

Attachments

September

2019

Attachments

Minutes

Ordinary Meeting of Council Minutes- August 2019 (Unconfirmed)

Great Easter Country Zone Minutes-August 2019

Wheatbelt Communities Inc. Minutes-August 2019

Wheatbelt East Regional Organisation of Councils -August 2019

Agenda Attachments

9.1.1 2019 Financial Management System Review Report

9.1.1 Regulation 17 Report

9.1.2 Council Policy Manual

9.1.5 Wheatbelt Secondary Freight Network Documents

9.1.2 Staff Policy Manual

9.2.1 Statement of Financial Activity-30th August 2019

9.2.2 Accounts for Payment

9.4.2 Disability Access and Inclusion Plan 2019-2024



"good country for hardy people"

Minutes

Ordinary Meeting of Council

15th August 2019

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Unconfirmed

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 4.00pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President advised that Council had received correspondence from the Deputy Director General – Regulation at the Department of Local Government, Sport and Cultural Industries, to which all Councillors had received a copy, that approval had been granted to impose differential general rates for the 2019/2020 financial year that were more than twice the lowest rate in the UV Mining category.

3. ATTENDANCE

Presiding Member	Cr O Truran	President
Members	Cr B Close Cr G Guerini Cr P Nolan Cr D Pasini Cr S Shaw	
Council Officers	P Clarke C Watson R Bosenberg N Warren	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure (@ 4.04pm) Executive Manager Regulatory Services
Apologies:	Nil	
Observers:	Nil	
Leave of Absence:	Cr W Della Bosca (Approved at July 2019 Ordinary Meeting)	Deputy President

4. DECLARATION OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council, Thursday 18 July 2019

121/2019

Moved Cr Close/Seconded Cr Guerini

That the minutes from the Ordinary Council Meeting held on 18 July 2019 be confirmed as a true record of proceedings.

CARRIED (6/0)

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

8. DELEGATES' REPORTS

The Shire President advised that she had attended the following meetings during the course of the month:-

- 18 July 2019 – Sport and Recreation Community meeting together with other Councillors and staff.
- 24 July 2019 - Together with CEO met with Minister Saffioti in Southern Cross.
- 30 July 2019 - Attended with staff, farewell morning tea for Jenny Gemund.
- 6 August 2019 - Attended Mayors and Presidents Forum at the commencement of Local Government Convention.
- 7 – 9 August 2019 - Together with Cr Pasini and CEO attended Local Government Convention, which also included a GECZ Executive meeting.
- 13 August 2019 - Attended DHAC and LHAG meetings in Southern Cross.

Cr Pasini

- 7 – 9 August 2019 – Attended Local Government Week Convention.

Cr Close

- 13 August 2019 – Attended Community Safety Talk at Recreation centre organized by Police and reported that apart from Cr Close, no other community member attended.

9 OFFICERS REPORTS

9.1 Officers Report – Chief Executive Officer

9.1.1 National Native Title Tribunal – Marlinyu Ghoorlie Claim

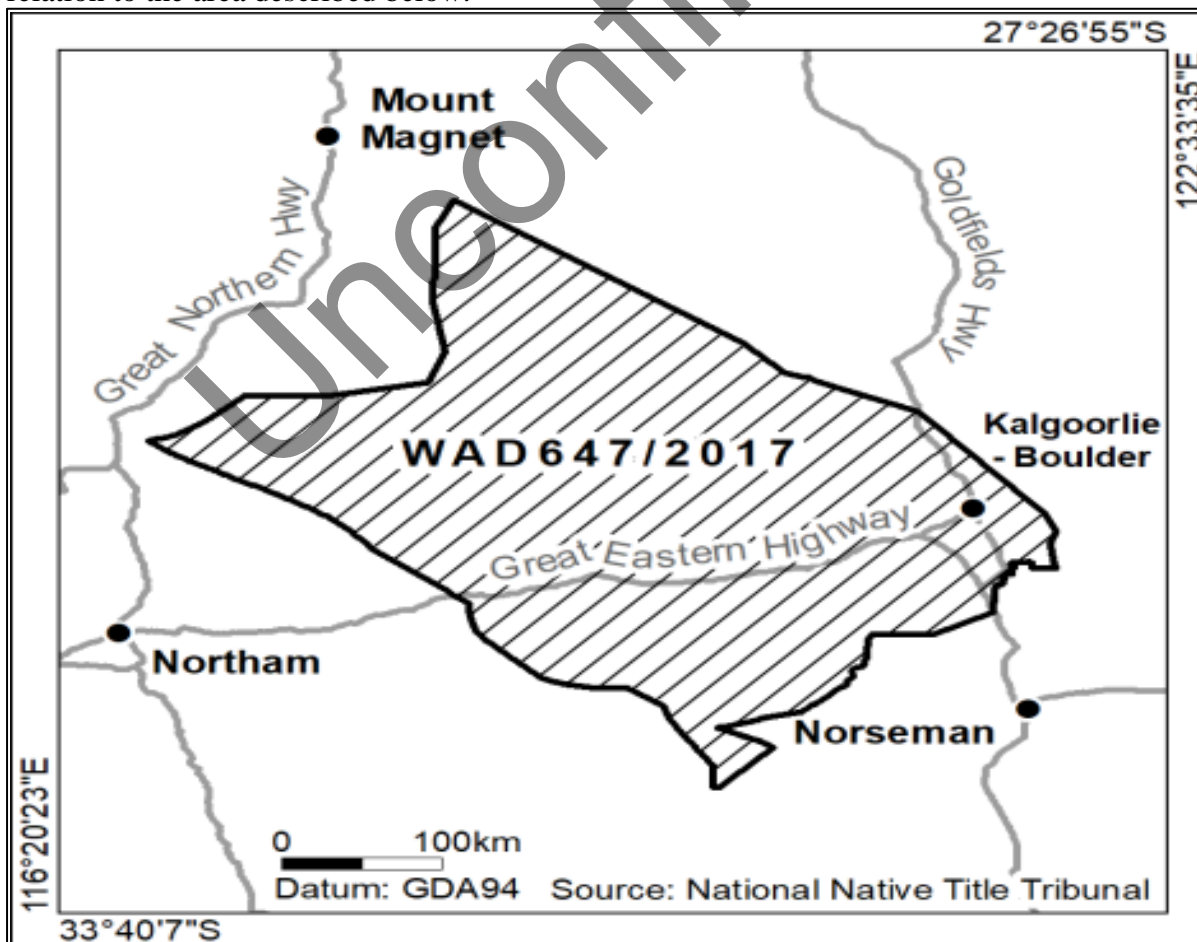
File Reference	7.1.2.4
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Additional Maps Detailing Claim Area

Purpose of Report

To advise Council of the application made to the National Native Title Tribunal, known as the Marlinyu Ghoorlie claim, and the proposal for Council to become a party to the application.

Background

Correspondence has been received from the National Native Title Tribunal advising that the above native title determination application was made to the Federal Court of Australia in relation to the area described below.



Application name: Brian Champion & Ors and State of Western Australia (Marlinyu Ghoorlie)

Federal Court File No: WAD647/2017

Date filed: 22 December 2017

Registration test status: The Native Title Registrar has *accepted* this application for registration.

Description: The application area covers about 98,639 sq km and is located around the Kalgoorlie-Boulder township extending to approx. 89 km south east of Mount Magnet, 181 km east of Northam and 75 km north of Norseman.

Link to map: <http://arcg.is/2ERboXK>

Relevant LGA: Shires of Coolgardie, Dalwallinu, Dundas, Kondinin, Koorda, Menzies, Merredin, Mount Magnet, Mount Marshall, Mukinbudin, Narembeen, Nungarin, Sandstone, Trayning, Westonia, Wongan-Ballidu, Yilgarn and City of Kalgoorlie-Boulder.

Comment

The National Native Title Tribunal advises that the application was filed on 22 December 2017. The Federal Court granted leave to amend the application by orders of 4 May 2018, and then again, by orders of 11 December 2018. On 28 March 2019 the Native Title Registrar accepted the claim in the application for registration on the register of native Title Claims.

The National Native Title Tribunal further advises that Section 66(3)(a) of the *Native Title Act 1933 (Cth)* requires the Registrar to give notice of the details of applications made under Section 61 of the *Act* to certain person and bodies.

Therefore, the National Native Title Tribunal enquires as to whether Council wishes to become a party to this application, and if so, it must apply to the Federal Court **on or before 13 November 2019**, and request to become a party.

Statutory Environment

Native Title Act 1933 (Cth)

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2016-2026 – Civic Leadership – A trustworthy and cohesive Council that functions efficiently and effectively to meet the needs of our community.

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Resolution

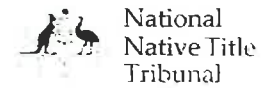
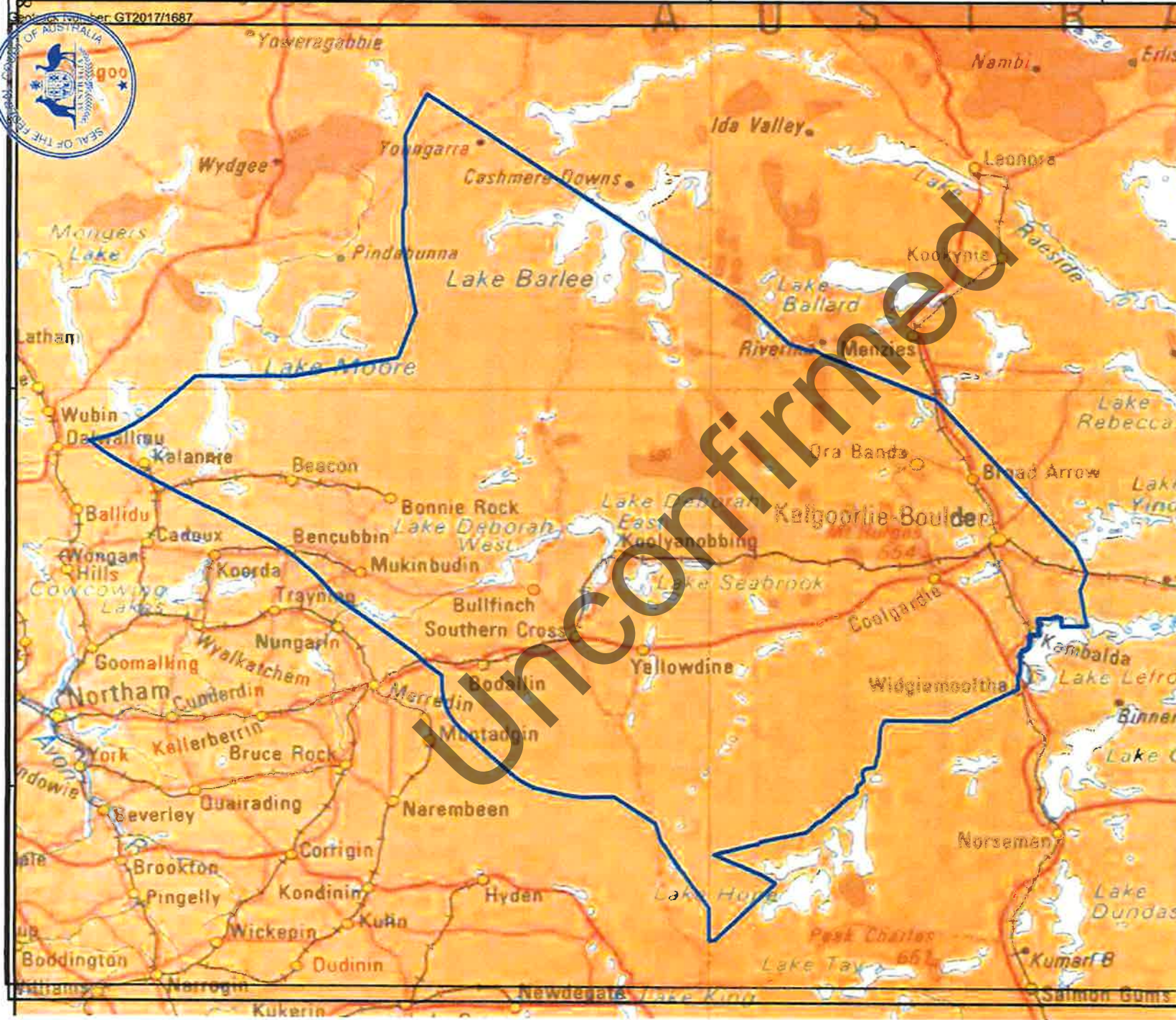
122/2019

Moved Cr Nolan/Seconded Cr Pasini

That Council authorises the CEO to apply to the Federal Court advising that Council wishes to become a party to the application submitted to the National Native Title Tribunal under the Marlinyu Ghoorlie claim by the applicant, Brian Champion and Ors.

CARRIED (6/0)

Unconfirmed



NATIVE TITLE DETERMINATION
APPLICATION

Marlinyu Ghoorlie

Legend
Application Area

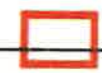
0 25 50
Kilometres
Geocentric Datum of Australia 1994

Prepared by
Geospatial Services, National Native Title Tribunal
July 2017

Data Sources
Application boundary prepared by Geospatial Services based on information provided from the Applicant.
Topographic map data is a Commonwealth of Australia and is used under a Creative Commons Attribution 3.0 licence.
NOTE: Topographic images should be used as a guide only.

As the result of the use of geospatial data, the Tribunal is not responsible for any errors or omissions in the data or the resulting map.

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9.1 Officers Report – Chief Executive Officer

9.1.2 Emu Fence Road – Proposed Dedication

File Reference	6.1.1046
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

To advise Council of the processes to formally dedicate the Emu Fence Road within the Shire of Yilgarn boundary.

Background

Following discussions with Covalent Lithium regarding potential use of the Emu Fence Road reserve for a water pipeline to their Earl Grey Mt. Holland project and their investigations with the Department of Lands, Planning Heritage (DPLH), it was discovered that the Emu Fence Road has never been formally gazetted/dedicated.

Comment

The above anomaly was raised with the Minister for Transport and Planning during her visit to Southern Cross and the Minister and her staff contacted the lands division at DPLH to enquire of processes to expedite the dedication of the road.

The Case Management Division of DPLH in the Goldfields Esperance and Wheatbelt areas have advised that to dedicate the Emu Fence Road, Section 56 of the *Land Administration Act 1997 (LAA)* needs to be actioned. DPLH did advise that the road can be dedicated using Section 24KA of the *Native Title Act* (Public Work supresses Native Title which will require Council to provide the department with the following:-

- A plan of the area to be dedicated
- Indemnify the Minister for Lands and Department against any claim for compensation; and
- Council resolution requesting dedication of that portion of road.

Statutory Environment

Land Administration Act 1997

56. Dedication of land as road

- (1) If in the district of a local government —
 - (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or

- (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
 - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
 - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;
 or
 - (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,
- and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.
- (2) If a local government resolves to make a request under subsection (1), it must —
 - (a) in accordance with the regulations prepare and deliver the request to the Minister; and
 - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
 - (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —
 - (a) subject to subsection (5), by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
 - (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
 - (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —
 - (a) unallocated Crown land or, in the case of a private road, alienated land; and
 - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
 - (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

Native Title Act 1993

24KA Facilities for services to the public

Coverage of Subdivision

- (1) This Subdivision applies to a future act if:
 - (a) it relates, to any extent, to an onshore place; and
 - (b) it either:
 - (i) permits or requires the construction, operation, use, maintenance or repair, by or on behalf of any person, of any of the things listed in subsection (2) that is to be operated, or is operated, for the general public; or
 - (ii) consists of the construction, operation, use, maintenance or repair, by or on behalf of the Crown, or a local government body or other statutory authority of the Crown, in any of its capacities, of any of the things listed in subsection (2) that is to be operated, or is operated, for the general public; and
 - (c) it does not prevent native title holders in relation to land or waters on which the thing is located or to be located from having reasonable access to such land or waters in the vicinity of the thing, except:
 - (i) while the thing is being constructed; or
 - (ii) for reasons of health and safety; and
 - (d) a law of the Commonwealth, a State or a Territory makes provision in relation to the preservation or protection of areas, or sites, that may be:
 - (i) in the area in which the act is done; and
 - (ii) of particular significance to Aboriginal peoples or Torres Strait Islanders in accordance with their traditions.

Compulsory acquisitions not covered

- (1A) To avoid doubt, this Subdivision does not apply to a future act that is the compulsory acquisition of the whole or part of any native title rights and interests.

Facilities etc.

- (2) For the purposes of paragraph (1)(b), the things are as follows:
 - (a) a road, railway, bridge or other transport facility (other than an airport or port);
 - (b) a jetty or wharf;
 - (c) a navigation marker or other navigational facility;

- (d) an electricity transmission or distribution facility;
- (e) lighting of streets or other public places;
- (f) a gas transmission or distribution facility;
- (g) a well, or a bore, for obtaining water;
- (h) a pipeline or other water supply or reticulation facility;
- (i) a drainage facility, or a levee or other device for management of water flows;
- (j) an irrigation channel or other irrigation facility;
- (k) a sewerage facility, other than a treatment facility;
- (l) a cable, antenna, tower or other communication facility;
- (la) an automatic weather station;
- (m) any other thing that is similar to any one or more of the things mentioned in the paragraphs above.

Validation of act

- (3) If this Subdivision applies to a future act, the act is valid.

Non-extinguishment principle

- (4) The non-extinguishment principle applies to the act.

Compensation

- (5) If any native title holders would be entitled to compensation under subsection 17(2) for the act on the assumption that it was a past act referred to in that section, the native title holders are entitled to compensation for the act in accordance with Division 5.

Who pays compensation

- (6) The native title holders may recover the compensation from:
 - (a) if the act is attributable to the Commonwealth:
 - (i) if a law of the Commonwealth provides that a person other than the Crown in right of the Commonwealth is liable to pay the compensation—that person; or
 - (ii) if not—the Crown in right of the Commonwealth; or

- (b) if the act is attributable to a State or Territory:
 - (i) if a law of the State or Territory provides that a person other than the Crown in any capacity is liable to pay the compensation—that person; or
 - (ii) if not—the Crown in right of the State or Territory.

Procedural rights

- (7) The native title holders, and any registered native title claimants in relation to land or waters in the area concerned, have the same procedural rights as they would have in relation to the act on the assumption that they instead held:
 - (a) to the extent (if any) that the land concerned is covered by a non-exclusive agricultural lease (see section 247B) or a non-exclusive pastoral lease (see section 248B)—a lease of that kind; or
 - (b) to the extent (if any) that paragraph (a) does not apply—ordinary title;

covering any land concerned or covering the land adjoining, or surrounding, any waters concerned.

Native title rights and interests to be considered

- (7A) If, in the exercise of those procedural rights, the native title holders are entitled to have matters considered, those matters include their native title rights and interests.

Satisfying the right to be notified

- (8) If:
 - (a) because of subsection (7) or any law of the Commonwealth, a State or a Territory, the native title holders have a procedural right that requires another person to notify them of the act; and
 - (b) there is no registered native title body corporate, or there are no registered native title bodies corporate, in relation to the whole of the land or waters in the area concerned;

then one way in which the person may give the required notification is by notifying, in the way determined, by legislative instrument, by the Commonwealth Minister for the purposes of this subsection the following that the act is to take place:

 - (c) any representative Aboriginal/Torres Islander bodies for that part of the area concerned for which there is no registered native title body corporate;

- (d) any registered native title claimants in relation to land or waters in that part of the area concerned for which there is no registered native title body corporate.

Satisfying other procedural rights

- (9) If:
- (a) because of subsection (7) or any law of the Commonwealth, a State or a Territory, the native title holders have a procedural right that requires another person to do any thing in relation to the native title holders; and
 - (b) there is no registered native title body corporate, or there are no registered native title bodies corporate, in relation to the whole of the land or waters in the area concerned;
- then one way in which the person may give effect to the requirement is:
- (c) by doing the thing in relation to any registered native title claimant in relation to land or waters in that part of the area concerned for which there is no registered native title body corporate; or
 - (d) if there are no such registered native title claimants—by ensuring that any representative Aboriginal/Torres Strait Islander bodies for that part of the area concerned for which there is no registered native title body corporate have an opportunity to comment on the doing of the act.

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2016-2026 – Economic – A Prosperous Future for our Community – Continue to maintain and upgrade our road network.

Policy Implications

Nil

Financial Implications

Following the *Act* processes being undertaken, the road will need to be surveyed prior to dedication at Council's cost. Based on the Bullfinch-Evanston Road experience, this could be in the vicinity of \$50,000 - \$60,000.

Officer Recommendation and Council Decision

123/2019

Moved Cr Pasini/Seconded Cr Close

That in accordance with Section 56 of the Land Administration Act 1997 and Native Title Act 1993 (Cth), Council makes application to the Minister for Lands for the Emu Fence Road within the Shire of Yilgarn to be formally dedicated. In seeking the Minister's approval, Council indemnifies the Minister and Department of Lands against any claim for compensation.

CARRIED (6/0)

Unconfirmed

9.1 Officers Report – Chief Executive Officer

9.1.3 Yilgarn Agricultural Society – Request for Waiving of Printing Fees for Show Schedule and Program

File Reference	8.2.6.27 & 1.3.3.11
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

To inform Council of the request by the Yilgarn Agricultural Society to waive printing fees for the 2019 Show Schedule and Program and Council's Delegation Register requirements in relation to same.

