

The budget has been prepared based on the principles contained in Council's Strategic Community Plan following extensive internal reviews and consultations with Council, culminating in a final budget workshop between Council and management held on the 3rd of July 2026.

The 2027 budget includes a 2.5% increase in budgeted rate revenue from the previous financial year. Due to continually rising land and property values, the Rate in the Dollar for various categories has been set at a lower amount to achieve the desired revenue outcomes, though individual owners may see different results based on the valuation movements of their landholdings.

For context, unimproved land valuations, which are the basis for rating rural and mining land, have seen the following increases from the 2026 financial year:

- UV Rural - 13.33%
- UV Mining - 1.49%.

As Council rates the 'UV – Mining' category more than 50% higher than the next UV rating category, Council was obliged to consult with ratepayers as part of obtaining the necessary

Ministerial Approval. Council's proposed differential rating strategy advertising closed on the 25th of May 2026 with no submissions being received.

Comment

The budget has been prepared in accordance with the requirements of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

Noting the aforementioned movements in land values, the below table demonstrates the achievement of the desired 2.5% increase in rate revenue overall, noting the movements in the rate in the dollar from the 2026 to 2027 financial years.

Land Category	*Rate in the Dollar* 2026/27	*Rate in the Dollar* 2025/26	*Rates Raised 2026/27 $*	*Rates Raised 2025/26 $*	*$ Increase/ (Decrease)*	*% Increase/ (Decrease)*
General Rate						
GRV - Residential / Industrial	9.1117	8.9291	404,468	394,593	9,875	2.50%
GRV - Commercial	8.3132	7.9996	85,781	83,687	2,094	2.50%
GRV - Minesites	16.3880	15.9882	83,530	81,492	2,038	2.50%
GRV - Single Persons Quarters	16.3880	15.9882	131,703	128,490	3,213	2.50%
UV - Rural	1.0468	1.1567	2,295,617	2,239,627	55,990	2.50%
UV - Mining Tenements	15.1180	15.2183	1,968,315	1,919,560	48,755	2.54%
Minimum General Rate						
GRV - Residential / Industrial	$600	$600	78,600	81,000	(2,400)	
GRV - Commercial	$450	$450	7,200	6,300	900	
GRV - Minesites	$450	$450	450	450	-	
GRV - Single Persons Quarters	$450	$450	900	900	-	
UV - Rural	$450	$450	21,150	20,250	900	
UV - Mining Tenements	$450	$450	106,200	103,050	3,150	

Service charges for sewerage and fees and charges for household rubbish collection charges remain unchanged, and can be located in the attached schedule of fees and charges.

The 2027 budget includes capital expenditure totalling $13.545m, being made up of:

Land and Buildings		$2,214,561
Furniture and Equipment		$112,900
Plant and Equipment		$1,533,000
Infrastructure	- Roads and Footpaths	$8,164,589
	- Parks and Ovals	$156,134
	- Sewerage	$28,000
	- Aerodromes	$1,100,000
	- Other	$236,250

Budgeted non-operating grant income (grant funding for capital expenditure) includes:

Roads to Recovery	$1,722,703
Regional Road Group	$1,419,182
Commodity Route	$200,000
Main Roads WA Direct Grant	$588,167
Road User Rehabilitation Contribution	$1,000,000

Budgeted operating grant income (grant funding not for capital expenditure) includes:

Federal General Grant Funding	$480,582
Federal Untied Road Grant Funding	$380,248

Statutory Environment

Local Government Act 1995

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*
** Absolute majority required.*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
(a) the expenditure by the local government; and
(b) the revenue and income, independent of general rates, of the local government; and
(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

(4) The annual budget is to incorporate —
(a) particulars of the estimated expenditure proposed to be incurred by the local government; and
(b) detailed information relating to the rates and service charges which will apply to land within the district including —
(i) the amount it is estimated will be yielded by the general rate; and
(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges; and
(c) the fees and charges proposed to be imposed by the local government; and
(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
(e) details of the amounts to be set aside in, or used from, reserve accounts and of

the purpose for which they are to be set aside or used; and

(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

(g) such other matters as are prescribed.