Background

The Treasurer of the Yilgarn Agricultural Society, Ms Shannon Carnicelli, has submitted an Application Form on behalf of the Society requesting that Council waives the printing fees for the 2019 Show Schedule and Program, either wholly or in part.

Comment

The Southern Cross CRC provided the Agricultural Society with a quotation for printing costs based on Council's Schedule of Fees and Charges. The quotation amounted to \$1,400 for the requested printing of 200 Programs.

Council's Delegation No. LGA30 states the following in respect to the CEO having authority to waive fees:-

Council delegates its authority and power to the Chief Executive Officer to consider requests for Donations and Waiver of Hire Fees,

Subject to-

- a) The donation and /or waiver of hire fees request is:

 - a. less than \$500*
 - b. for a non-profit group that is located in the Shire of Yilgarn*
 - c. for an event that will be held within the Shire and is a general community benefit**
- b) All Donations and Waiver of Hire Fees to be recorded in the Annual Report each year.*

Even if the CEO waived 50% of the total costs for printing, it would be outside the Delegated authority amount.

At the June 2019 Ordinary meeting, Council considered a request from the Yilgarn Agricultural Society to sponsor an event/ride at the 2019 Show and resolved the following in respect to same:-

98/2019

Cr Guerini/Seconded Cr Pasini

That Council authorises the expenditure of \$1,600 to sponsor the "Lil Louie" road train at the 2019 Yilgarn Agricultural Show.

CARRIED (7/0)

At the above meeting Council was also informed that it supports the Agricultural Show in-kind by allowing free use of the Recreation Complex and Grounds and by way of providing Council employees to assist with the setting up tents/marquees etc., and the clean-up following the event. The road closure for the Parade is also organised and operated by Shire employees. The total of in-kind contribution for the last Show in 2017 was \$6,950.

Council has recognised that the Show is an important event for the community via its financial commitment to date. However, the requests for the waiving of fees/cash contributions continues and one wonders whether the Agricultural Society should become responsible for some of the costs that it incurs in the running of the Show.

Statutory Environment

Shire of Yilgarn Delegation Register No. LGA30.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

\$1,400.00 in lost printing fees. If this amount was waived the total financial commitment by Council, both in-kind and cash, would amount to \$10,000.

Officer Recommendation and Council Decision

124/2019

Moved Cr Shaw/Seconded Cr Guerini

That Council advises the Yilgarn Agricultural Society that due to the financial and in-kind commitments already provided by Council towards the conduct of the 2019 Show, Council considers that the Society should be responsible for the costs associated with printing the Show's Schedule and Program.

CARRIED (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Financial Reports

Purpose of Report

To consider the Financial Reports

Background

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

The following reports are attached and have been prepared as at the 31st July 2019.

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity
- Own Source Revenue Ratio

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 Regulation 34(i)(a) and Regulation 17.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Decision

125/2019

Moved Cr Close/Seconded Cr Pasini

That Council endorse the various Financial Reports as presented for the period ending 31st July 2019.

CARRIED (6/0)

Unconfirmed

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	See attachment 9.2.2

Purpose of Report

To consider the Accounts for Payment

Background

Municipal Fund – Cheque Numbers 40809 to 40816 totalling \$5,658.64, Municipal Fund-EFT Numbers 9011 to 9123 totalling \$593,043.94, Municipal Fund – Cheque Numbers 1529 to 1538 totalling \$195,962.01, Municipal Fund Direct Debit Numbers 13768.1 to 13806.11 totalling \$40,514.85, Trust Fund 402428 to 402432 totalling \$2,398.43 and Trust Fund – Cheque Numbers 6184 to 6189 (DPI Licensing), totalling \$34,397.90 are presented for endorsement as per the submitted list.

Comment

Nil

Statutory Environment

Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, Regulation No 12 and 13

Strategic Implications

Nil

Policy Implications

Council has provided delegation to the Chief Executive Officer to make payments from the Shire of Yilgarn Municipal, Trust or other Fund.

Financial Implications

Drawdown of Bank funds

Officer Recommendation and Council Decision

126/2019

Moved Cr Shaw/Seconded Cr Nolan

Municipal Fund – Cheque Numbers 40809 to 40816 totalling \$5,658.64, Municipal Fund-EFT Numbers 9011 to 9123 totalling \$593,043.94, Municipal Fund – Cheque Numbers 1529 to 1538 totalling \$195,962.01, Municipal Fund Direct Debit Numbers 13768.1 to 13806.11 totalling \$40,514.85, Trust Fund 402428 to 402432 totalling \$2,398.43 and Trust Fund – Cheque Numbers 6184 to 6189 (DPI Licensing), totalling \$34,397.90 are presented for endorsement as per the submitted list.

CARRIED (6/0)

Unconfirmed

9.2 Reporting Officer – Executive Manager Corporate Services

9.2.3 2019/2020 Budget Adoption

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Attachment 9.2.3 – 2019/2020 Annual Budget <i>(To be provided in hard copy prior to the meeting)</i>

Purpose of Report

To consider and adopt the Municipal Fund Budget for the 2019 / 2020 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

Background

The 2019 / 2020 operating budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future. The 2019 / 2020 budget has been prepared in accordance with the presentations made to councillors at the budget workshop held on the 18th of July 2019.

The rating structure proposed for the 2019 / 2020 financial year is based on a 0.5% increase in the Rate in the Dollar from those imposed in the previous year. The proposed differential rates for 2019 / 2020 are, as previously indicated, an across the board 0.5% increase in the rate in the dollar. This equates to 1.0% reduction from those advertised.

The advertising period closed on the 23rd of May and resulted in five (5) submissions being received. These submissions were considered by Council at a Special Meeting held on the 30th May where Council resolved to leave the proposed differential rate in the dollar's unchanged to those advertised. As a result of the decision made at the Special Meeting of the 30th May, an application was made for Ministerial approval to rate at more than twice the lowest rate in a rate category, being UV – Rural and UV – Mining. This application was made using the Ministers current application form. It was at this time that information was received that the Minister required Council to have considered any surplus / deficit prior to the application being made, Council subsequently held a budget workshop prior to their meeting of 18th July with the Ministerial approval application being resubmitted on the 22nd July.

Councils application was approved on the 5th August 2019.

Comment

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

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

There have been a couple of minor updates to the Fees & Charges that Council considered in May, these include the increase of the Garret standpipe water fees from \$3.00 to \$8.50 per kilolitre as this standpipe has a 50mm outlet. Also, the inclusion of room rates for the Sandlewood Lodge B rooms which were omitted from the original set of fees & charges.

- **General Rates and Minimums**

The general rate in the dollar will have a 0.5% increase with the general minimums remaining unchanged as follows:

Land Category	Rate in the Dollar		% Increase/ (Decrease)
	2019/20	2018/19	
<u>General Rate</u>			
GRV - Residential / Industrial	11.2332	11.1773	0.50%
GRV- Commercial	7.9074	7.8681	0.50%
GRV- Minesites	15.8148	15.7362	0.50%
GRV - Single Persons Quarters	15.8148	15.7362	0.50%
UV - Rural	1.7575	1.7487	0.50%
UV - Mining Tenements	17.3923	17.3058	0.50%
<u>Minimum General Rate</u>			
GRV - Residential / Industrial	\$500	\$500	0.00%
GRV- Commercial	\$400	\$400	0.00%
GRV- Minesites	\$400	\$400	0.00%
GRV - Single Persons Quarters	\$400	\$400	0.00%
UV - Rural	\$400	\$400	0.00%
UV - Mining Tenements	\$400	\$400	0.00%

There was a general revaluation carried out to UV rated assessments effective 1st July 2019. This revaluation resulted in the following:

Valuations as at 1st July of the given year.

2018/19			2019/20			Change \$	Change %
Rateable Valuation	Minimum Valuation	Total Valuation	Rateable Valuation	Minimum Valuation	Total Valuation		
-	-	267,320	-	-	324,916	57,596	21.55%
529,565	2,408	531,973	529,565	2,408	531,973	0	0.00%
1,963,619	400	1,964,019	780,859	1,075	781,934	(1,182,085)	(60.19%)
3,315,342	171,997	3,487,339	3,411,774	153,808	3,565,582	78,243	2.24%
812,765	20,061	832,826	990,825	20,061	1,010,886	178,060	21.38%
96,474,231	331,445	96,805,676	103,918,731	289,145	104,207,876	7,402,200	7.65%
7,866,364	287,569	8,153,933	8,343,013	275,026	8,618,039	464,106	5.69%

Sewerage and household rubbish collection charges will remain unchanged from those imposed in 2018/2019.

• **Major Income and Expenditure**

Capital expenditure totalling \$9.719M is budgeted, being made up of:

Land & Buildings	\$2,400,303
Furniture & Equipment	\$27,500
Plant & Equipment	\$1,056,800
Infrastructure - Roads	\$2,852,669
- Footpaths	\$78,971
- Drainage	\$14,172
- Parks & Ovals	\$50,000
- Sewerage	\$28,000
- Refuse Sites	\$56,200
- Other	\$3,155,000

Non-Operating grant income includes:

Roads to Recovery	\$906,911
Regional Road Group	\$741,170
Main Roads WA Direct Grant	\$345,050
Federal Assistance Grant	\$1,163,412
Federal Regional Development Grant	\$525,000

Operating grant income includes:

Federal Assistance Grant	\$835,000 (Est)
Federal Untied Roads Grant	\$765,000 (Est)

Statutory Environment

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

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2019 / 2020 budget as presented is considered to meet statutory requirements.

Strategic Implications

The draft 2019 / 2020 budget has been developed based on the existing Plan for the Future and strategic planning documents adopted by council.

Policy Implications

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

Financial Implications

Forms the basis for Income and Expenditure for the period 1 July 2019 to 30 June 2020.

Officer Recommendation and Council Decision

GENERAL & MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

127/2019

Moved Cr Guerini/Seconded Cr Pasini

- 1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates in the dollar and minimum payments on Gross Rental and Unimproved Values.***

General Rate

GRV - Residential / Industrial	11.2332
GRV- Commercial	7.9074
GRV- Minesites	15.8148
GRV - Single Persons Quarters	15.8148
UV - Rural	1.7575
UV - Mining Tenements	17.3923

Minimum Payments

GRV - Residential / Industrial	\$500
GRV- Commercial	\$400
GRV- Minesites	\$400
GRV - Single Persons Quarters	\$400
UV - Rural	\$400
UV - Mining Tenements	\$400

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 4th October 2019

Payment by Two Instalments:-

- First instalment due date 4th October 2019
- Second instalment due date 6th March 2020

Payment by Four Instalments:-

- First instalment due date 4th October 2019
- Second instalment due date 6th December 2019
- Third instalment due date 7th February 2020
- Fourth instalment due date 3rd April 2020

3. Pursuant to Section 6.46 of the Local Government Act 1995, council offers a discount of 5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, within 35 days of the issue date of the rate notice.
4. Pursuant to section 6.45 of the Local Government Act 1995 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) through an instalment option of \$10 for each instalment after the initial instalment is paid.
5. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

SEWERAGE RATES & CHARGES

128/2019

Moved Cr Shaw/Seconded Cr Close

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

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

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

SANITATION HOUSEHOLD REFUSE - RATES AND CHARGES

129/2019

Moved Cr Pasini/Seconded Cr Guerini

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

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

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2019/2020

130/2019

Moved Cr Close/Seconded Cr Shaw

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

- **Shire President \$600 per meeting attended**
- **Councillors \$400 per meeting attended**

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

- **Travel Allowance**

Engine Displacement (in cubic centimetres)			
Area & Details	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per Kilometre		
Rest of State	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 and regulation 33 of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- **Shire President \$12,000**

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

- **Deputy Shire President \$4,000**

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

MATERIAL VARIANCE REPORTING FOR 2019/2020

131/2019

Moved Cr Pasini/Seconded Cr Shaw

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2019 / 2020 for reporting material variances shall be +/- 10% or \$30,000, whichever is the greater.

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

OTHER STATUTORY COMPLIANCE

132/2019

Moved Cr Guerini/Seconded Cr Close

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

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

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

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

MUNICIPAL FUND BUDGET FOR 2019/2020

133/2019

Moved Cr Close/Seconded Cr Pasini

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the council adopt the Municipal Fund Budget as Attachment to this agenda and the minutes, for the Shire of Yilgarn for the 2019 / 2020 financial year which includes the following:

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

CARRIED BY ABSOLUTE MAJORITY (6/0)

9.2 Reporting Officer – Executive Manager Corporate Services

9.2.4 Write Off of Rates – Lot 28 Great Eastern Highway, Yellowdine

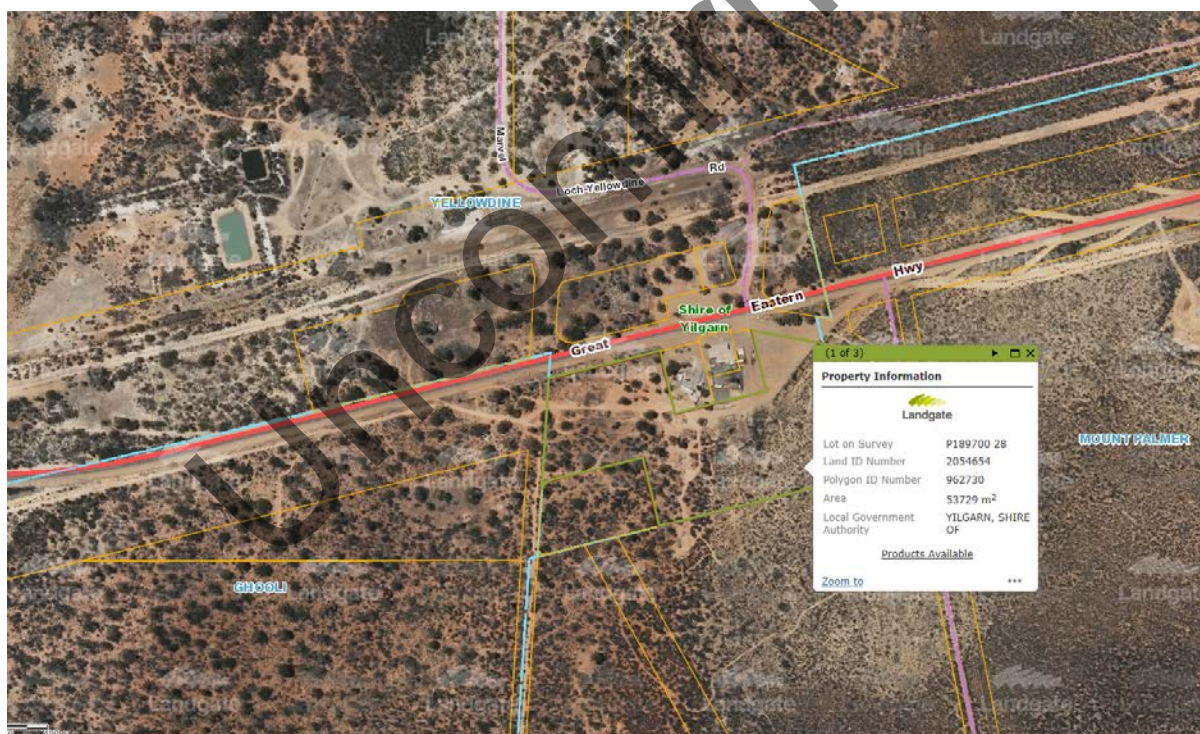
File Reference	A11400 & 8.1.1.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

This report seeks Councils approval for the write off of outstanding but uncollectable rates.

Background

This parcel of land, located at Lot 28 Great Eastern Highway (Assessment A8610), was under State lease K135815 which expired 25th March 2013, as a result control of the location returned to the Crown.



All Rates and Charges were paid in full including those for the 2012/13 financial year (the year in which the lease expired). At this time, this assessment was marked as non-rateable as it had reverted to the Crown.

For some unknown reason, Council received a GRV roll on the 11th April 2016 which “Reactivated” this assessment but still in the name of the State of Western Australia. This roll was processed on the same day as it was received which leads me to conclude that the

requisite checks and reconciliations where not carried out as, if they were, this error should not have occurred.

Rates were raised for the 2016/17 financial year with the error subsequently being identified on the 2nd June 2017 at which time, the assessment was reclassified back to a Non-Rateable status. However, a request for the rates raised in error to be written off was never made with the result that interest has continued to accrue.

Comment

The total amount raised in error that is required to be written off is:

Levies				Description
	Receipts	Balance	C/A	
728.20	0.00	728.20	A	Rates
566.23	0.00	566.23	C	Interest
60.07	0.00	60.07	C	ESL PENALTY
62.42	0.00	62.42	A	ESL PENALTY
263.00	0.00	263.00	A	EMERGENCY SERVICE LEVY
				=====
1679.92	0.00	1679.92		*** TOTALS ***

Statutory Environment

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

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

Policy Implications

Council Policy

3.9 – Rates and Charges Recovery Policy (Including Sewerage Charges Financial Hardship Policy)

Financial Implications

Write off of \$1,679.92 in uncollectable Rate and Charges revenue.

The 2019/2020 budget has an inclusion of \$40,000 in Account E03118 – Debtors Written Off.

Officer Recommendation and Council Decision

134/2019

Moved Cr Guerini/Seconded Cr Pasini

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of the following amounts in rates and charges:

Assessment: A8610 – Lot 28 Great Eastern Highway, Yellowdine

Levies	Receipts	Balance	C/A	Description
728.20	0.00	728.20	A	Rates
566.23	0.00	566.23	C	Interest
60.07	0.00	60.07	C	ESL PENALTY
62.42	0.00	62.42	A	ESL PENALTY
263.00	0.00	263.00	A	EMERGENCY SERVICE LEVY
=====				
1679.92	0.00	1679.92		*** TOTALS ***

CARRIED (6/0)

9.4 Reporting Officer– Executive Manager Regulatory Services

9.4.1 Proposed Closure of a Portion of Butcher Road, Bodallin – Post Advertising

File Reference:	6.1.2.9
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments	Plan of Proposed Road closure

Purpose of Report

To consider making application to the Minister of Department of Planning, Lands and Heritage to close a portion of Butcher Road, Bodallin, to enable land encroachment issues to be corrected.

Background

At the June 2019 Council meeting, Councillors considered a request from a landowner to close a portion of Butcher Road, Bodallin, to enable the correction of land encroachment issues.

The following resolution was carried:

95/2019

Moved Cr Pasini/Seconded Cr Shaw

That Council endorses the commencement of a thirty five (35) day statutory advertising period, in accordance with the Land Administration Act 1997, Part 5 Section 58; calling for comments relating to the proposed closure of a portion of the Butcher Road reserve, as per the supplied plan.

CARRIED (7/0)

The relevant section of road is delineated on the attached plan.

Comment

In accordance to Land Administration Act 1997 Part 5 Section 58, Council advertised the proposed closures in the Western Australia Newspaper on 26th June 2019, calling for comments and/or objections with the closing date being the 2nd August 2019. The proposed closures were also displayed on the information pin-up board at the front entrance of Shire Administration Office. At the time of the closing date no comments and or objections were received.

As such, it is recommended that Council endorse the closure of the relevant portion of Butcher Road, Bodallin, and apply to the Department of planning, Lands and Heritage for the closures.

Statutory Environment

Land Administration Act 1997 Part 5 Section 58

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.*
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.*
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —*
 - (a) by order grant the request; or*
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or*
 - (c) refuse the request.*
- (5) If the Minister grants a request under subsection (4) —*
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and*
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.*
- (6) When a road is closed under this section, the land comprising the former road —*
 - (a) becomes unallocated Crown land; or (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.*

Strategic Implications

Road rationalisation in the Shire of Yilgarn

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Decision

135/2019

Moved Cr Close/Seconded Cr Shaw

That Council, having advertised the proposed closure as per the Land Administration Act 1997 Part 5 Section 58 and receiving no comments, approve the closure of the relevant portion of Butcher Road, Bodallin, and endorse application to the Department of Planning, Lands and Heritage to have the closure assessed.

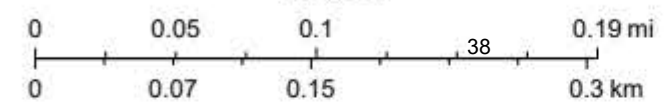
CARRIED (6/0)

Unconfirmed

Butchers Road, Bodallin - Proposed Closure



1:4,514



9.4 Officers Report – Executive Manager Regulatory Services

9.4.2 Disposal of Property – Various Items

File Reference	6.8.11
Disclosure of Interest	Nil
Voting Requirements	Simple majority
Attachments	Nil

Purpose of Report

For Council to endorse the disposal of various household items via public auction.

Background

The Shire has a number of second hand household furniture items in storage which no longer have a use and therefore is looking to dispose of.

Under Section 3.58 of the Local Government Act 1995, it states a local government can dispose of property to the highest bidder at public auction.

The items proposed to be disposed are:

1. Corner desk – lightweight laminate with keyboard slide-out
2. Electric Oil-filled Column Heater - 7 column Heller
3. Electric Oil-filled Column Heater – 11 column Heller (6 x)
4. Electric Oil-filled Column Heater – 11 column DeLonghi
5. Solid timber desk 4 drawers
6. Timber & Metal bedside table with drawer – 8 units. Good condition
7. Metal file cabinet – EliteBuilt 2 drawers (no key)
8. Solid large coffee table – surface needs re-painting
9. Rowing machine

Comment

The “Public Auction” will be via written expressions of interest, where the interested person/s will submit a price in writing for individual items.

Expressions of interest will be accepted in writing up until 12:00pm 12th September 2019. After the acceptance period has ended, submissions will be assessed with the highest bidder for each item being notified and requested to pay the submitted amount and collect their goods.

Should an individual fail to pay for their submission within 48 hours after notification, the Shire reserves the right to offer the item to the next highest bidder.

Statutory Environment

Local Government Act 1995

Strategic Implications

Nil

Policy Implications

Council Policy Manual – Policy 3.1 – Financial Treatment of Assets

Financial Implications

Income received for items into general revenue.

Officer Recommendation and Council Decision

136/2019

Moved Cr Pasini/Seconded Cr Shaw

That Council endorse the disposal of items listed below, to the highest bidder at public auction, being via written expressions of interest, with notice of the public auction given via the Shire's Crosswords publication.

Items listed for disposal include:

- 1. Corner desk***
- 2. Electric Oil-filled Column Heater - 7 column Heller***
- 3. Electric Oil-filled Column Heater – 11 column Heller (6 x)***
- 4. Electric Oil-filled Column Heater – 11 column DeLonghi***
- 5. Solid timber desk 4 drawers***
- 6. Timber & Metal bedside table with drawer – 8 units.***
- 7. Metal file cabinet – EliteBuilt 2 drawers***
- 8. Solid large coffee table***
- 9. Rowing machine***

CARRIED (6/0)

10 APPLICATION FOR LEAVE OF ABSENCE

Cr Pasini indicated that he would be writing to the CEO to seek Leave of Absence from the September 2019 Ordinary Meeting of Council.

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

The Shire President advised that a Late Item had been circulated to Councillors by the Executive Manager Regulatory Services.

137/2019

Moved Cr Close/Seconded Cr Pasini

That Council accepts the Late Item being presented for consideration.

CARRIED (6/0)

12 Reporting Officer– Executive Manager Regulatory Services

12.1 Development Application 14 Burbidge Street, Marvel Loch

File Reference	3.1.3.4
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	<ul style="list-style-type: none"> - Existing Layout Plan - Proposed layout Plan - Unit Specifications

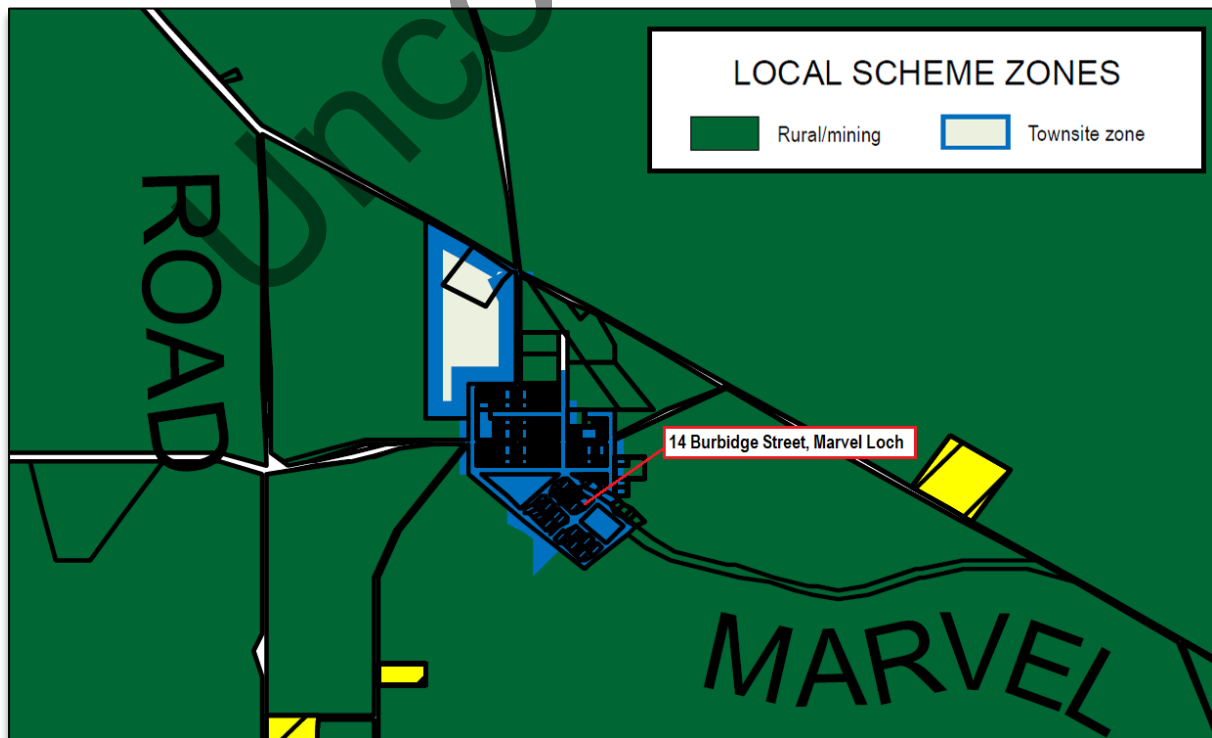
Purpose of Report

To consider a development application for 14 Burbidge Street, Marvel Loch, for alterations and additions to an existing single person quarters.

Background

The Shire of Yilgarn is in receipt of a Development Application, which seeks approval to remove two existing single persons accommodation units and install four four-room units. A copy of the proposed layout plan and unit specifications has been included as attachments.

The subject site, 14 Burbidge Street, Marvel Loch, is currently operated as a single person's quarters (SPQ) and is situated in a "Townsite Zone" according to the Shire of Yilgarn Town Planning Scheme 2 (TPS2), as per the image below.



The townsite zone, as per the TPS2 is described as:

The Townsite Zone is to be used primarily for single houses and public recreation. Other uses, listed in Table 1, may be permitted at the discretion of Council if they are considered to be an integral part of the townsite and where Council is satisfied that they will benefit the community and not result in being a nuisance.

Comment

There is no SPQ use class listed in the TPS2, however "Grouped Dwelling" is a use class that fits in with the proposal.

"Grouped Dwelling" is an "AA" use under the TPS2 zoning table for "Townsite" zones, which means the development is not permitted unless the Council has granted planning approval.

As per Clause 6.3.2 of the TPS2, Council may give notice of the proposed development as follows:

- 6.3.2 *Where an application is made for planning approval to commence or carry out development which involves an 'AA' use, or any other development which requires the planning approval of the Council, the Council may give notice of the application in accordance with the provisions of sub-clause 6.3.3.*
- 6.3.3 *Where the Council is required or decides to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:*
 - (a) *Notice of the proposed development to be served on the owners and occupiers as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice.*
 - (b) *Notice of the proposed development to be published in a newspaper circulating in the Scheme area stating that submissions may be made to the Council within twenty-one days from the publication thereof.*
 - (c) *A sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph (b) of this sub-clause.*

Being a "Townsite Zone", there is no R-Code ratio applied to the lots via the TPS2, in addition to there being no SPQ or similar use listed in the "Development Table", and as such, Council has absolute discretion over the required setbacks, plot ratios, landscaping and car parking for the development

Setbacks

Council has discretion to approve any setback it deems suitable, taking into account aesthetics and effects on adjoining/neighbouring properties.

The following table details the proposed new setback to boundaries and the possible effects:

Boundary	Proposed Setback	Effects
Front/Primary Street	Not changed	N/A
Rear Boundary	1 metre	This boundary is adjacent to the R.O.W. to the rear of the property. Given the townsite zone is primarily residential, if using the R-Codes as a guide, the required setback for this size of building would be 1.1 metres, and the proposed 1 metre, given there is no adjoining neighbour, is deemed sufficient.
Side Boundary North-West	2 metres	Given the townsite zone is primarily residential, if using the R-Codes as a guide, the required setback for this size of building would be 1.5 metres, and therefore proposed 2 metres, is deemed sufficient.
Side Boundary South-East	Not changed	N/A

It is deemed the proposed setbacks will not create a nuisance, or detract from the amenity of the area, and it is suggested Council approve the proposed setbacks.

Plot Ratio

Plot ratio is the percentage of building footprint over the site. Council have discretion to approve any plot ratio they deem adequate. The plot ration with proposed additions will be less than 40%, which is deemed adequate.

Minimum Landscape Area %

There is sufficient space to achieve 10% landscaping, which is standard for commercial developments. There is existing grass which will meet the requirements

Car Parking Bays

The majority of persons utilising the facility are bussed in, and as such, a bay per room is not practicable. Onsite parking for approximately 12 vehicles has been provided, and in addition to street verge parking, which has been occurring without complaint for many years. It is deemed the parking provisions are adequate.

Aesthetics

It is believed the replacement of the old units for newer units will increase the aesthetics of the property, and as such, is not deemed to be an issue aesthetically.

Consultation

Due to the timing of the application, no consultation has occurred, though in keeping with the "AA" use class, Council may request public notice be given.

However, as the two units closest to the boundary are simply being replaced and the additional units are to be located at the centre of the property, visual effects on neighbours will be minimal.

Noise may be an issue with additional persons onsite, but given the rostered nature of the comings and goings of the workers, it is not thought the impact would be significantly increased over the course of a day/night.

Recommendation

It is the opinion of the Executive Manager Regulatory Services that this development will not unduly affect the amenity of the townsite zone in Marvel Loch, and it is recommended that the application be approved.

Advice Notes

As per Clause 8.5.1 of the Shire of Yilgarn Town Planning Scheme 2, an applicant aggrieved by a decision of the Council in respect of the exercise of a discretionary power under the Scheme may appeal in accordance with Part V of the Planning and Development Act 2005 and the rules and regulations made pursuant to the Act.

The applicant will also be required to obtain a building permit for the development via a certified application.

Statutory Environment

Planning and Development Act 2005
Town Planning Scheme 2

Strategic Implications

Goal

A prosperous future for our community.

Outcome

Businesses in the Shire remain competitive and viable.

Strategy

Continue to provide an efficient and effective approval process.

Policy Implications

Nil

Financial Implications

Planning and Development and Building Fees

Officer Recommendation and Council Decision

138/2019

Moved Cr Pasini/Seconded Cr Guerini

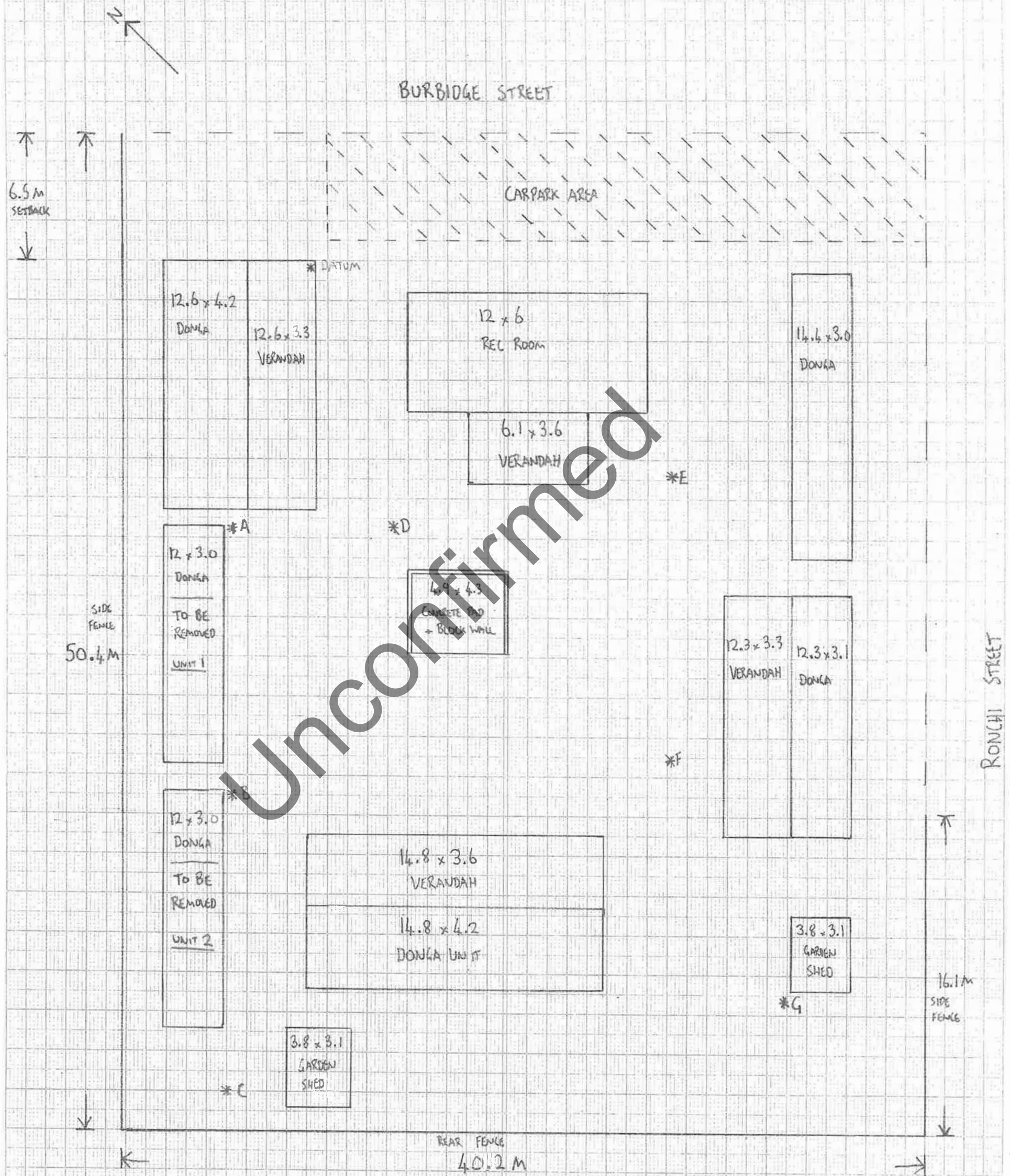
That Council approve the proposed development at 14 Burbidge Street, Marvel Loch, being the removal of two four bed accommodation units and the installation of four four-room ensuited accommodation units.

CARRIED (6/0)

Unconfirmed

SCALE
1:200

RONCHI CAMP SITE PLAN - EXISTING LAYOUT



NATURAL GROUND HEIGHTS IN RELATION TO DATUM (MEASURED IN MM) - DATUM = 0

POINT A = -400

POINT B = -1000

POINT C = -1870

POINT D = -150

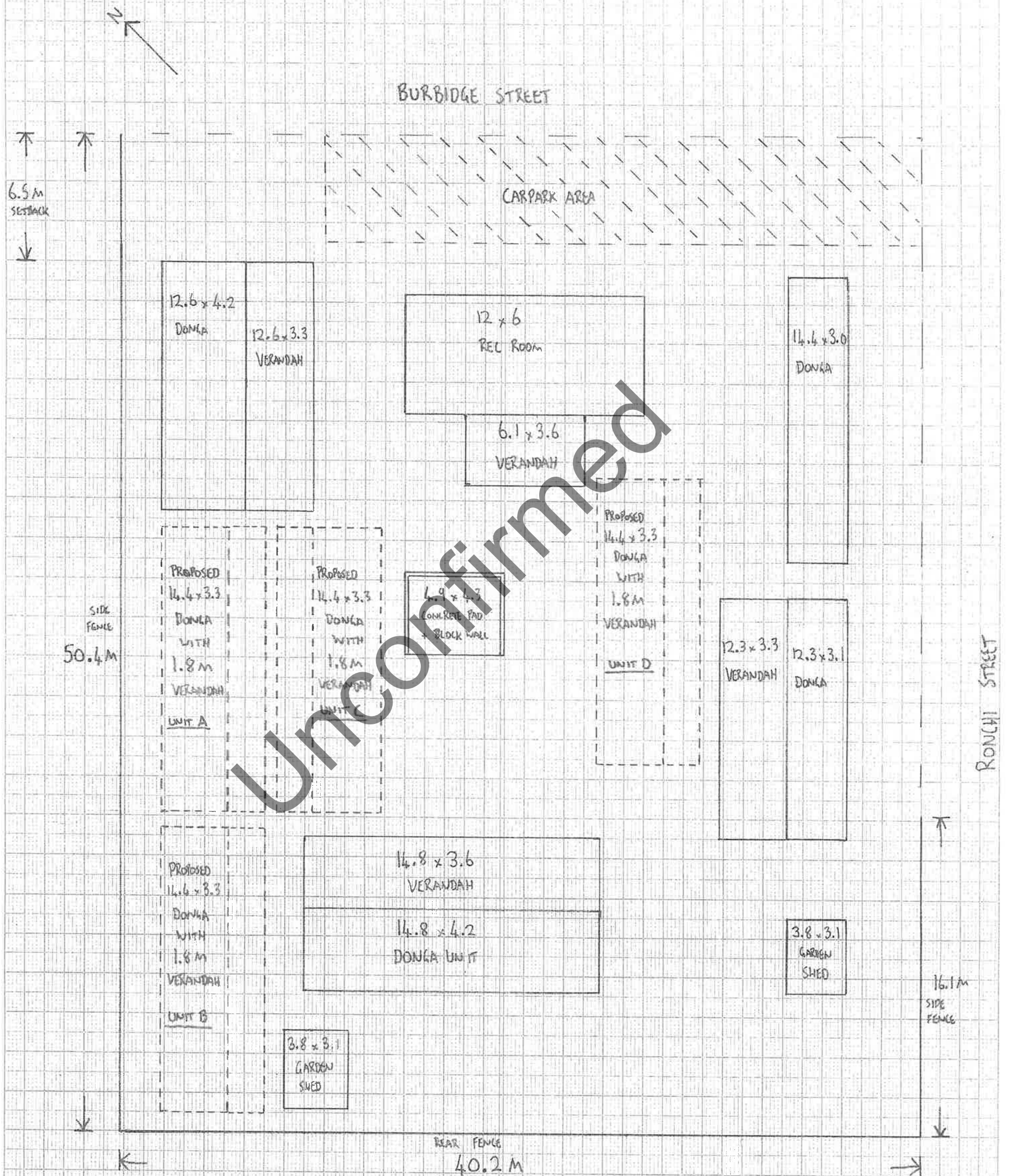
POINT E = -110

POINT F = -850

POINT G = -2000

RONCHI CAMP
SITE PLAN - PROPOSED LAYOUT

SCALE
1:200



CONSTRUCTION NOTES:

BASE: 14.4m x 3.3m TRANSPORTABLE STEEL CHASSIS.
FLOOR JOISTS: 50 x 1.6m SHS.
FLOORING: 22mm PARTICLE BOARD (TERMITE TREATED).
FLOOR COVERING: BEDROOM - 2.0mm VINYL (DESERT SAND).
BATHROOM - 2.0mm VINYL COVERED 100mm TO WALLS (DESERT SAND).
EXTERNAL - 75mm INSULATED PANEL (EXT - MERINO, INT - SURFMST).
INTERNAL - 50mm INSULATED PANEL (SURFMST).
PARTITION - 75mm INSULATED PANEL (SURFMST).
CEILING - POLY PLYWOOD (MIRAGE PEARL).
CORNICHE - 40 x 40mm POWDERCOATED ANGLE (PEARL WHITE).
ROOF - 50mm ANTIKON TO U/S OF ROOF SHEETING.
TRIMDEK - ZINCALUME.
INSULATION: 70 x 45 TIMBER CEILING FRAME WITH GRADED TIMBER BUILD-UPS OVER (3").
ROOF / CEILING: COLORBOND PROFILED FLASHING (WOODLAND GREY).
FLASHING: D1 - 2040 x 820mm PANEL DOOR IN ALUMINUM FRAME c/w ENTRANCE LOCKSET (TBA).
DOORS: D2 - 2040 x 720mm PANEL DOOR IN ALUMINUM FRAME c/w PRIVACY LOCKSET (TBA).
WINDOWS: W1 - 900(H) x 900(W)mm ALUMINUM FRAMED, POWDERCOAT FINISH SLIDING WINDOW c/w CURTAINS (DOE SKIN).
W2 - 514(H) x 610(W)mm ALUMINUM FRAMED, POWDERCOAT FINISH FIXED WINDOW c/w EXHAUST FAN CUT-OUT (DOE SKIN).