(5) Regulations may provide for —

(a) the form of the annual budget; and

(b) the contents of the annual budget; and

(c) the information to be contained in or to accompany the annual budget.

Strategic Implications

Council's budget has been developed based on the current Community Strategic Plan and informing strategies, and is the foundational document for the completion of the projects and initiatives each financial year.

Policy Implications

There are no Council Policies directly associated with the adoption of the budget, though the resulting expenditure may relate to one or more Council Policies.

Financial Implications

Council's budget governs all expenditure incurred throughout the financial year, pending any subsequent amendments by Council. As detailed in the Statement of Financial Activity in the attached budget report, the proposed budget is balanced (achieves a $0.00 surplus by 30 June 2027) meaning all funds not specifically set aside in a reserve for future purposes are budgeted to be used in the current year.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood	Mitigation Action
Health/People	Service delivery benefits the residents of the district.	Moderate (6)	Community Strategic Planning process.
Financial Impact	Funding deficit leads to cuts in service level provision.	Moderate (9)	Maintain adequate reserve funds for high-risk services such as sewers and waste disposal sites.
Service Interruption	Variable from minor inconvenience to significant health issue.	High (12)	For high-risk services such as sewerage and transport infrastructure, continue to maintain to a suitable standard.
Compliance	Local Government Act 1995 and applicable Regulations	Low (1)	Nil
Reputational	Service delivery not meeting community expectations.	Moderate (9)	Ensure services are adequately resourced.
Property	Various significant community buildings identified.	Moderate (6)	Ensure buildings are adequately maintained and resourced.
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 1

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. **For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Resolution 9 below, that Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following differential general rates in the dollar and minimum payments on Gross Rental Value (GRV) and Unimproved Values (UV):**

General Rate

Category	Rate in the Dollar
GRV - Residential / Industrial	9.1117
GRV - Commercial	8.3132
GRV - Minesites	16.3880
GRV - Single Persons Quarters	16.3880
UV - Rural	1.0468
UV - Mining Tenements	15.1180

Minimum Payments

Category	Minimum Rate
GRV - Residential / Industrial	$600
GRV - Commercial	$450
GRV - Minesites	*$450*
GRV - Single Persons Quarters	*$450*
UV - Rural	*$450*
UV - Mining Tenements	*$450*

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

Single Full Payment:
- **Full payment due date - Friday, 18th September 2026**

Payment by Two Instalments:
- **First instalment due date - Friday, 18th September 2026**
- **Second instalment due date - Wednesday, 20th January 2027**

Payment by Four Instalments:
- **First instalment due date - Friday, 18th September 2026**
- **Second instalment due date - Thursday, 19th November 2026**
- **Third instalment due date - Wednesday, 20th January 2027**
- **Fourth instalment due date - Tuesday, 23rd March 2027**

3. **Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers a discount of 5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, within 35 days of the issue date of the rate notice.**

4. **Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates and service charges via instalments at a rate of $10 for each instalment.**

5. **Pursuant to Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996,* Council adopts an interest rate of 4.50% per annum where the owner has elected to pay rates and service charges through an instalment option.**

6. **Pursuant to Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for all overdue rates and service charges, including the costs of proceedings to recover such charges.**

Voting Requirements
Absolute Majority Required

Officer Recommendation 2

SEWERAGE RATES AND CHARGES

That Council impose the following Sewerage Rates and Charges under Section 41 of the *Health Act 1911*, on a per annum basis to cover the cost of the service in Southern Cross and Marvel Loch:

1. **Southern Cross Sewerage Scheme Charge (Residential/Industrial):**

   7.3 cents in the dollar on GRV (Residential and Industrial) properties within the Southern Cross Town-site.