FIT-OUT LIST:

1. KING SINGLE BED c/w LOCKABLE CASTORS.
2. 2 DOOR ROBE c/w 2 DRAWER.
3. 1200(L) x 500(W) DESK c/w DRAWER.
4. TOWEL RING.
5. 900 x 900mm SHOWER UNIT c/w TAPWARE, CURTAIN AND RAIL.
6. WALL MOUNTED HAND BASIN c/w MIRROR OVER.
7. TOILET c/w DUAL FLUSH CISTERN.
8. TOILET ROLL HOLDER.
9. WALL MOUNT REVERSE CYCLE AIR CONDITIONER - 1.5HP
10. HOT WATER SYSTEM - 35L
11. STACK CHAIR

LEGEND

⊗ FLOOR WASTE

NOTE:

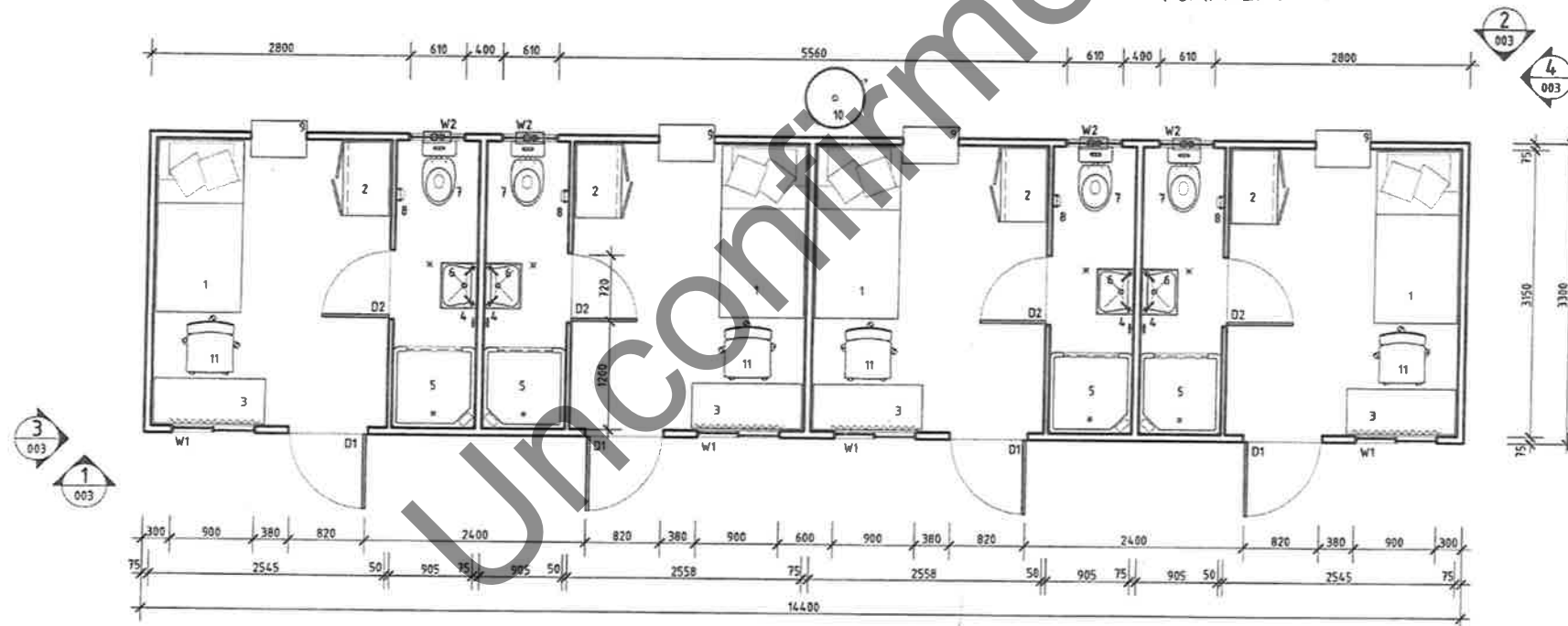
FOOTINGS TO BE CERTIFIED BY A PRACTISING QUALIFIED STRUCTURAL ENGINEER FOR THE FOLLOWING FORCES.

40KN HORIZONTAL

40KN UPLIFT

100kNm OVERTURNING

THE MASS OF THE STRUCTURE HAS NOT BEEN INCLUDED AS A STABILISING LOAD FOR THE VALUES NOMINATED ABOVE.



ALCO

BUILDING COMPANY PTY. LTD.
ABN No. 3205 653 8357

Factory Tel.: (08) 9459 1630
Factory Fax.: (08) 9459 1806
Mobile: 0411 424 172

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DRAWN BY: C SENEQUE

ALCO BUILDING
CONSULTANT: G ASHFIELD

CLIENT:

SCALE: 1:50
SHEET: 1 of 4

STRUCture
consulting engineers

1 ERMDALE RD, BALCATTA
PH: (08) 9205 4500 FAX: (08) 9205 4501

PROJECT # 49700 PAGE 2 of 4

DESIGN: 1:50
TERRAIN: 1:50
MPS: 44

CLIENT:

CRESCENT GOLD

BUILDING TYPE:

4 PERSON ACCOMMODATION UNIT

DRAWING TYPE:

FLOOR PLAN

DWG No:

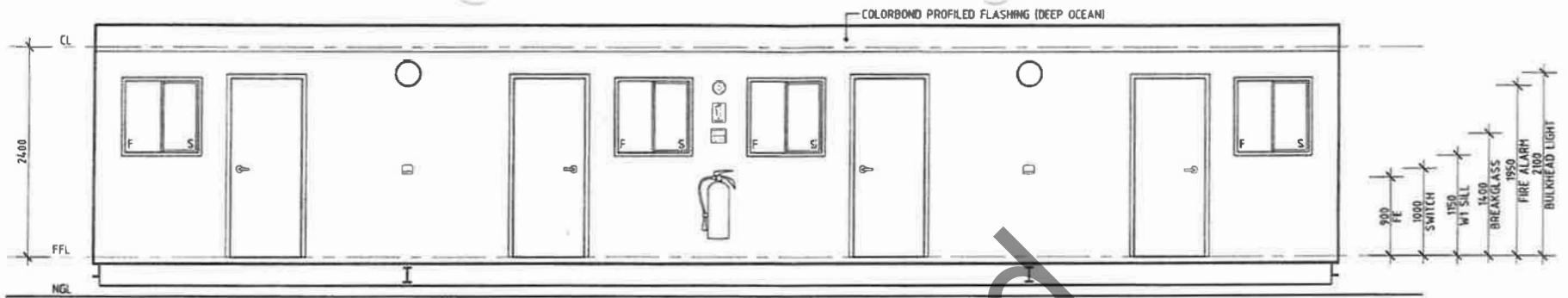
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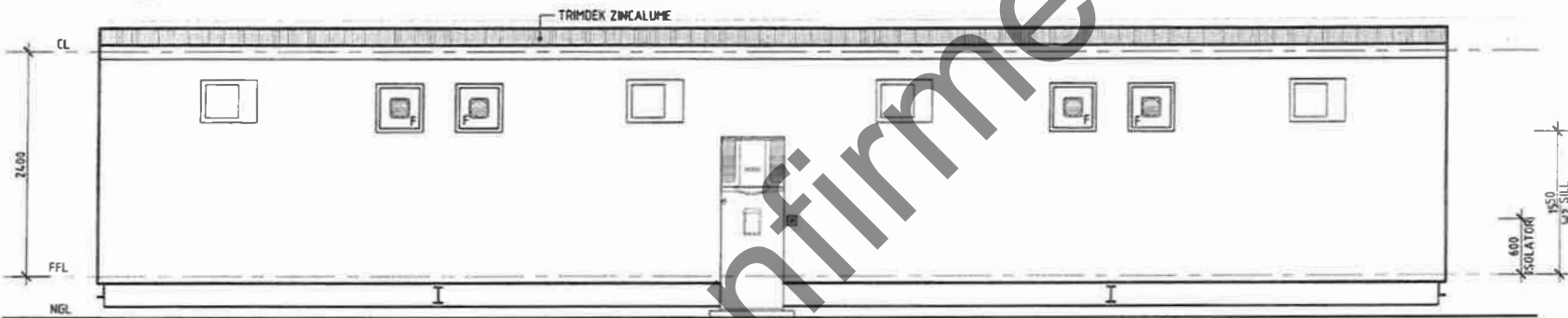
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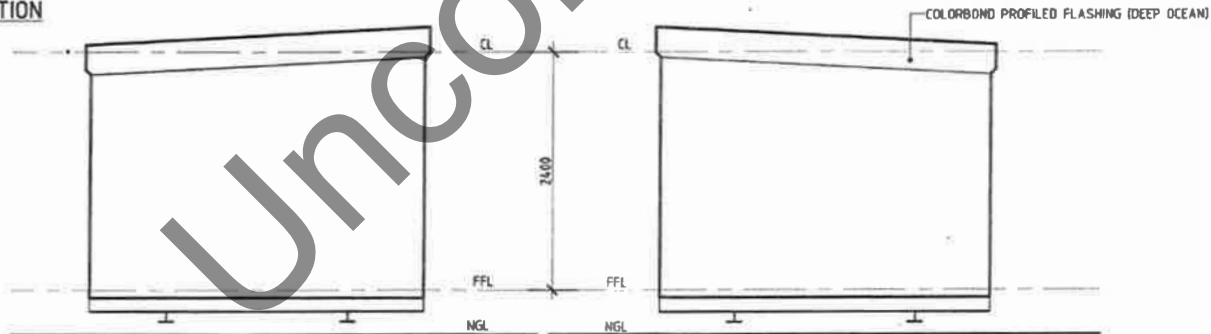
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1 ELEVATION
001



2 ELEVATION
001



3 ELEVATION
001

4 ELEVATION
001



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DRAWN BY:	C SENEQUE	
ALCO BUILDING CONSULTANT:	G ASHFIELD	
CLIENT:		
SCALE:	SHEET:	DESIGN:
1:50	3 of 4	

STRUCterre
consulting engineers
1 ERINDALE RD, BALCATT
PH (08) 9205 4500 FAX: (08) 9205 4501

CLIENT:	CRESCENT GOLD	DWG No:	211004-D-01-003
BUILDING TYPE:	4 PERSON ACCOMMODATION UNIT	JOB No:	2927
DRAWING TYPE:	ELEVATIONS - EXTERNAL	REV:	A

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 4.28pm.

I, Onida T Truran confirm the above Minutes of the Meeting held on Thursday, 15th August 2019, are confirmed on Thursday, 19th September 2019 as a true and correct record of the July Ordinary Meeting of Council.

Cr Onida T Truran
SHIRE PRESIDENT

Unconfirmed

Great Eastern Country Zone

Minutes

Kellerberrin Leisure Centre

**Commenced at 9:00am
Tuesday 27 August 2019**

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Great Eastern Country Zone

Meeting held at the Kellerberrin Leisure Centre

Commenced at 9.00am, Tuesday 27 August 2019

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley Chief Executive Officer non-voting delegate
Shire of Dowerin	President Cr Darrel Hudson Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kellerberrin	President Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer non-voting delegate
Shire of Kondinin	Ms Mia Dohnt Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Ken Hooper Cr Mal Willis Mr Greg Powell Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Mukinbudin	President Cr Gary Shadbolt Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	President Cr Rhonda Cole - Chair Mr Chris Jackson Chief Executive Officer non-voting delegate
Shire of Nungarin	President Cr Eileen O'Connell Cr Bev Palmer (Observer) Mr Adam Majid Chief Executive Officer non-voting delegate
Shire of Tammin	Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Trayning	President Cr Melanie Brown Cr Geoff Waters Mr Brian Jones Chief Executive Officer non-voting delegate
Shire of Westonia	President Cr Karin Day

	Mr Jamie Criddle Chief Executive Officer non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies
	Ms Taryn Dayman Chief Executive Officer non-voting delegate
Shire of Yilgarn	President Cr Onida Truran
	Cr Wayne Della Bosca
	Mr Peter Clarke Chief Executive Officer non-voting delegate
WALGA Representatives	Mr Nick Sloan, Chief Executive Officer
	Mr Tony Brown Executive Manager Governance & Organisational Development
	Rebecca Brown, Manager, Waste and Recycling

Guests

Mandy Walker, Director Regional Development, RDA Wheatbelt
 Karen Strange, RDA Wheatbelt
 Kathleen Brown, Electorate Officer, Mia Davies MLA Office
 Hon Laurie Graham MLC, Agricultural Region
 Rob Dickie, Government and Industry Relations Advisor, CBH
 Kirsty Martin, Principal Strategy Officer, DLGSC Representative
 Jenifer Collins, Regional Manager Wheatbelt, DLGSC Representative

Apologies

Shire of Cunderdin	President Cr Dennis Whisson
	Cr Alison Harris
Shire of Dowerin	Cr Brenton Walsh
Shire of Kellerberrin	Cr Scott O'Neill
Shire of Kondinin	President Cr Sue Meeking
	Cr Kent Mouritz
Shire of Koorda	President Cr Ricky Storer
	Cr Pamela WcWha
	Mr Darren Simmons, Chief Executive Officer
Shire of Merredin	Cr Julie Flockart
Shire of Mount Marshall	Cr Nick Gillett
Shire of Mukinbudin	Cr Sandie Ventris
Shire of Narambeen	Cr Kellie Mortimore
Shire of Nungarin	Cr Gary Coumbe
Shire of Tammin	Cr Glenice Batchelor
	Cr Tania Daniels
Shire of Westiona	Cr Bill Huxtable
Shire of Wyalkatchem	Cr Owen Garner
Water Corporation	Sharon Broad
Main Roads	Mr Craig Manton
Hon Martin Aldridge MLC, Member for the Agricultural Region	
Hon Mia Davies MLA, Member for Central Wheatbelt	
Ms Chantelle O'Brien, Governance Support Officer	

Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 27 June 2019.
2. Great Eastern Country Zone Executive Committee Minutes 8 August 2019.
3. Public Health of WA Info Overview Sheet
4. President's Report
5. RDA Wheatbelt Update

State Council Agenda – via link:

<https://walga.asn.au/getattachment/a846e7df-beeb-4570-956e-cafec51afcb3/Agenda-State-Council-6-September-2019.pdf>

3. **DECLARATIONS OF INTEREST**

Nil

4. **ANNOUNCEMENTS**

Nil

5. **MINUTES**

5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 27 June 2019

The Minutes of the Great Eastern Country Zone meeting held on Thursday 27 June 2019 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Eileen O'Connell

Seconded: Cr Onida Truran

That the Minutes of the Great Eastern Country Zone meeting held Thursday 27 June 2019 are confirmed as a true and accurate record of the proceedings with an amendment to the attendance as follows:

Add	Cr Mal Willis	Shire of Merredin
Apology	Cr Greg Powell	Shire of Merredin

Add	Cr Julie Chatfield	Shire of Dowerin
Apology	Cr Brenton Walsh	Shire of Dowerin

CARRIED

5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 27 June 2019

Nil

5.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 8 August 2019
--

The recommendations from the Executive Committee Meeting have been extracted for the Zones consideration.

5.3.1 (Item 5.1) 2020 Wheatbelt Conference

Background:

At the last Great Eastern Country Zone, Executive Committee meeting, the following was resolved:

That the Great Eastern Country Zone position on the Wheatbelt Conference be;

- 1. There is value in holding Wheatbelt Conferences;*
- 2. Not hold a Wheatbelt Conference in 2020 and look to hold a conference in 2021;*
- 3. Request the three (3) Wheatbelt Zone Executive Committees to meet and discuss the future of Wheatbelt conferences during the 2019 Local Government convention.*

CARRIED

Comment:

A meeting of the three Wheatbelt Zone Executive Committees has been scheduled for 12.30pm on 8 August to discuss the future of Wheatbelt Conferences.

The Financial Statement from the 2018 Wheatbelt conference is considered in item 5.2.

For Discussion

Executive Committee Resolved

The Great Eastern Country Zone remain with the position endorsed at the June Zone meeting as per above.

Following the June Zone meeting, there was a meeting held of the three Zone Executive Committees to discuss the future of the Wheatbelt Conference. It was resolved that the Zone Executive Committee's go back and discuss with their Zones as to whether they want a Wheatbelt Conference and what focus should it have if so.

Zone discussed that this matter would be best considered after the 2019 Local Government Elections as there may be some turnover in Elected Members.

Resolved

That the Great Eastern Country Zone consider the future of the Wheatbelt Conference after the October 2019 Local Government Elections.

5.3.2 (Item 5.5) Appointment of New Auditors for the Next Three Years
--

Executive Officer Comment:

External auditors AMD Chartered Accountants have completed their agreed term.

At its June meeting the Committee resolved that the Executive Officer seek Expressions of Interest for the audit of the Great Eastern Country Zone of WALGA for the 30 June years ending 2019, 2020 and

2021 from the following three local firms; RSM Bird Cameron, Byfields and CRC for Tabling at the next meeting for a decision.

Only Byfields submitted an expression of Interest.

CRC (Community Resource Centre) provide a listing of local suppliers which only included Byfields and Bird Cameron. RSM Bird Cameron declined advising that audits are only done out of their Perth Office and that they are not in a position to do this one.

Byfields Expression of Interest

Byfields while only completing audits out of their Perth office have submitted an expression of interest.

As advised in their attached letter, Byfields have 30 years audit experience and the Engagement Director Leanne Oliver is a Registered Company Auditor and a public practice certificate.

The quoted fee for 2018/19 is as follows:

2018/19 \$2,000 & disbursements

2019/20 \$2,100 & disbursements

2020/21 \$2,200 & disbursements

Note GST is refundable so the net amounts will be the cost to the GECZ.

The proposed 2018/19 fee of \$2,000 plus disbursements is significantly higher than the 2017/18 audit cost of \$1,560.

Through my recent involvement on two selection panels for audit services, I have been surprised to see that audit firms are becoming more selective in which engagements they submit for. This is also reflected in the refusal to quote by RSM Bird Cameron and may be a shift away from engagements considered unprofitable. Byfields only submitted on the understanding that the GECZ audit can be completed in November to January period which is their quiet season.

Acknowledging that this fee is higher, seeking a new contract with AMD may result in a similar increase and will see the audit completed out of Bunbury.

Executive Committee Recommendation

Moved: Cr Stephen Strange

Seconded: Cr Tony Sachse

That the Executive Committee recommends that the Zone appoint Byfields as auditors for the Great Eastern Country Zone of WALGA for the 30 June years ending 2019, 2020 and 2021 for fees quoted above.

CARRIED

ZONE RESOLUTION

Moved: Cr Stephen Strange

Seconded: Cr Wayne Della Bosca

That the Executive Committee recommends that the Zone appoint Byfields as auditors for the Great Eastern Country Zone of WALGA for the 30 June years ending 2019, 2020 and 2021 for fees quoted above.

CARRIED

5.3.2 (Item 5.6)	Strategic Priorities for the 2019/20 Year
-------------------------	--

Background:

As the new financial year progresses, new Strategic Priorities are to be discussed by the Executive Committee to identify the key issues for the next 12 months.

At this corresponding meeting last year, the Executive committee had identified the following 13 issues to consider for prioritising;

1. Health
2. Telecommunication
3. Recycling opportunities
4. Roads/Rail
5. Wheatbelt education
6. Local Government viability
7. Economic Development
8. School Buses
9. Community Resource Centres
10. Volunteerism (Pressure on too few)
11. Ambulance transfer costs
12. Aged Care
13. CSRFF Program – Need to change the focus

The committee and then subsequently the Zone endorsed the following topics as priorities for the 2018/2019;

- i. Local Government Act Review
- ii. Economic Development
- iii. Telecommunication
- iv. Wheatbelt Education

At an Executive Committee meeting earlier this year a further subject was added being Transport – Heavy Vehicle issue.

The initial four (4) priority topics have all had guest speakers during the previous year.

Discussion required on setting strategic priorities for 2019/2020

For Discussion

The Executive Committee had considered discussion on the Zones priorities for the next 12 months.

Executive Committee Resolved

The following topics be listed as the priority issues for the 19/20 Zone year;

1. Transport – Heavy Vehicle issue – Permit system, CA07 permits, Agricultural Pilot vehicles, Lime Haulage.
2. Health – NDIS, Age care packages, Hospital doctor shortages.
3. Government Regional Officer Housing (GROH) – Affordable Housing for Government Officers.
4. Future Drought Fund - Information on what assistance is available.

ZONE RESOLUTION

Moved: Cr Tony Sachse
Seconded: Cr Rodney Forsyth

The following topics be listed as the priority issues for the 19/20 Zone year;

1. Transport – Heavy Vehicle issue – Permit system, CA07 permits, Agricultural Pilot vehicles, Lime Haulage.
2. Health – NDIS, Age care packages, Hospital doctor shortages.
3. Government Regional Officer Housing (GROH) – Affordable Housing for Government Officers.
4. Future Drought Fund - Information on what assistance is available.
5. Training – Officer Level – Career Path for Local Government Officers (Work with LG Professionals)

CARRIED

5.3.2 (Item 5.7) Guest Speakers 2019/20
--

Background

In 2018/19 the scheduled guest speakers followed the priority topics identified by the Zone.

The Committee had identified the need for relevant speakers to be sourced for Zone meetings and to ensure speakers come to the Zone with a purpose.

Following requests to the previous meeting, the following guest speakers have been scheduled for the August 2019 Zone meeting:

August 2019 Meeting

- Rob Dickie, Government and Industry Relations Advisor, CBH Group
- Rebecca Brown, Manager Waste and Recycling, WALGA, (Container Deposit Scheme)

WALGA CEO Nick Sloan will also be attending the August Zone meeting. In addition Laurie Graham MLC, has advised that he will be attending the meeting. This is timely as Laurie Graham is a member of the Select Committee into Local Government.

Other meetings

The only outstanding speaker topic from last year is on the issue of “Transport – Heavy Vehicles”

The Executive Committee may wish to consider potential guest speakers for 2019/2020.

Executive Committee Resolved

- 1) That the following speakers present at the August meeting;
 - Rob Dickie, Government and Industry Relations Advisor, CBH Group
 - Rebecca Brown, Manager Waste and Recycling, WALGA, (Container Deposit Scheme and on the 3 bin rubbish collection system)
- 2) Guest speakers for the remainder of the year be sourced against the priority topic issues; and
- 3) Politicians be continued to be invited to present at Zone meetings.

ZONE RESOLUTION

Moved: Cr Karin Day
Seconded: Cr Onida Truran

- 1) That the following speakers present at the August meeting;
 - Rob Dickie, Government and Industry Relations Advisor, CBH Group
 - Rebecca Brown, Manager Waste and Recycling, WALGA, (Container Deposit Scheme and on the 3 bin rubbish collection system)
- 2) Guest speakers for the remainder of the year be sourced against the priority topic issues; and
- 3) Politicians be continued to be invited to present at Zone meetings.

CARRIED

5.3.2 (Item 5.9)	Zone Executive Officer – Key performance Indicators
-------------------------	--

Background:

The Zone resolved at its April meeting as follows;

That the Zone endorse WALGA to continue the executive support for the Great Eastern Country Zone for the next 2 years (19/20 and 20/21) and that suitable Key Performance Indicator's be put in place.

CARRIED

Executive Committee Resolved

The following Key Performance Indicators be adopted by the Zone of the Executive Officer;

- Attracting speakers in line with Zone priorities
- Advocating for the Zone on priority issues and implementing zone decisions in a timely manner;
- Agenda and minutes to be distributed 7 days prior and following Zone and Executive Committee Meetings;
- Finance – Clean and timely audit received

ZONE RESOLUTION

Moved: Cr Eileen O'Connell
Seconded: Cr Geoff Waters

The following Key Performance Indicators be adopted by the Zone of the Executive Officer;

- Attracting speakers in line with Zone priorities
- Advocating for the Zone on priority issues and implementing zone decisions in a timely manner;
- Agenda and minutes to be distributed 7 days prior and following Zone and Executive Committee Meetings;
- Finance – Clean and timely audit received

CARRIED

5.3.3 Minutes of the Executive Committee 8 August 2019

RESOLUTION

Moved: Cr Onida Truran

Seconded: Cr Geoff Waters

That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 8 August 2019 be endorsed.

CARRIED

6. ZONE BUSINESS

6.1 Office of Auditor General – Auditing of WA Local Governments – Survey Results

By Executive Officer, Tony Brown

Background

WALGA had received a request from WEROC to review the impact of the recent compliance changes on the sector.

The Office of the Auditor General assumed responsibility for Local Government financial audits and performance audits in 2017.

To understand the impact that these changes have had on the sector, WALGA conducted a survey of its members during May and June 2019.

Tony Brown provided a presentation on the Auditor General survey to the Zone. Please refer to attached summary sheet within these minutes for information. (*Attachment A*)

Noted

6.2 Request to Present - Office of the Auditor General

By Executive Officer, Tony Brown

A request has been received from the Office of the Auditor General to attend the next Great Eastern Country Zone meeting on 28 November 2019.

A representative from the Office of the Auditor General, would like to provide an update on Local Government auditing so far including a look at some of their latest financial and performance audits.

RESOLUTION

Moved: Cr Eileen O'Connell

Seconded: Cr Geoff Waters

That a representative from the Office of the Auditor General attend the 28 November 2019 Great Eastern Country Zone meeting to provide an update on Local Government auditing so far including a look at some of their latest financial and performance audits.

CARRIED

6.3 Select Committee into Local Government Submission

By Executive Officer, Tony Brown

Background

The Zone is aware that the Legislative Council in WA has established a Select Committee into Local Government with the following terms of reference:

- (1) That a Select Committee into Local Government is established.
- (2) The Select Committee is to inquire into how well the system of Local Government is functioning in Western Australia, with particular reference to —

Whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application;

the scope of activities of Local Governments;

the role of the Department of State administering the *Local Government Act 1995* and related legislation;

the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted;

the funding and financial management of Local Governments; and

any other related matters the Select Committee identifies as worthy of examination and Report.

- (3) The Select Committee shall comprise five Members.

- (4) The Select Committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the House.

The Select Committee, which has a 12 month timeframe to finalise its Inquiry, was originally seeking submissions to be provided to the committee with a closing date of 23 August 2019. WALGA successfully requested the submission date be extended to 13 September 2019 to allow all Local Governments to consider a submission in their monthly meeting cycle.

WALGA has prepared a submission on behalf of the sector.

In addition WALGA will be attending a private hearing with the committee on 2 September 2019 where the committee has requested information on WALGA and what activities it carries out.

It is appropriate for the Zone to prepare a submission to the Select Committee with a focus on issues for the 16 member Local Governments.

A draft submission was circulated prior to the meeting.

RESOLUTION

Moved: Cr Tony Sachse

Seconded: Cr Stephen Strange

The Draft Great Eastern Country Zone submission to the Select Committee into Local Government be endorsed with the following additions:

- **Secondary Freight Group project**
- **Audit cost increases**

CARRIED

6.4 Public Health Advocacy Institute of Western Australia

By Executive Officer, Tony Brown

Background

Jo Malcom, Senior Research Officer from Curtin University has requested to provide an information sheet to Local Governments in regards to some funding that has been made available to Public Health Advocacy Institute of WA to assist and mentor Local Governments in developing their Public Health Plans.

Attached with the Agenda was some further information on this matter.

Noted

7. ZONE REPORTS

7.1 Zone President Report

By Cr Rhonda Cole

RESOLUTION

Moved: Cr Gary Shadbolt

Seconded: Cr Geoff Waters

1. Highlighted the need to encourage nominations for candidates at the 2019 Election.
2. Integrity of the Sector is important – Mentoring of neighbours is important
3. Rural Water Council - input from all Zone members required.

That the Zone President's Report be received.

CARRIED

7.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

RESOLUTION

Moved: Cr Stephen Strange

Seconded: Cr Rodney Forsyth

That the Local Government Agricultural Freight Group Report be received.

CARRIED

Minutes from the 4 July 2019 Agricultural Freight Group are attached. (Attachment 1).

7.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

RESOLUTION

Moved: Cr Tony Sachse

Seconded: Cr Onida Truran

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

Unconfirmed Minutes from the 20 June 2019 District Emergency management Committee meeting are attached. (Attachment 2)

8. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

8.1 State Councillor Report

Cr Stephen Strange

RESOLUTION

Moved: Cr Stephen Strange

Seconded: Cr Wayne Della Bosca

July 2019 State Council Meeting – Key Issues

Emerging Issue – Regional Road Group Projects: Finalisation Payments

An emerging issue was discussed at the July meeting relating to the process for Local Governments to finalise their claims for Regional Road Group projects. Local Governments cannot make final claims until all costs are finalised, but there can be delays in finishing and invoicing the line-marking work.

State Council resolved that WALGA would write to Main Roads seeking an urgent meeting to change the procedures for finalisation of claims. Further, State Council resolved that projects that are delayed in finalisation due to line marking should be considered complete in the 2018-19 year.

National Redress Scheme

State Council endorsed in principle support for the Local Government sector to participate in the National Redress Scheme. It should be noted that there will be further consultation in relation to the redress scheme in the coming months.

September 2019 State Council Meeting

The upcoming meeting of State Council will be held as a regional meeting in Shark Bay, hosted by the Gascoyne Country Zone.

This will be the final State Council meeting before the October Local Government elections. At the November Zone meetings elections for State Council positions will be held.

State Council/Zone Structure and Process Review

I have attended all 3 of the State Council and Zone Structure and Process Working Group meetings. A report is being prepared for the State Council meeting on September 6 in Shark Bay after which it will go out to the sector for consultation.

WALGA Annual Convention

WALGA appreciates any feedback or suggestions from members on the convention that can assist in our preparation for next year.

That the State Councillor Report be received

CARRIED

8.2 WALGA Status Report to be updated

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for August 2019 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Grt Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019. https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.	Ongoing	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018
Grt Eastern C	2019 June 27 Zone Agenda Item 7.1 WALGA Advocacy Regarding Greenfinch Mine Expansion	That the Great Eastern Country Zone 1. Supports the Shire of Westonia's position to seek clearing and mining approval for the proposed Greenfinch mining operation. 2. Requests WALGA to raise the issue with relevant authorities to ensure that the Greenfinch Project has every chance of success.	WALGA has liaised with the Shire and also raised it with the Shadow Minister for the Environment. It is understood that a revised clearing application is currently being assessed by the DWER. Ongoing.	August 2019	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078
Grt Eastern C	2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes	That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and; 1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water; Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections	Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting.	September 2019	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031

Grt Eastern C	2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications	1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p> <p>The Zone will be provided with a copy of SEMC's response when received.</p>	August 2019	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018
Grt Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Scheme commencement date has now been announced – 2 June 2020, and the procurement process for refund points has commenced.</p> <p>The Scheme Coordinator, WA Return Recycle Renew (WARRR) has actively engaged with WALGA and will be hosting workshops around the state for Local Governments and other organisations interested in setting up refund points as part of the Scheme. WALGA hosted a workshop on 14 August to assist Local Governments with their applications to become refund points.</p>	August 2019 Ongoing	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078
Grt Eastern C	2019 March Zone Agenda Item 12.2 Office of the Auditor General (OAG) Audit Fee Increase	The Zone request WALGA to undertake research into the audit costs including why the Office of the Auditor General (OAG) fees have increased significantly and what is the criteria for the fee increases.	<p>WALGA carried out a survey of Local Governments on their experiences with the Office of the Auditor General carrying out financial and performance audits on WA Local Governments.</p> <p>A summary of the survey results will be provided at the August Zone meeting</p>	September 2019	Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Cr Karin Day

Seconded: Cr Rodney Forsyth

That the Great Eastern Country Zone WALGA August 2019 Status Report be noted.

CARRIED

8.3 Review of WALGA State Council Agenda – Matters for Decision
--

BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/a846e7df-becb-4570-956e-cafec51afcb3/Agenda-State-Council-6-September-2019.pdf>

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

5.1 Interim Submission - Draft Position Statement: Fibre Ready Telecommunications Infrastructure

WALGA Recommendation

That the interim submission to the WA Planning Commission on the draft Position Statement: Fibre Ready Telecommunications Infrastructure, be endorsed.

5.2 Interim Submission on the WA Motorsport Strategy

WALGA Recommendation

That the interim submission on the WA Motorsport Strategy be endorsed.

5.3 Interim Submission on the State Strategy to Respond to the Abuse of Older People (Elder Abuse)

WALGA Recommendation

That the interim submission on the State Strategy to Respond to the Abuse of Older People (Elder Abuse) is endorsed.

5.4 WA Public Libraries Strategy Forum

WALGA Recommendation

That WALGA:

1. Supports the proposed repurposing of the accounting treatment of existing capital funds to recurrent funding.
2. Supports the proposed transfer of ownership of stock from State to Local Governments for Tier 1 Local Governments.
3. Requests State Library WA to advise the Local Government sector of the State Government corporate budget schedule and expedite annual funding allocation notifications to Local Government as soon as possible in the new financial year.

5.5 Submission on the Draft Compliance and Enforcement Policy

WALGA Recommendation

That the submission to the Department of Water and Environmental Regulation relating to the draft Compliance and Enforcement Policy be endorsed.

5.6 Submission on the Environmental Protection Authority's Greenhouse Gas Emissions Guidance

WALGA Recommendation

That the WALGA submission on the Environmental Protection Authority's proposed Greenhouse Gas Emissions Guidance be endorsed.

5.7 Road Safety Strategy for WA Beyond 2020

WALGA Recommendation

That the submission to the Road Safety Council, for consideration in developing the next road safety strategy for Western Australia, be endorsed.

5.8 Interim Submission - Revitalising Agricultural Region Freight Strategy

WALGA Recommendation

That the interim submission to the Department of Transport on the draft Revitalising Agricultural Region Freight Strategy be endorsed.

5.9 Policy Templates: (1) Works in the Local Government Road Reserve; and (2) Events in the Local Government Road Reserve

WALGA Recommendation

That the following Policy Templates be endorsed:

1. Works in the Local Government Road Reserve; and
2. Events in the Local Government Road Reserve

RESOLUTION

Moved: Cr Onida Truran

Seconded: Cr Eileen O'Connell

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the State Council Agenda.

CARRIED

8.4 Review of WALGA State Council Agenda – Matters for Noting / Information

- 6.1 Submission to the Select Committee into Local Government**
- 6.2 Cooperation and Shared Services**
- 6.3 Draft Terms of Reference for an Inquiry into Local Government Fees and Charges**
- 6.4 Public Health Advocacy Plan**
- 6.5 Completion of the Managing Alcohol in Our Communities Guide**
- 6.6 Local Government Coastal Hazard Planning – Issues Paper**
- 6.7 Climate Resilient Councils – Preparing for the Impacts of Climate Change**
- 6.8 Report Municipal Waste Advisory Council (MWAC)**

8.5 Review of WALGA State Council Agenda – Organisational Reports

- 7.1 Key Activity Reports**
 - 7.1.1 Report on Key Activities, Environment and Waste Unit**
 - 7.1.2 Report on Key Activities, Governance and Organisational Services**
 - 7.1.3 Report on Key Activities, Infrastructure**
 - 7.1.4 Report on Key Activities, People and Place**

8.6 Review of WALGA State Council Agenda – Policy Forum Reports

- 7.2 Policy Forum Reports**
 - 7.2.1 Mayors/Presidents Policy Forum**
 - 7.2.2 Mining Community Policy Forum**
 - 7.2.3 Container Deposit Legislation Policy Forum**
 - 7.2.4 Economic Development Forum**

8.7 WALGA President's Report

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

Nick Sloan introduced himself and advised on his background and career highlights together with the WALGA President's Report.

RESOLUTION

Moved: Cr Gary Shadbolt
Seconded: Cr Onida Truran

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda.

- Matters for Noting/Information
- Organisational Reports
- Policy Forum Reports; and
- WALGA President's Report

CARRIED

9. GUEST SPEAKERS / DEPUTATIONS

9.1 CBH Group Update

Rob Dickie, Government and Industry Relations Advisor, presented to the Zone on the progress of the Network Strategy. Presentation is attached. (*Attachment 3*)

9.2 Container Deposit Scheme and 3 Bin Collection System

Rebecca Brown, Manager Waste and Recycling from WALGA presented to the Zone on the Container Deposit Scheme and the 3 bin rubbish collection system. Presentation is attached. (*Attachment 4*).

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

Kirsty Martin from the Department of Local Government, Sport & Cultural Industries provided an update to the Zone.

10.2 Main Roads Western Australia

Mr Craig Manton was an apology for this meeting and will provide an update to the next Zone meeting.

10.3 Wheatbelt RDA

Mandy Walker, Wheatbelt RDA presented to the Zone.

11. MEMBERS OF PARLIAMENT

Hon. Laurie Graham MLC, Member for the Agricultural Region, presented to the Zone on the following:

- Select Committee into Local Government
- Legislation – Voluntary Assisted Living and Residential Tenancies Act

12. GENERAL BUSINESS

12.1 Rail Retention Group – Money Retained

Shire of Narembeen suggested winding up their allocated funds to the Secondary Freight Group project.

12.2 Mr Bill Price – Shire of Westonia

The Zone noted that Bill Price was found not guilty of the alleged charges pertaining to his employment at the Shire of Exmouth.

The Zone offers its full support to Bill.

12.3 Retiring Councillors

The Chair, Rhonda Cole, on behalf of the Zone wanted to say thank you to all Elected Members and extended to those re-standing for Council or retiring the Zones best wishes.

12.4 Wheatbelt Regional Health Forum

NEWROC are holding a Wheatbelt Regional Health forum in Training on 20 September 2019. Everyone is encouraged to attend.

13. URGENT BUSINESS

Nil

14. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Thursday 28 November, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 11.45am.

ATTACHMENT A

Local Government Auditor General Survey

On 28 October 2017, the Local Government Amendment (Auditing) Act 2017 was proclaimed, giving the Auditor General the mandate to audit Western Australia's Local Government and Regional Councils. The Act allows the Auditor General to conduct performance audits of Local Governments, as well as assuming responsibility for the annual financial audits of Local Governments as their existing audit contracts expire.

To understand the impact these changes have had on the sector to date, WALGA conducted a survey of its members during May and June 2019.

Some 77 Local Governments responded to the survey, representing Local Governments of all sizes and from across both metropolitan and regional WA. The composition of respondents by the size of their rates base is shown in Table 1 below.

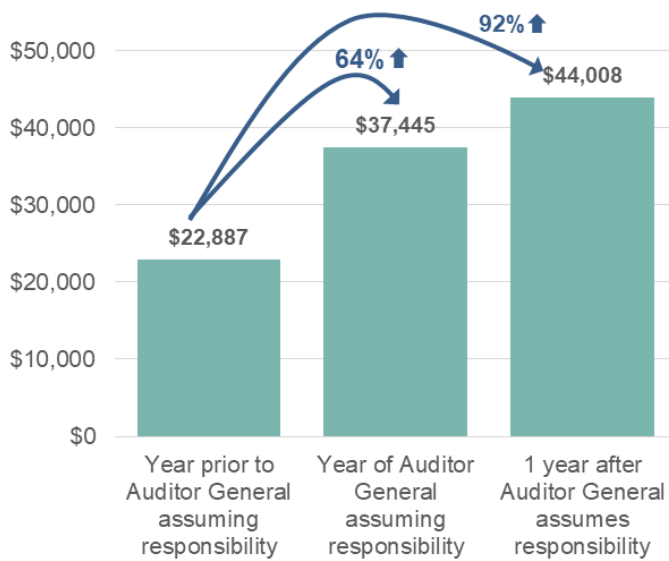
Table 1

Rates base	Survey respondents	All Local Governments in WA
\$0 - \$2.5m	28%	35%
\$2.5m - \$5m	26%	22%
\$5m - \$15m	21%	16%
Above \$15m	25%	27%

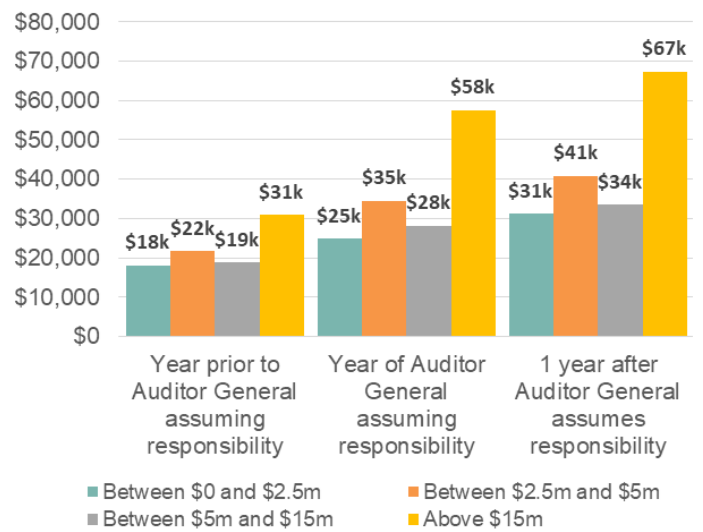
A summary of the survey results is provided below.

- The average financial audit costs of respondents was just under \$23,000 in the year prior to the Auditor General assuming responsibility for financial audits. In the year that the Auditor General assumed responsibility, the average financial audit costs across respondents increased by 64% to \$37,445. In the second year of the Auditor General assuming responsibility, the average financial audit costs across respondents was even higher at \$44,008. This represents an increase of 92% across the two year period.
 - Local Governments with rate bases above \$15 million experienced the greatest increase in financial audit costs (in total dollar and percentage terms) – from an average of \$31,000 in the year prior to the Auditor General assuming responsibility to \$58,000 in the year that the Auditor General assumed responsibility, and then \$67,000 in the second year of the Auditor General assuming responsibility. This represents an increase of 118% over the two year period.
 - Local Governments with rate bases less than \$2.5 million experienced the lowest increase in financial audit costs (in total dollar and percentage terms) – from an average of \$18,000 in the year prior to the Auditor General assuming responsibility to \$25,000 in the year that the Auditor General assumed responsibility, and then \$31,000 in the second year of the Auditor General assuming responsibility. This represents an increase of 72% over the two year period.

Average financial audit costs of respondents

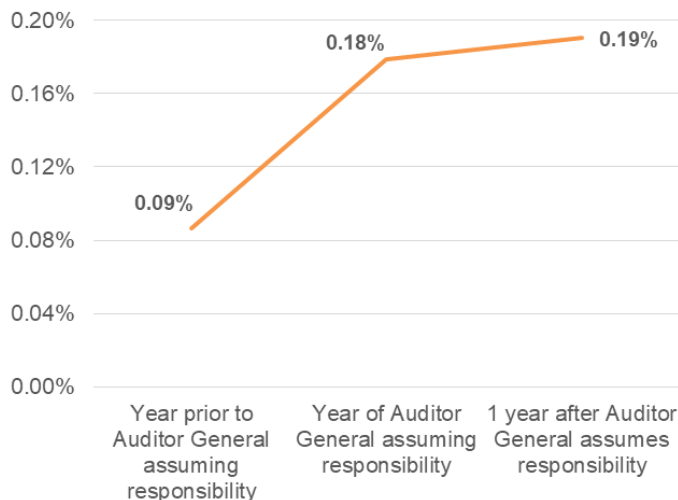


Average financial audit costs of respondents, by size of respondent rates base

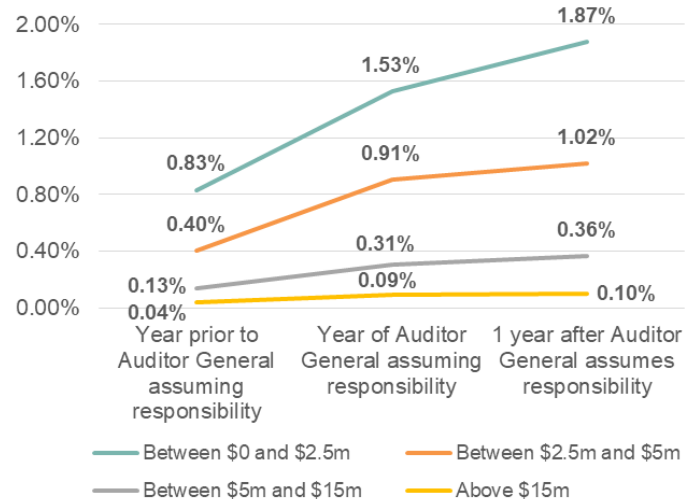


- Financial audit costs represented 0.09% of the respondent rates base (on average) in the year prior to the Auditor General assuming responsibility for financial audits. This increased to 0.18% in the year that the Auditor General assumed responsibility for financial audits, and then 0.19% in the second year of the Auditor General assuming responsibility.
 - Respondents with rates bases below \$2.5 million have seen financial audit costs as a proportion of their rates base increase from 0.83% in the year prior to the Auditor General assuming responsibility, to 1.53% in the year that the Auditor General assumed responsibility and then 1.87% in the second year of the Auditor General assuming responsibility. This compares unfavourably to larger Local Governments, with financial audit costs representing just 0.1% of their rates base in the second year of the Auditor General assuming responsibility.
- The majority of respondents (61% or 47) indicated that the Auditor General assuming responsibility for financial audits has required them to supply more evidence and information in order to substantiate their financial audit. There were, however, 21% of respondents (or 16) who thought the level of evidence and information required has been the same since the Auditor General assumed responsibility, while 18% (or 14) were unsure.