   - **Minimum Charge per vacant land - $210.00**
   - **Minimum Charge per residential property - $276.00**
   - **Non-Rated Class 1st Fixture - $176.00**
   - **Non-Rated Class Additional Fixtures - $89.00**
   - **Non-Rated Class 2 and 3 Fixture - $937.00**

2. **Southern Cross Sewerage Scheme Charge (Commercial):**

   5.0 cents in the dollar on GRV (Commercial) properties within the Southern Cross Town-site.

   - **Minimum Charge per commercial property - $583.00**

3. **Marvel Loch Sewerage Scheme Charge (Commercial/SPQ):**

   12.0 cents in the dollar on GRV (Commercial/SPQ) properties within the Marvel Loch Town-site.

   - **Minimum Charge per property - $300.00**
   - **Non-Rated Class 1st Fixture - $138.00**
   - **Non-Rated Class Additional Fixtures - $62.00**

4. **Marvel Loch Sewerage Scheme Charge (Residential):**

   6.4 cents in the dollar on GRV (Residential) properties within the Marvel Loch Town-site.

   - **Minimum Charge per property - $300.00**

Voting Requirements
Absolute Majority Required

Officer Recommendation 3

SANITATION HOUSEHOLD REFUSE - RATES AND CHARGES

That Council impose the following Sanitation Rates and Charges per for the 2027 financial year:

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

Voting Requirements
Absolute Majority Required

Officer Recommendation 4

ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2026 / 2027

1. **Pursuant to Section 5.98 of the *Local Government Act 1995*, Council adopts the following sitting fees for individual meeting attendance:**

   - **Shire President - $660 per Council or Committee meeting attended**
   - **Councillors - $440 per Council or Committee meeting attended**
   - **Elected Members appointed by Council to the Audit, Risk and Improvement Committee and CEO selection committee - $220 per Committee Meeting attended**
   - **Independent Committee Members appointed by Council to the Audit, Risk and Improvement Committee and CEO selection committee - $450 per Committee Meeting attended.**

2. **Pursuant to Section 5.99A of the *Local Government Act 1995* and Regulation and 34ACA of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual allowances for elected members:**

- ***Travel Allowance***

Engine Displacement (in cubic centimetres)			
Area & Details	**Over 2600cc**	**Over 1600cc to 2600cc**	**1600cc and under**
Cents per Kilometre			
Travel within WA	**99.01**	**70.87**	**58.37**

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

3. **Pursuant to Section 5.98(5) of the *Local Government Act 1995*, Council adopts an annual allowance of $13,000 to be paid to the Shire President in addition to the meeting fees.**

4. **Pursuant to Section 5.98A of the Local Government Act 1995, Council adopts an annual allowance of $3,250 to be paid to the Deputy Shire President in addition to the meeting fees.**

Voting Requirements
Absolute Majority Required

Officer Recommendation 5

INTEREST ON MONEY OWING OTHER THAN RATES AND SERVICE CHARGES

1. **Pursuant to Sections 6.13(1) and 6.13(6) of the *Local Government Act 1995* and Regulation 19A and 19B of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for any amounts (other than rates and service charges) that are more than 60 days overdue.**

Voting Requirements
Absolute Majority Required

Officer Recommendation 6

IMPOSITION OF FEES AND CHARGES

Pursuant to section 6.16(3) of the *Local Government Act 1995*, Council adopts the Schedule of Fees and Charges as presented.

Voting Requirements
Absolute Majority Required

Officer Recommendation 7

MATERIAL VARIANCE REPORTING FOR 2026 / 2027

Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, Council resolves that its accepted materiality to be used in financial statement reporting for the year ended 30 June 2027 shall be +/- 10% or $30,000, whichever is the greater.

Voting Requirements
Simple Majority Required

Officer Recommendation 8

BUDGET FOR THE YEAR ENDED 30 JUNE 2027

Pursuant to Section 6.2(1) of the *Local Government Act 1995*, Council adopt the Shire of Yilgarn Annual Budget for the year ended 30 June 2027.

Voting Requirements
Absolute Majority Required

7. CLOSURE