Average financial audit costs of respondents as a proportion of their rates base, by year



Average financial audit costs of respondents as a proportion of their rates base, by year



- Some 88% of respondents indicated that the Auditor General had contracted out the responsibility for their financial audit to a private sector organisation. The majority of these contracted out audits (62%) were performed by the same company that previously conducted their financial audits.
- Some respondents believed there were benefits associated with the Auditor General assuming responsibility for their financial audits, including:
 - staff development (12% of respondents selecting this option);
 - a better perception from rate payers (14% of respondents selecting this option)
 - systems improvement (26% of respondents selecting this option); and
 - other types of procedural improvements.

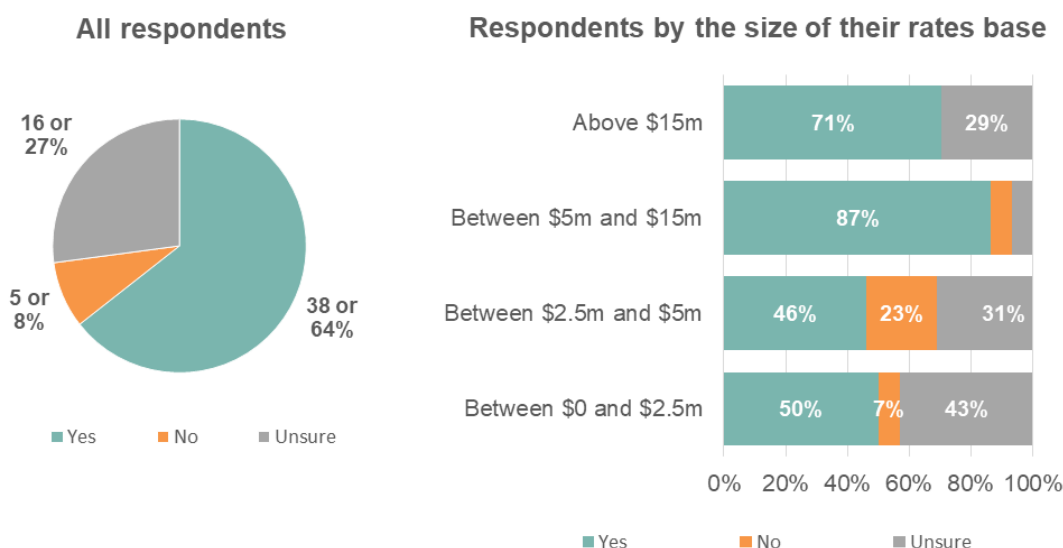
There were 29% of respondents, however, who did not think that the Auditor General assuming responsibility for their financial audits had led to any benefits. These respondents were typically those with a rates base less than \$2.5 million.

A number of respondents also commented that it was too early to tell whether the changes made will lead to any benefits.

- Just 30% of respondents (or 23) had been subject to a performance audit from the Auditor General. In terms of the type of performance audits undertaken, most were in relation to the timely payment of suppliers. The majority of respondents (64% or 38) who had been subject to a performance audit saw them as beneficial for their Local Government, with the type of benefits identified including the development of best practice go-to-guides and the development of appropriate benchmarks that Local Governments can refer to in the future.

A comment made by numerous respondents, however, was that while the performance audits were potentially beneficial, the auditors didn't seem to have knowledge of the diversity of the Local Government sector, and the challenges that regional and smaller Local Governments faced.

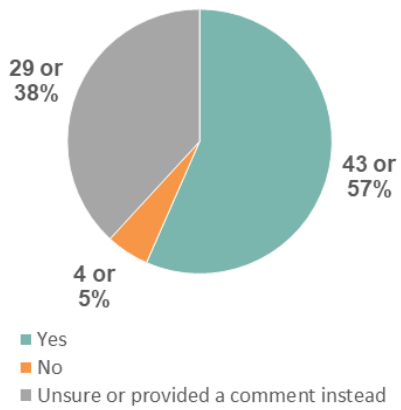
Respondents who believe performance audits are beneficial for their Local Government



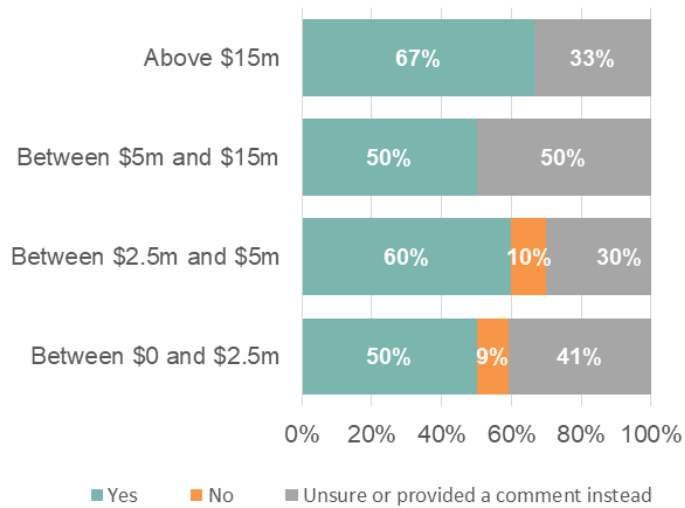
- In addition to being beneficial for their own individual Local Governments, the majority of respondents (57% or 43) also believed that performance audits were beneficial for the broader sector as well. Nevertheless, a common theme reported across respondents was that while performance audits could provide benefits, there needs to be more understanding and support in terms of:

- there being acceptable and realistic timeframes for the implementation of any recommended changes; and
- support being provided to implement any recommended changes, which includes financial assistance.

All respondents



Respondents by the size of their rates base



WHEATBELT COMMUNITIES INC

Meeting of Wheatbelt Communities Inc

Tuesday 27 August 2019

Kellerberrin Recreation and Leisure Centre, commencing
at 2.40pm

MINUTES



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of
YILGARN

Shire of Yilgarn

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Wheatbelt Communities Inc

An In-person Meeting of Wheatbelt Communities Inc held at the Kellerberrin Recreation and Leisure Centre, commencing at 2.40pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Chair, Onida Truran, opened the meeting at 2.40pm welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms Onida Truran, Chair
Mr Darren Mollenoyux, Secretary
Mr Jamie Criddle, Treasurer
Mr Peter Clarke, Member
Ms Karin Day, Member
Mr Rod Forsyth, Member
Mr Raymond Griffiths, Member
Mr Ken Hooper, Member
Mr Greg Powell, Member

Mr Ram Rajagopalan, Deputy Member for Stephen Strange and voting delegate in his absence

Mr Bruce Wittber Joint Executive Officer

2.2 Apologies

Mr Stephen Strange, Member

Ms Helen Westcott, Joint Executive Officer

2.3 Guests

Mr Wayne Della Bosca

3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Wheatbelt Communities Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before Wheatbelt Communities Inc as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Wheatbelt Communities Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

18.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.

Nil

4. PRESENTATIONS/MEETINGS

Nil

5. MINUTES OF MEETINGS

5.1 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 1 May 2019 (Attachment)

Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 1 May 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 1 May 2019 be confirmed as a true and accurate record of the meeting.

RESOLUTION:

Moved: Ken Hooper

Seconded: Darren Mollenoyux

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 1 May 2019 be confirmed as a true and accurate record of the meeting.

CARRIED

5.2 Business Arising from Meeting of Wheatbelt Communities Inc held Wednesday 1 May 2019

Nil

6. MATTERS FOR NOTING

6.1 Complying with the Associations Incorporation Act 1987 – Self-Check (Attachment)

The Department of Commerce publishes a self-check for incorporated bodies such as Wheatbelt Communities Inc (Wheatbelt Communities). The purpose of the self-check is to assist in determining whether a group such as Wheatbelt Communities Inc (WCI) is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection at each in-person meeting of Wheatbelt Communities Inc the following records:

- A copy of the certificate of incorporation;
- A copy of the Wheatbelt Communities Inc Constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are available for inspection at this meeting of WCI.

The Executive Officer has also contacted all WCI's members to confirm their preferred contact details. All members have responded to the request for confirmation.

No action is required.

7. MATTERS FOR DECISION**7.1 Wheatbelt Communities Inc Financial Statement to 30 June 2019**

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 August 2019

Attachments: Nil

Background:

Presenting the Wheatbelt Communities Inc (Wheatbelt Communities) Statement of Receipts and Payments for the period ending 30 June 2019

Executive Officer Comment:

Note 1	Annual Subscriptions for the 2018/2019 have all been paid.
Note 2	Accounts 1723 and 1725 relate to the financial management and audit of the organisation.

The 2018/2019 finance papers have been submitted to AMD Accountants for audit.

Voting Requirement: Simple majority

RECOMMENDATION:

That the Wheatbelt Communities Inc Financial Report for the period ending 30 June 2019 be received.

RESOLUTION: Moved: Peter Clarke

Seconded: Rod Forsyth

That the Wheatbelt Communities Inc Financial Report for the period ending 30 June 2019 be received.

CARRIED

Wheatbelt Communities Inc				
ABN 28 416 957 824				
1 July 2018 to 30 June 2019				
		Budget 2018/2019	Actual to Date	Notes
	Committee Income			
500	General Subscriptions	\$ 10,000	\$ 14,000.00	1
0575	Wheatbelt Community Interest	\$ 10	\$ 26.69	
	Project Income			
519	Project and Consultancy Fund	\$ -		
	GST Output Tax		\$ 1,400.00	
	GST Refunds		\$ 19.00	
	Total Receipts	\$ 10,010	\$ 15,445.69	
	Committee Expenses			
1724	Bank Fees & Charges	\$ 100	\$ -	
	Executive Services	\$ 5,000	\$ -	
	Meeting Expenses	\$ 500	\$ -	
	Chair Expenses		\$ -	
1723	Financial Services	\$ 1,000	\$ 1,560.00	2
1725	Audit Fees	\$ 750	\$ 525.00	2
	Insurance	\$ 2,000		
	Committee Training Expenses	\$ -		
	Project Expenses			
1842	Consultancy General	\$ 2,000		
	Sundry			
	GST Input Tax		\$ 208.49	
	Ato Payments		\$ 1,860.00	
		\$ 11,350	\$ 4,153.49	
	Net Position	-\$ 1,340	\$ 11,292.20	
	OPENING CASH 1 July	\$ 7,905	\$ 16,094.35	
	CASH BALANCE	\$ 6,565	\$ 27,386.55	

7.2 List of Accounts Paid**Author:** Helen Westcott, Executive Officer**Disclosure of Interest:** No interest to disclose**Date:** 15 August 2019**Attachments:** Nil**Executive Officer Comment:**

Accounts paid during the period 16 April 2019 for 14 August 2019

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	030619	Up to Date Accounting	Accounting Services April 2019	92.40
EFT	040619	Up to Date Accounting	Accounting Services May 2019	39.60
EFT	190619	BHW Consulting	Reimbursement of Accounting Services for January, February and April 2018. This reimbursement was overlooked being paid during 2017/2018.	330.00
EFT	230719	Up to Date Accounting	Accounting Services June 2019	26.40
				Total \$488.40

RECOMMENDATION:

That the list accounts paid for the period 16 April 2019 for 14 August 2019 totalling \$488.40 be endorsed.

RESOLUTION: **Moved: Greg Powell****Seconded: Karin Day****That the list accounts paid for the period 16 April 2019 for 14 August 2019 totalling \$488.40 be endorsed.****CARRIED**

8. OTHER MATTERS

Nil

9. FUTURE MEETINGS

To be advised.

10. CLOSURE

There being no further business the Chair closed the meeting at 2.42pm

DECLARATION

These minutes were confirmed by the Wheatbelt Communities Inc at the meeting held _____

Signed _____
Person presiding at the meeting at which these minutes were confirmed



Council Meeting

Tuesday 27 August 2019

Kellerberrin Recreation and Leisure Centre

MINUTES

The meeting commenced at 12.48pm

WEROC | Wheatbelt East Regional Organisation of Councils

Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn

A PO Box 6456, EAST PERTH WA 6892 **E** hwestcott@wsquared.com.au **W** www.weroc.com.au
T (08) 9328 1991 **M** 0427 854 478

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WEROC

Wheatbelt East Regional Organisation of Councils

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

An in-person Council Meeting commencing at 12.48pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Onida Truran, opened the meeting at 12.48pm welcoming all in attendance with a particular welcome to Cr Michael Greenwood, President Shire of Tammin, Mr Neville Hale, CEO Shire of Tammin, Mr Nick Sloan CEO WALGA, Mr Tony Brown, Executive Manager Governance and Organisational Services, WALGA and Mr Steve Mason CEO, Innovation Central Midlands WA Inc.

Cr Truran also advised that NEWROC Executive Officer, Caroline Robinson, would be joining the meeting to discuss Agenda Item 6.7.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Onida Truran (Chair)	President, Shire of Yilgarn
Cr Ram Rajagopalan	Deputy President, Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Cr Rod Forsyth	President, Shire of Kellerberrin
Mr Raymond Griffiths	CEO, Shire of Kellerberrin
Cr Ken Hooper	President, Shire of Merredin
Mr Greg Powell	CEO, Shire of Merredin
Cr Karin Day	President, Shire of Westonia
Mr Jamie Criddle	CEO, Shire of Westonia
Cr Wayne Della Bosca	Deputy President, Shire of Yilgarn
Mr Peter Clarke	CEO, Shire of Yilgarn
Mr Bruce Wittber	Joint Executive Officer

2.2 Apologies

Cr Stephen Strange, President Shire of Bruce Rock

Helen Westcott, Joint Executive Officer

2.3 Guests

Cr Michael Greenwood	President, Shire of Tammin
Mr Neville Hale	CEO, Shire of Tammin
Mr Nick Sloan	CEO, Western Australian Local Government Association (WALGA) (left the meeting at 1.12pm)

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Mr Tony Brown	Executive Manager Governance and Organisational Services, WALGA (left the meeting at 1.12pm)
Mr Steve Mason	CEO, Innovation Central Midlands WA Inc (left the meeting at 1.59pm)
Ms Caroline Robinson	Executive Officer NEWROC (joined the meeting at 2.07pm and left the meeting at 2.20pm)

3. PRESENTATIONS/MEETINGS

Cr Truran advised that at this point of the meeting she would invite Mr Tony Brown, Executive Manager Organisational Services WALGA, to discuss his presentation *Changing Local Government Compliance and Auditing Requirements*. Details are recorded in numeric sequence.

3.1 **Participation by Innovation Central Midlands WA Inc (ICM) in a Renewable Energy Project - Presentation by Mr Steve Mason, CEO Innovation Central Midlands WA Inc (Attachment)**

Representatives from BSC Solar and Power Ledger met with the WEROC Executive on Wednesday 29 May 2019. Following a general discussion on the information presented to the WEROC Executive it was resolved as shown below:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That representatives from BSC Solar and Power Ledger be invited to address the WEROC Council on Wednesday 26 June to explain the potential benefits to Member Councils in developing small scale solar farms on Council owned land to assist in the development of a revenue stream through the sale of power generated by the solar farms.

CARRIED

Representatives from BSC Solar and Power Ledger met with WEROC Council on Wednesday 26 June 2019.

Following the presentation, it was agreed that the Executive Officer would make contact with Mr Jason Buckley (through the City of Kalamunda) and Mr Steve Mason, CEO Innovations Central Midland Inc (ICM) to ascertain if they were in a position to assist WEROC in developing a strategy related to solar farms.

Since the June 2019 WEROC Council Meeting Jason Buckley has left the City of Kalamunda where he had been working on a renewable energy project for the City. The City's Director Asset Services, Mr Brett Jackson has offered to meet and discuss the project with the Executive Officer if requested. At this point the Executive Officer has not requested a meeting.

Steve Mason has accepted an invitation to meet with WEROC Council to discuss the work his organisation has been undertaking in partnership with various groups to develop energy renewable options for its members.

ICM has partnered with the following companies to consider the possibility of building micro grids in the Central Midlands, i.e. the Shires of Dalwallinu, Moora and Wongan-Ballidu:

- BSC Energy;
- Power Ledger;
- CleanTech Energy;
- Sonnen; and
- The Shell Corporation.

The aim of the project is to provide more reliable, affordable and sustainable energy in regional areas and promote future economic growth while empowering the local communities.

There are three phases to the ICM project:

- Phase 1 - trial at Wongan Hills.

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- Phase 2 (to run concurrently with Phase 1) - feasibility study to consider the viability of developing micro grids across the Central Midlands.
- Phase 3 (dependent on the outcome Phase 2) - implementation involving connected micro grids throughout the Central Midlands.

Phase 1 is currently underway. A summary of Phase 1 is provided below:

- 10 participants - businesses in Wongan Hills plus the Shires of Wongan-Ballidu and Moora.
- A new way of thinking about Power, ie Peer-to-Peer electricity trading across the regulated electricity network.
- Customers can buy cheaper renewable energy.
- Enable prosumers (businesses that have solar and are producing excess energy - which goes back in to the grid (and they receive no compensation for such) to receive instant income from renewable energy assets.
- Competitive advantage for innovative retailers – for this project, CleanTech Energy.
- Transparent, secure and instant electricity transactions, made possible through Power Ledger and its use of blockchain technology.
- Ability for participants to sell their excess energy direct to other businesses in the trial providing a better return than the "Feed in Tariff".
- More competitive electricity prices i.e. minimum (guaranteed) savings for participants range from 10 - 14.3%.

Steve Mason will provide a more detailed account of ICM's involvement in this project.

Refer also to Agenda Item 6.6.

3.2 Participation by Innovation Central Midlands WA Inc (ICM) in the WA SuperNet Project - Presentation by Mr Steve Mason, CEO Innovation Central Midlands WA Inc

In arranging the presentation on ICM's involvement in the renewable energy project currently underway in the Central Midlands the Executive Officer also learned of a further project the group is currently involved in – one of seeking better internet connectivity for its members and residents within their respective communities – WA SuperNet.

Given WEROC has discussed this issue previously, including the WA SuperNet Project, the Executive Officer invited Steve Mason to provide a brief overview of his group's involvement in the project.

The intent of the WA SuperNet project is to facilitate the delivery of Enterprise Grade Broadband to the Grainbelt (Northampton to Esperance) of WA. This will be achieved by building a "backhaul" network that includes 4,000 km of optic fibre cable laid primarily in the rail easements.

The backhaul network will include at least 100 "break out" points (with associated towers) with many of them located at CBH receival sites - last mile providers will be able to access the towers (to add their equipment) for the purposes of providing fixed wireless services to end users. Key partners in the project include the CBH Group and Arc Infrastructure.

ICM is currently in exclusive discussions with a major telco to have it build, manage and maintain the network. One possible outcome of this partnership will be a rival mobile network to Telstra.

WA SuperNet will allow "last mile providers" (retailers) to access wholesale prices at a cheaper rate than they are currently paying.

ICM has become involved in the WA SuperNet because:

- The incumbent major Telcos in Australia and NBN have not delivered the services required to allow people and businesses in the Grainbelt to take advantage of the global world and market we live in; and
- Without a "rival" backhaul network of significant size and functionality there will be no true competition in the marketplace and end users in the Grainbelt will continue to struggle with digital connectivity.

Steve Mason will provide a more detailed account of the ICM's involvement in this project.

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A copy of Steve's presentation on Items 3.1 and 3.2 forms an attachment to the Minutes.

Commented [BW1]: Need to attach with the minutes

3.3 **Changing Local Government Compliance and Auditing Requirements – Presentation by Mr Tony Brown, Executive Manager Organisational Services WALGA**

At the WEROC Executive Meeting held Wednesday 25 July 2018 in considering future projects it was resolved as follows:

RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell

That:

1. WE-ROC writes to the Department of Local Government and WALGA requesting that they jointly conduct a survey to determine the areas of concern for the sector with respect to local government compliance and auditing requirements, including the proposed changes to the Australian Accounting Standards and the impact of the role of the Auditor General in undertaking local government audits and performance management requirements; and
2. Following the conduct of the survey, WE-ROC requests the Department, WALGA and Local Government Professionals develop the appropriate Policy templates to assist local governments in addressing any new requirements imposed by the Auditor General.

CARRIED

A report was provided to the WEROC Council on 1 May 2019 when Tony Brown, WALGA's Executive Manager Governance and Organisational Services, provided the following comments:

Changing Local Government Compliance and Auditing Requirements

Further to the request from WEROC requesting a sector survey on the Local Government compliance and audit requirements following the Office of the Auditor General having responsibility for Local Government auditing. WALGA is undertaking a survey of the sector looking at the effect of the audit and compliance requirements on Local Governments and a review of pricing structure pre and post OAG involvement.

A review of the Performance Audits that have been undertaken will also be surveyed to see if there are any issues and/or benefits coming from these audits.

Apologies for the delay in carrying out this work, WALGA staff had prioritised the Local Government Act review process over the last 6 months.

Tony Brown was to have met with WEROC Council at its June Meeting but was unable to attend. He has accepted an invitation to present to Member Councils at this meeting of the WEROC Council.

This presentation was held immediately before Agenda Item 3.1 but is recorded in numeric sequence.

Given that all delegates had seen the presentation at the Great Eastern Country Zone Meeting it was not intended to repeat the presentation but to allow a general discussion on the issues Member Councils may have relating to audits undertaken by the Auditor General's Office (AGO).

During discussion Mr Brown indicated that it was intended to prepare an agenda item to State Council to develop an advocacy position in relation to AGO audits. It was also proposed to advocate for the State Government to continue paying for performance audits undertaken by the AGO as there is currently nothing in legislation to "enforce" this position.

1.12pm Mr Sloan and Mr Brown left the meeting

The meeting then returned to agenda item 3.1.

1.59pm Steve Mason left the meeting

4. MINUTES OF MEETINGS

4.1 Minutes from the Council Meeting held Wednesday 26 June 2019 (Attachment)

Minutes of the Council Meeting held Wednesday 26 June 2019 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Council Meeting held Wednesday 26 June 2019 be confirmed as a true and correct record.

RESOLUTION: Moved: Cr Hooper Seconded: Cr Day

That the Minutes of the Council Meeting held Wednesday 26 June 2019 be confirmed as a true and correct record.

CARRIED

4.2 Business Arising – Status Report as at 14 August 2019

Executive Meeting Wednesday 27 March 2019

6.7 Raising Brand Awareness – Raising WEROC's Public Profile

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

That the WEROC Executive gave in-principle agreement to proceed utilising social media more effectively.

CARRIED

The Executive Officer has yet to meet with the Shire of Merredin's newly appointed media officer on this issue. It is hoped that a report will be available for the Executive Meeting scheduled for Wednesday 25 September 2019.

Executive Meeting Wednesday 29 May 2019

5.1 Future WEROC Projects – Asset Management Project

RESOLUTION: Moved: Greg Powell Seconded: Darren Mollenoyux

1. That feedback be provided to Accingo on its draft asset audit report, with a request that the following issues be further reported on:
 - a) Provision of data for the Shire of Merredin be made available as soon as possible;
 - b) An explanation as to why the asset audit report contained no information on trucks. If the data is available a request be made for it to be included in the final report provided to WEROC;
 - c) A request for the inclusion of information on the frequency an asset is used; and
 - d) Clarification of the data provided for the Shire of Bruce Rock, with details on the differences shown and why these differences occurred.
2. That Accingo be requested to have a further draft of its report variable for consideration by the WEROC Executive at its next meeting, scheduled for Wednesday 24 July 2019.

CARRIED

The final report will be available for the Executive Meeting scheduled for Wednesday 25 September 2019.

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7.1 LGIS Co-Ordinator

RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell

That:

1. Mr Ben Galvin from LGIS be invited to attend the next meeting of the WEROC Executive to discuss concerns Member Councils have with their region's current LGIS coordinator; and
2. That should Mr Galvin be available to meet with the WEROC Executive on 24 July, Member Councils' Works Supervisors also be invited to attend the meeting.

CARRIED

Ben Galvin and Jordan Reid from LGIS accepted an invitation to meet with the WEROC Executive on Wednesday 24 July 2019 but with the cancellation of the meeting the presentation did not take place.

Both Ben Galvin and Jordan Reid have accepted a further invitation to meet with the WEROC Executive at the meeting scheduled for Wednesday 25 September 2019.

7.4 Cyber Security and WEROC

It was agreed that each Member Council would seek an update from their respective IT staff and then discuss the matter at a future meeting of the Executive.

The Executive Officer has received two responses, one from the Shire of Merredin and the other from the Shire of Yilgarn.

Both the Shires of Merredin and Yilgarn believe that whilst not totally immune from hacking their systems have high levels of security applied and security is regularly updated.

The Shire of Yilgarn also commented that it would be interesting to hear the view of other Member Councils.

The Executive Officer seeks direction as to whether this matter should be further discussed or left until such time as there is a need to review the matter again.

RECOMMENDATION:

That the Status Report for August 2019 be received.

RESOLUTION: Moved: Cr Forsyth Seconded: Mr Powell

That the Status Report for August 2019 be received.

CARRIED

4.3 Matters for Noting (Attachments)

The following matters are presented for noting:

- Report of the Inquiry into the Shire of Perenjori, with a copy of the report forming an attachment to the meeting agenda. This report is of particular interest given WEROC's recent decision to seek costings for the review of Member Councils' records management procedures.
- On 13 August 2019 the Minister for Planning, Hon Rita Saffioti MLA released the Action Plan for Planning Reform. A copy of the plan can be accessed by following the link shown below:
<https://www.dplh.wa.gov.au/getmedia/075dc761-ad2a-4f43-99e2-91a246bb4114/PRJ-PR-Action-Plan>
The objective of the 19-point plan is to simplify and improve Western Australia's planning system. The Action Plan is the State Government's response to the Planning Reform Green Paper released in 2018.
- Wheatbelt Health Forum – NEWROC is hosting this forum at the Trayning Sports Club on Friday 20 September 2019. A copy of the "save date" flyer forms an attachment to the meeting agenda. An invitation to attend is extended to all WEROC Member Councils, both CEO's and Councillors.
- Information relating to the 2018/2019 audit has been provided to WEROC's auditors.

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- In the latest edition of the ALGA Newsletter (dated Friday 16 August 2019) notice was given of a series of workshops to help Councils, especially in regional areas, upgrade their knowledge of road asset management and maintenance.

As part of the 2019/2020 Federal Budget the Australian Road Research Board (ARRB) is undertaking the development of a series of guides to assist local governments in enhancing their capabilities in road asset management and maintenance, with a focus on regional areas. As part of this project, ARRB are holding half-day workshops across Australia, during which local governments can share their views on managing and maintaining roads.

The half-day workshops will be in both capital cities and regional centres. Dates for the workshops to be held in Western Australia are shown below:

- Cranbrook on 30 August;
- Perth on 2 September; and
- Carnarvon on 4 September.

Details on how to register for the workshops can be found at the ARRB website.

Similarly, information on a free webinar on 10 September 2019 at 2:00 PM AEST can be found on the ARRB website.

The webinar will summarise the findings from the workshops as well as provide those that could not attend in person a chance to have their say.

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION: **Moved: Cr Day**

Seconded: Mr Clarke

That the matters listed for noting be received.

CARRIED

5. WEROC FINANCE

5.1 WEROC Finance Report as at 30 June 2019

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 12 August 2019

Attachments: Nil

RECOMMENDATION:

That the WEROC Financial Report for the period ending 30 June 2019 be received.

Executive Officer's Report:

Presenting the WEROC Statement of Receipts and Payments for the period ending 30 June 2019.

The Statement has a notes column added as per a request from Member Councils. An explanation for each of the notes is provided below.

Note 1	All annual subscriptions have been paid
Note 2	All general consultancy subscriptions have been paid
Note 3	WEROC interest to date
Note 4	Other income relates to an outstanding invoice from the Shire of Cunderdin for Contribution towards the 2018 AGO Holiday Planner Central Wheatbelt Self-Drive Page
Note 5	This allocation covers the expenditure on Executive Services for the year to 31 May 2019
Note 6	This allocation covers the expenditure on Financial Services including the annual audit
Note 7	The expenditure includes a contribution to the Discover the Wheatbelt Self Drive Campaign, business listing in Eastern Wheatbelt Visitor Guide, contribution to the Discover the Central Wheatbelt Self Drive Campaign, Exhibitor Space 2019 Caravan and Camping Show and sponsorship of Demos from the Wheatbelt.
Note 8	Cost of Executive Meeting teleconference
Note 9	This account covers the following expenditure during 2018/2019: <ul style="list-style-type: none">• Annual website dee, CRM database and content management - \$1,000;• Added "Global search" to WEROC App - \$3,450;• WEROC App ongoing annual technology administration and maintenance - \$9,350; and• Domain name renewal - \$350
Note 10	Cost of posting letters to MPs and Senators
Note 11	Transfer to Wheatbelt Communities of amount incorrectly paid to WEROC in June 2018 and transferred in July 2018.

Consultation: Nil

Financial Implications: WEROC adopted Budget for 2018/2019

Voting Requirement: Simple Majority

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RESOLUTION: Moved: Cr Hooper Seconded: Mr Criddle
That the WEROC Financial Report for the period ending 30 June 2019 be received.

CARRIED

Wheatbelt East Regional Organisation of Councils				
ABN 44 861 684 875				
1 July 2018 to 30 June 2019				
		2018/2019	Actual to	
		Budget		Notes
	Income			
0501	General Subscriptions	\$ 50,000.00	\$ 50,000.00	1
0504	Consultancy & Project Reserve	\$ 10,000.00	\$ 10,000.00	2
0509	R2R Regional Housing 2012/2013 Interest	\$ -	\$ -	
0575	WE-ROC Interest received	\$ 1,000.00	\$ 777.15	3
	Other Income		\$ 100.72	4
	GST Output Tax		\$ 6,010.07	
	GST Refunds		\$ 4,900.00	
	Total Receipts	\$ 61,000.00	\$ 71,787.94	
	Expenses			
1545	Bank Fees & Charges	\$ 100.00	\$ -	
1661	Executive Services	\$ 52,500.00	\$ 51,306.23	5
1687	Financial Services	\$ 11,000.00	\$ 5,282.60	6
1585	Consultant Expenses	\$ 40,000.00	\$ 4,732.27	7
1801	Meeting Expenses	\$ 500.00	\$ 86.71	8
1850	WE-ROC App Development & Maintenance	\$ 5,000.00	\$ 14,150.00	9
1930	Sundry	\$ 500.00	\$ 59.19	10
3384	GST Input Tax		\$ 7,561.73	
	Ato Payments		\$ 3,270.00	
	Suspense		\$ 2,200.00	11
	Total Payments	\$ 109,600.00	\$ 88,648.73	
	Net Position	-\$ 48,600.00	-\$ 16,860.79	
	OPENING CASH 1 July	\$ 172,805.00	\$ 167,779.84	
	CASH BALANCE 30 June 2019	\$ 124,205.00	\$ 150,919.05	
			\$ 1,117.12	
			\$ 149,801.93	
			\$ 150,919.05	

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5.2 WEROC Finance Report as at 31 July 2019

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 12 August 2019

Attachments: Nil

RECOMMENDATION:

That the WEROC Financial Report for the period ending 31 July 2019 be received.

Executive Officer's Report:

Presenting the WEROC Statement of Receipts and Payments for the period ending 31 July 2019.

An explanation for each of the notes is provided below.

Note 1	Four 2019/2020 annual subscriptions have been paid
Note 2	WE-ROC interest to date
Note 3	This allocation covers the expenditure on Executive Services for and covers the payment for June 2019
Note 4	This allocation covers the expenditure on Travel and covers the payment for June 2019
Note 5	This allocation covers the expenditure on Financial Services
Note 6	This is the part payment to Accingo for the Asset Management project

Consultation: Nil

Financial Implications: WEROC adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Mr Clarke** **Seconded: Cr Day**

That the WEROC Financial Report for the period ending 31 July 2019 be received.

CARRIED

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Wheatbelt East Regional Organisation of Councils (WEROC)				
ABN 28 416 957 824				
1 July 2019 to 31 July 2019				
		Budget 2019/2020	Actual to	Notes
	Income			
0501	General Subscriptions WEROC	\$ 60,000	\$ 48,000.00	1
504.01	Consultancy & Project Reserve			
0575	WE-ROC Interest received	\$ 900	\$ 29.00	2
584	Other Income			
	GST Output Tax		\$ 4,800.00	
	GST Refunds			
	Total Receipts	\$ 60,900	\$ 52,829.00	
	Expenses			
1545	WEROC Bank Fees & Charges	\$ 100		
1661.01	WEROC Executive Services Professional Services	\$ 55,000	\$ 3,741.65	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 8,000	\$ 382.16	4
1687	WEROC Financial Services Accounting	\$ 7,000	\$ 110.63	5
1687.03	WEROC Financial Services Audit	\$ 3,750	\$ -	
1585	WEROC Consultant Expenses	\$ 30,000	\$ 8,500.00	6
1850	WEROC Management of WE-ROC App	\$ 5,000	\$ -	
1801	WEROC Meeting Expenses	\$ 500	\$ -	
1851	WEROC Insurance	\$ 5,000	\$ -	
1852	WEROC Legal Expenses	\$ 2,000	\$ -	
1853	WEROC Incorporation Expenses (including legal fees)	\$ 15,000	\$ -	
1930	WEROC Sundry	\$ 500	\$ -	
3384	GST Input Tax		\$ 1,273.47	
	Ato Payments		\$ -	
	Suspense Account		\$ -	
	Total Payments	\$ 131,850	\$ 14,007.91	
	Net Position	-\$ 70,950	\$ 38,821.09	
	OPENING CASH 1 July	\$ 160,927	\$ 150,919.05	
	CASH BALANCE 31 July 2019	\$ 89,977	\$ 189,740.14	
	Westpac One		\$ 19,910.41	
	Westpac Reserve		\$ 169,829.73	
			\$ 189,740.14	

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5.3 List of Accounts

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 12 August 2019

Attachments: Nil

RECOMMENDATION:

That the Accounts Paid for the period 1 June 2019 to 31 July 2019 totalling \$20,251.16 be approved.

Executive Officer's Report:

Accounts paid during the period 1 June 2019 to 31 July 2019.

The list of accounts paid is submitted to each WEROC Council Meeting.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	040619	BHW Consulting	Professional Services, Accommodation and Travel May 2019	5,765.85
EFT	040619	Up to Date Accounting	Accounting Services May 2019	92.40
EFT	040619	Go 2 Guides	Domain name renewal	385.00
EFT	080719	BHW Consulting	Professional Services, Accommodation and Travel June 2019	4,578.71
EFT	080719	Up to Date Accounting	Accounting Services June 2019	79.20
EFT	170719	Blakejewel Pty Ltd (Accingo)	Part payment Asset management Project	9,350.00
Total				\$20,251.16

Consultation: Nil

Financial Implications: WEROC adopted Budgets for 2018/2019 and 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Cr Day Seconded: Cr Rajagopalan

That the Accounts Paid for the period 1 June 2019 to 31 July 2019 totalling \$20,251.16 be approved.

CARRIED

6. MATTERS FOR DECISION

6.1 Wheatbelt Medical Student Immersion Program (WMSIP)

File Reference: 075-1 Local Hospitals
013-2 Strategic and Future Planning

Author: Helen Westcott, Executive Officer

Portfolio: Social (Shire of Kellerberrin)
Advocacy (Shared Portfolio)

Disclosure of Interest: Nil

Date: 14 August 2019

Attachments: Action Sheet from the WMSIP Planning Group Meeting held Wednesday 31 July 2019

RECOMMENDATION:

That the:

1. Executive Officer's report be noted; and
2. Action Sheet from the Meeting of the Wheatbelt Medical Student Immersion Program Planning Group held Wednesday 31 July 2019 be received.

Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 13 April 2016 the Shire of Kellerberrin raised the issue of the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus. At that time the Executive resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Greg Powell*

That the Executive Officer prepare a report on the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus.

CARRIED

Following considerable effort, the program was introduced across all of WEROC's communities in March 2018, with medical students from Notre Dame and Curtin Universities participating in what has become known as the "Wheatbelt Medical Student Immersion Program" (WMSIP).

Agencies involved in re-establishing the WMSIP include:

- Rural Health West;
- WA Primary Health Network (WAPHA);
- Notre Dame University Australia;
- Curtin University; and
- WEROC.

A second group of students visited the region during the week commencing Monday 12 March 2019.

The Executive Officer attended a meeting of the WMSIP Planning Group on Wednesday 31 July 2019, with a copy of the action sheet prepared following the meeting forming an attachment to the meeting agenda.

Dates for next year's visit has been set, with the visits to commence in the week beginning Monday 9 March 2019 and concluding Friday 13 March 2020.

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With additional students coming into the Curtin University medicine program in 2020 an additional town has been selected to accommodate the increased number of students. Moora is the site selected to expand the program in 2020.

The University of Western Australian will not join the program in 2020.

The Executive Officer raised Member Councils concerns around the students needing more time with their billet families.

This concern is acknowledged by the Planning Group and it is hoped that all the students will be able to travel out to their billets on the Monday afternoon rather than the Tuesday morning as was the case for some of the students earlier this year. The desire to have additional time will, however, have to be factored against the students' academic commitments on the Monday morning.

As the action notes detail, each of the medical schools will include counselling and tools (both pre and post program) in anticipation of potential racist encounters.

It has also been agreed that the students will be co-billeted, ie across both medical schools.

The issue of a consistent alcohol policy has been discussed at both Steering and Planning Group level, with a copy of each university's student alcohol policy to be distributed to all Planning Group members. The Executive Officer will distribute copies of the policies to Member Councils once they become available.

In terms of additional membership, it has been agreed that the most appropriate place for this to occur is at the planning group level. Guests will be invited on an as needs basis. Should payment be required this will come from the budget as agreed to by the Steering Group.

It has also been agreed that a budget allocation be made to pay for Aboriginal engagement. This too will be funded from the project's budget as agreed to by the Steering Group. A policy framework around the payments for Aboriginal engagement is being developed.

The WMSIP Planning Group's next meeting is scheduled for Thursday 26 September 2019.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Cr Rajagopalan

That the:

1. Executive Officer's report be noted; and
2. Action Sheet from the Meeting of the Wheatbelt Medical Student Immersion Program Planning Group held Wednesday 31 July 2019 be received.

CARRIED

6.2 Curtin Wheatbelt Community Health Study

File Reference: 075-1 Local Hospitals
013-2 Strategic and Future Planning

Author: Helen Westcott, Executive Officer

Portfolio: Social (Shire of Kellerberrin)
Advocacy (Shared Portfolio)

Disclosure of Interest: Nil

Date: 14 August 2019

Attachments: Nil

RECOMMENDATION:

That the Executive Officer's report be received.

Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 29 May 2019 a request for assistance from Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School was considered. Specifically, Dr Harper sought support for a research project developed as a direct result of Curtin student involvement in the Wheatbelt Medical Students Immersion Program this year and last.

The project is for an exploratory pilot study to be conducted in Merredin and Westonia with a view to offer the same type of research activity in the remaining WEROC Councils subject to the results obtained in the pilot study. The project's goal is to provide Member Councils with data that will assist in advocacy for improved health services.

Following consideration of the request, it was resolved as shown below:

RESOLUTION: *Moved: Jamie Criddle Seconded: Greg Powell*

1. *That WEROC provide in-kind and financial support to a maximum of \$5,000 to Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School, to assist in the conduct of the "Curtin Wheatbelt Community Health Study: An exploratory research proposal".*

2. *That the Executive Officer provide Dr Andrew Harper with a copy of the Verso Report.*

CARRIED

The Executive Officer advised Dr Harper of WEROC's decision, providing him with a copy of the Verso Report as requested.

The CEOs from both the Shires of Merredin and Westonia met with Dr Harper during the 2019 WALGA Convention to further plan for the project. Visits to both Merredin and Westonia will take place during the last weekend in August.

The CEOs may wish to provide further comment on the planning that has taken place to date.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

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RESOLUTION: **Moved: Cr Hooper** **Seconded: Cr Day**

That the Executive Officer's report be received.

CARRIED

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6.3 The Future Governance for WEROC and Wheatbelt Communities Inc

File Reference: 031-4 Intergovernment Relations

Author: Helen Westcott, Executive Officer

Portfolio: CEO/Governances (Governance Shire of Yilgarn)
Advocacy (Shared Portfolio)

Disclosure of Interest: No interest to disclose

Date: 15 August 2019

Attachments: Nil

RECOMMENDATION:

That the Executive Officer's report be noted.

Executive Officer's Report:

The development of a new constitution was considered at the WEROC Council Meeting held Wednesday 26 June 2019 at which time it was resolved as shown below:

RESOLUTION: *Moved: Mr Griffiths* *Seconded: Cr Forsyth*
That the Shire of Tammin be approached to ascertain whether the Shire may wish to join/rejoin WEROC.

CARRIED

RESOLUTION: *Moved: Cr Strange* *Seconded: Mr Criddle*
That:

- 1. The Executive Officer's Report be received;*
- 2. Two members from each local government be appointed by the individual Member Councils to the WEROC Committee and the draft constitution be amended to reflect that arrangement in regard to membership;*
- 3. A draft constitution be developed and referred to Member Councils for comment prior to the WEROC Council Meeting on 21 August 2019; and*
- 4. The WEROC Executive Committee only meet on an as needs basis.*

CARRIED

The Executive Officer has contacted the Shire of Tammin's CEO regarding the Shire's desire to join/rejoin WEROC, with the outcome of these discussions being an invitation to the Shire to attend the August Meeting of WEROC Council.

This invitation has been accepted.

A draft constitution was prepared as per the above resolution and forwarded to Member Councils on Wednesday 31 July 2019 with a request that the draft be considered by Member Councils at their August meetings.

Following discussions with the WEROC CEO during the 2019 WALGA Convention it was determined that further work on the constitution was required, specifically to include wording from the Warren Blackwood Alliance of Councils Constitution. Work on redrafting the constitution has commenced but is as yet not ready for distribution to Member Councils. It is hoped that the work will be completed in early September.

Consultation: Nil

Financial Implications: As yet unknown

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Voting Requirement: Simple Majority

RESOLUTION: **Moved: Mr Clarke** **Seconded: Mr Mollenoyux**

That the Executive Officer's report be noted.

CARRIED

2.07pm Caroline Robinson entered the meeting to discuss Agenda Item 6.7

2.20pm Caroline Robinson left the meeting

6.4 Records Management in Local Government

File Reference: 013-2 Strategic and Future Planning
042-2 Finance, Audit and Compliance

Author: Bruce Wittber, Executive Officer

Portfolio: CEO/Governance (Shire of Yilgarn)

Disclosure of Interest: Nil

Date: 15 August 2019

Attachments: Request for Quotation

RECOMMENDATION:

That the WEROC Executive be given delegated authority to finalise the appointment of a qualified records management consultant to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.

Executive Officer's Report:

Following its review of the Western Australia's Auditor General report on the topic of records management in Local Government, the WEROC Executive resolved as shown when it met on Wednesday 29 May 2019:

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

That the WEROC Executive recommend to the WEROC Council that WEROC seek quotations from suitably qualified records management consultants to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.

CARRIED

WEROC Council approved this recommendation at a meeting held Wednesday 26 June 2019.

The Shires of Kellerberrin and Yilgarn provided the Executive Officers with the names of records management consultants who might be interested in submitted a quotation for the work required.

The Executive Officer contacted WALGA to determine whether it had any records management consultants on its preferred supplier panel. Currently WALGA does not have any on its panel.

The Executive Officer has prepared a request for quotation (RFQ), a copy of which forms an attachment to the meeting agenda.

The RFQ was sent to the following organisations:

- Compu-Stor (contact details provided by the Shire of Yilgarn);
- Information Enterprises Australia Pty Ltd (the Executive Officer has worked with Information Enterprises Australia Pty Ltd on similar projects to the one currently being undertaken by WEROC); and
- Kim Boulter (contact details provided by the Shire of Kellerberrin).

All three organisations have indicated that they will submit a costing.

Responses to WEROC's RFQ must be with the Executive Officer by 4.00pm on Friday 23 August 2019.

To allow work on the records management review to commence as quickly as possible after 23 August, the Executive Officer believes the WEROC Executive should be given delegated authority to appoint the consultant.

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The recommendation presented represents that belief.

Meeting Comment:

Darren Mollenoyux advised that the Shire of Bruce Rock will not be part of the record management project.

Commented [BW2]: For you to note

RESOLUTION: **Moved: Cr Forsyth** **Seconded: Cr Day**

That the WEROC Executive be given delegated authority to finalise the appointment of a qualified records management consultant to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.

CARRIED

6.5 Participation by WEROC in Renewable Energy Projects

File Reference: 013-2 Strategic and Future Planning
135-1 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Economy (Bruce Rock)
Advocacy (Shared Function)

Disclosure of Interest: Nil

Date: 15 August 2019

Attachments: Nil

RECOMMENDATION:

The matter is presented for discussion and decision.

Executive Officer's Report:

Following the presentation by Steve Mason, CEO Innovation Central Midlands WA Inc (ICM), on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy WEROC Council may wish to consider more formal investigation in how participation in such activities may benefit both Member Councils and their respective communities.

As detailed in Agenda Item 3.1, Jason Buckley has left the City of Kalamunda where he had been working on a renewable energy project for the City. The City's Director Asset Services, Mr Brett Jackson has offered to meet and discuss the project with the Executive Officer if requested. At this point the Executive Officer has not requested a meeting.

RESOLUTION: **Moved: Cr Rajagopalan** **Seconded: Mr Criddle**

That WEROC:

1. Initiate discussions with BSC Energy and Power Ledger seeking the conduct of a pre-feasibility study in respect to developing a micro-grid system across the WEROC geographic area; and
2. Extend an invitation to Steve Mason to meet with WEROC Council in 2020 to provide an update on Innovation Central Midlands WA Inc's renewable energy project.

CARRIED

6.6 Public Consultation- Pesticides Regulation Review in Western Australia

File Reference:	013-2 Strategic and Future Planning 013-4 Intergovernmental Relations
Author:	Helen Westcott, Executive Officer
Portfolio:	Environment (Shire of Merredin) Advocacy (Shared Function)
Disclosure of Interest:	Nil
Date:	14 August 2019
Attachments:	Letter from Dr Andrew Robertson, Chief Health Officer, re the Department of Health's review of the <i>Health (Pesticides) Regulations 2011</i> WALGA Infopage

RECOMMENDATION:

That WEROC:

1. Encourages Member Councils to complete the online survey developed by the Department of Health as part of its review of the *Health (Pesticides) Regulations 2011*;
2. Member Councils share the information provided in the online survey with WALGA as it works on a sector wide submission around the review of the *Health (Pesticides) Regulations 2011*; and
3. WEROC prepare a submission that highlights the potential difficulties small rural and remote local governments may face if Option C is adopted by the State Government as an outcome of its review of the *Health (Pesticides) Regulations 2011*.

Executive Officer's Report:

The Shire of Westonia has requested that the review of the *Health (Pesticides) Regulations 2011* currently underway be listed for discussion by WEROC Council.

Like the Shire of Westonia, Member Councils will have received correspondence from Dr Andrew Robertson, Chief Health Officer, re the Department of Health's review of the *Health (Pesticides) Regulations 2011*. The review is required as part of the implementation of the *Public Health Act 2016* (the Act).

The implementation of the Act requires a review of all existing public health regulations, including the *Health (Pesticides) Regulations 2011*.

The objective of this review is to ensure appropriate measures are in place to minimise public health risks associated with the use of pesticides in WA. The Department of Health (the Department) seeks to determine the best option for managing the public health risks associated with pesticide safety to meet community needs in the future. Principal stakeholders for the review will include:

- Local Government including WALGA;
- State Government;
- Individuals and organisations captured by pesticide safety regulations in WA;
- Individuals using high risk pesticide chemicals exempted from licensing in WA;
- Registered Training Organisations; and
- General public.

The Department has prepared a discussion paper to assist in discussion around the review.

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The Pesticides Regulation Discussion Paper examines the existing regulatory environment of the pesticide industry and considers how the current safety measures may be re-constructed using a modern approach.

A copy of the discussion paper can be found by following the link shown below:

<https://consultation.health.wa.gov.au/environmental-health-directorate/pesticides-regulation-review/>

An online survey has been prepared as part of the Department's process of consultation. This survey presents a series of options and proposals for regulating the application of pesticide chemicals. Respondents are encouraged to use quantitative data in their answers where possible.

The online survey can be accessed by following the link shown above.

The results of this consultation will inform the development of the reforms, with the findings intended to give a broad overview of stakeholder opinion. These will be incorporated into an implementation strategy once results from the review process are finalised.

The discussion paper presents three (3) options for reform of pesticide regulation.

The preferred direction of the Department is to pursue Option C, which is to repeal the current Regulations and replace them with new regulations under the *Public Health Act 2016*. Within Option C is a number of ways in which the regulations can be developed. One of the suggested ways in which pesticide regulation could be developed is for devolution of the enforcement function of pesticide regulations to local government.

The question which must be asked, do Member Councils want to take on the enforcement function of pesticide regulations? Whilst it is recognised that Local Government already undertakes enforcement functions under the Public Health Act through the inspection of licenced food premises etc, does Local Government wish to take on another State Government function, ie allow still further cost shifting from the State Government to Local Government?

In detailing Option C, the discussion paper provides both advantages and disadvantages to the adoption of Option C. Advantages include:

1. Adequate management of public health risks associated with the use and operation of pesticide chemicals;
2. Public safety maintained at a consistently high standard;
3. Local Government may utilise cost recovery for registration and inspection;
4. Consistency in the application and enforcement of legal obligations;
5. Recommends the introduction of Substance Management Plans for directing greater responsibility onto high risk pesticide users; and
6. Reduces current State Government regulatory burden, as proposed changes seek to remove and reduce unnecessary requirements.

Disadvantages associated with Option C include:

1. Changes to regulation may initially result in confusion and extra costs to enforcement agencies upon commencement; and
2. Will require information and training to those impacted.

At face value it would appear that Option C has much to offer and it does for the State Government because if adopted Option C will see Local Government become responsible for the application and enforcement of any obligations defined within the new pesticide regulation. There is little, however, to recommend Option C to Member Councils because all the advantages identified can still be achieved with the State Government retaining responsibility.

In addition to participation in the online survey, the Department is also accepting written submissions.

Submissions must be received by 5:00pm (WST), Thursday 10 October 2019. Late submissions will not be considered.

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WALGA has prepared an Infopage on the review, a copy of which forms an attachment to the meeting agenda. Through the Infopage it is seeking feedback on the discussion paper and in particular a local government's view on:

- It's preferred option;
- Whether Local Government is "best placed" to be the enforcement agency; and
- The resource and other cost implications of these proposed changes.

WALGA is encouraging Councils to send written feedback based on the questions above, or a copy of their completed survey to its Community team to assist in developing a sector submission.

At a time when the sector is under attack from several quarters on what some perceive as the excessive red tape applied by local governments across the State, the last thing the sector needs is further administrative burdens to be thrust upon it.

It should be noted that the discussion paper does not detail how (if at all) Local Government will be compensated for taking on the role of enforcing the new regulations once developed. Similarly, it also does not detail how cost recovery in the longer term is going to be managed, what mechanisms will be put in place at the time the new regulations come into force to ensure Local Government will be able to charge true recovery costs into the future.

The discussion paper also does not take into consideration the potential difficulties for small rural and remote Councils in being responsible for the enforcement of the pesticide regulation once legislated.

The Executive Officer believes that a multipronged approach should be taken to the review of the *Health (Pesticides) Regulations 2011*. To this end it is suggested that:

1. Member Councils look to completing the online survey developed as part of the consultation process;
2. Member Councils share this information with WALGA as it works on a sector wide submission; and
3. WEROC prepare a submission that highlights the potential difficulties small rural and remote local governments may face if Option 3 is adopted by the State Government as an outcome of its review of the *Health (Pesticides) Regulations 2011*.

The recommendation as presented provides for this.

Meeting Comment:

Greg Powell raised the issue of Member Councils use of "Roundup" and whether any trials were being undertaken to use a non-herbicide product. The general advice was that trials of alternate products were not being undertaken.

RESOLUTION: Moved: Cr Day Seconded: Cr Rajagopalan

That WEROC:

1. Encourages Member Councils to complete the online survey developed by the Department of Health as part of its review of the *Health (Pesticides) Regulations 2011*;
2. Member Councils share the information provided in the online survey with WALGA as it works on a sector wide submission around the review of the *Health (Pesticides) Regulations 2011*; and
3. WEROC prepare a submission that highlights the potential difficulties small rural and remote local governments may face if Option C is adopted by the State Government as an outcome of its review of the *Health (Pesticides) Regulations 2011*

CARRIED

6.7 Support for NEWTravel and Roe Tourism Application for a QANTAS Regional Grant

File Reference: 013-2 Strategic and Future Planning
132-1 WEROC Tourism
132-3 Central Wheatbelt Visitor Centre
135-1 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Economy (Bruce Rock)
Shared Function (Advocacy)

Disclosure of Interest: Nil

Date: 19 August 2019

Attachments: Joint NEWTravel Roe Tourism Project Summary

The matter is presented for discussion and decision

Executive Officer's Report:

As previously advised to members of the WEROC Executive, WEROC's support for a joint funding application by NEWTravel and Roe Tourism has been received. This request was conveyed by email to the WEROC Executive on Monday 12 August 2019. To quote from the email:

Hello everyone

Just prior to the commencement of the WALGA Convention I received an email from Caroline Robinson seeking WEROC's support for a funding application being jointly prepared by NEWTravel (NT) and Roe Tourism (RT). To quote from Caroline's email:

Roe Tourism and NEWTravel are looking to apply for a QANTAS Regional Grant (closing end of August). The grant can either be for cash or QANTAS marketing expertise - Linda Vernon from NEWTravel is just looking in more detail as to what to apply for.

In addition, I think the Stronger Regions Grant may be another to apply for as well as others along the way.

A presentation to WEROC would be great or just an indication of their support (if they agree) for a QANTAS grant application - for this grant, no co contributions are required.

The groups then hope to present to the WDC and Australia's Golden Outback.

WEROC's thoughts would be most appreciated.

(My involvement in this project is to get some momentum and provide strategic advice, having recently done the NewTravel and Roe Tourism strategic plans, of which this project stems from)

As you can see from Caroline's email, WEROC's support is needed as soon as is practicable because the QANTAS Regional Grant closes at the end of the month.

In principle the idea seems to be a very good one as it focuses on a collaborative approach to tourism across the region.

A copy of the project plan is attached for your information and comment.

I do, however, have some concerns, each of which is detailed below.

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- *How will the project plan accommodate participation from those local governments that are signatory to the Central Wheatbelt Visitor Centre (CWVC) MoU but not part of either NEWTravel (NT), Roe Tourism (RT) or WEROC? How will their views be considered moving forward? What financial contribution (if any) will be expected of these local governments?*
- *The Project Plan states that*
 - ... RT, NT and the CWVC have recognised the need for marketing expertise to develop:
 - *A clear tourism brand across each of the organisations*
 - *Clear storylines that link each established tourism product (Wheatbelt Way, Pathways to Wave Rock, Golden Pipeline) and tourism assets (granite outcrops, stars, wildflowers etc)*
 - *Image gallery*
 - *Social media collateral*
 - *Printed media collateral*
 - *Media writing*

To date WEROC has received nothing from the CWVC on its views re the project being suggested by NT or RT.

I believe that given that the CWVC is the major way in which most of WEROC's Member Councils find their "regional voice" for tourism WEROC needs to hear the views of the CWVC on the project.

Greg I know that some of the work around this may have happened whilst you were away but could you please find out what involvement (if any) the CWVC has had in the development of the project plan. Thankyou.

Similarly, Darren, could you please provide Member Councils with the views of RT's members regarding the development of the project plan. Thankyou.

- *Whilst the Qantas grant requires no co-contribution from the successful applicant(s) in all likelihood, future funding applications may well require some form of financial commitment from the applicant(s) and certainly any fees paid to a "marketing panel" will. This then raises the question of partnership and what "rights and responsibilities" will WEROC's Member Councils have should the project go ahead. This is of particular importance (and potential concern) at the time tender specifications are developed. Is what is currently presented in the best interests of WEROC's Member Councils or should there be other tasks required of the panel? Could the panel be configured differently, ie could a single agency deliver the same outcomes as appointing 5 people to a panel? Are some of the currently listed tasks unnecessary from a WEROC perspective?*
- *In terms of financing the project there has been no indication as to what form of governance structure will be in place to oversee project should it be undertaken. This is something that should be investigated before any commitment to providing funds is made. WEROC should be an equal partner in any project developed if it is expected to contribute on the same basis as NT and RT.*
- *It should also be noted that the funding implications for the CWVC have not been explained. This may well be because it will not be expected to make one but it would be good to know if this indeed will be the case. And if it is expected to make a financial contribution what impact will that have on the fees that WEROC's currently pay to the CWVC?*
- *Work on the project is set to commence during the 2019/2020 financial year. Currently there is nothing in the budget to cover any involvement by WEROC in the project as outlined by the project plan presented by Caroline Robinson on behalf of NT and RT.*
- *From a strategic perspective, how will this project align with any work Member Councils will want to do once it has a new governance structure in place?*

As you will note from Caroline's email, WEROC's feedback to both NT and RT is sought.

If you could please provide your views so that I can in the first instance provide feedback as requested and then to prepare and item for consideration at the WEROC Council Meeting on 27 August. Caroline Robinson has indicated that NT and RT are happy to meet with WEROC if requested.

If I could have your comments no later than lunchtime on Friday 16 August that would be very much appreciated.

Take care and hear from you in due course.

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HW

At the time of preparing this item of the meeting agenda the Executive Officer had received from all but the Shire of Westonia.

Each response is provided below.

Peter Clarke, CEO Shire of Yilgarn wrote emailed as follows on Tuesday 13 August 2019:

Hi Helen

Question, why is WEROC mentioned when NEWROC and ROEROC is not and are NEW Travel and Roe Travel separate entities from their ROC's? I thought it should just be the CWVC as we are all members of that group, I would presume. That way it eliminates WEROC and is left to the CWVC as the participating organisation/supporter in the funding application.

I don't object to what NEW Travel and Roe Tourism are proposing, just the inclusion of WEROC particularly. Also the lateness in the request for support without it being presented to WEROC, which I believe should be done prior to advising of any support.

Hope this helps.

Darren Mollenoyux, CEO Shire of Bruce Rock provided the following response on Friday 16 August 2019:

Hi Helen,

Talking to Ashleigh who is our rep at Roe Tourism, they will be discussing in further detail at their meeting next week.

The idea is a combined approach to the funding to achieve a greater (wider) area to make it more attractive to market and fund. The bigger the area the greater the benefit.

At this stage they are really only asking for in principal support.

Hope this helps.

In an email to Greg Powell, CEO Shire of Merredin, on Friday 16 August the following information on the project was provided by Robyn McCarthy, Manager of the Central Wheatbelt Visitor Centre.

Hi Greg.

Sorry this has taken all week, I am glad it is Friday!!

I believe the CWVC will still remain the conduit for tourism for our WEROC & member shires for this project as we have done in the past with cooperative marketing, brochure reprints, regional promotion & training opportunities.

WEROC will remain an EW tourism partner as will Roe Tourism & NewTravel (NEWROC) will be through this project if WEROC wish to support this project in principle.

As the CWVC manager, I have only had an initial meeting with Caroline, NewTravel & Roe Tourism reps to brainstorm ideas going forward with EW Tourism, the Joint Project Summary are the outcomes from this meeting.

NewTravel is driving the project as Wheatbelt Way and have committed \$2,000 towards Caroline's initial engagement and commitment to this project. I don't believe the other tourism groups will be required to contribute towards this initially.

It will be Caroline's role to deliver the project plan to each of the EW Tourism partners and at a future WEROC meeting. Any questions WEROC has on financial implications, funding should be directed to Caroline when the opportunity occurs.

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The EW tourism groups (and self-drive trails) will remain the same but with future funding could deliver a more consistent and coordinated marketing approach through a team of professionals to deliver a consistent brand to AGO for future Wheatbelt cooperative marketing campaigns.

In my view, it will be the same EW tourism partners working together better for the benefit of the whole of the region under the guidance of a professional team engaged with funding.

The Shire of Kellerberrin provided a response on Monday 19 August that indicated they were happy for WEROC to support and work with the other groups on the project.

An invitation to a Caroline Robinson to meet with WEROC Council to further discuss this request has been extended. She is, however, on leave until 23 August so at the time of preparing the meeting agenda the Executive Officer is unsure as to her availability.

The above information is presented for discussion and decision.

RESOLUTION: **Moved: Cr Forsyth** **Seconded: Cr Day**

That the WEROC Council provide a letter of support for the NEWTravel and Roe Tourism Application for a QANTAS Regional Grant.

CARRIED

6.8 Funding to Support and Mentor Local Governments to Assist in the Development of Public Health Plans

File Reference: 013-2 Strategic and Future Planning

Author: Helen Westcott, Executive Officer

Portfolio: Social (Kellerberrin) and Environment (Merredin)
Shared Function (Advocacy)

Disclosure of Interest: Nil

Date: 15 August 2019

Attachments: Nil

RECOMMENDATION:

That Ms Jo Malcolm from the Public Health Advocacy Institute of WA be invited to the September meeting of the WEROC Executive to discuss the potential for WEROC's Member Councils to access funding to assist them in developing and implementing their respective Public Health Plans.

Executive Officer's Report:

In her capacity as joint Executive Officer for the Central Country Zone, the Executive Officer has become aware of a potential funding opportunity for WEROC's Member Councils.

The Public Health Advocacy Institute of WA (PHAIWA) has received funding to provide a service to support and mentor local governments to assist them in developing their Public Health Plans, in line with the upcoming implementation of Phase 5 of the *Public Health Act 2016*.

PHAIWA has extensive experience working with local governments, having presented at a number of forums on this subject. It has also developed a Public Health Planning Guide which can be accessed by following the link provided below:

<https://www.phaiwa.org.au/local-government/>

To quote from some of the information received about the funding program:

PHAIWA is excited to launch the Public Health Planning Advisory Service which is a project aimed at supporting local governments around WA through the process of developing and implementing their public health plan.

PHAIWA will initially be offering a support and mentoring component of the project which will focus on the important initial phase for local governments in the early stages of the public health planning process. This will involve providing support to the Officers in assisting them to develop their case and garner support from their Elected Members. It could also involve providing stakeholder connections and general advice on "what's next" for local governments who may be further along with their planning process or have hit a barrier.

Stage two of the project will offer more in-depth and thorough support for a select few local governments, how to apply for this assistance and what it may include and involve will be announced at a later date through our channels and directly to any local government who has used the mentoring service.

If you are a local government unsure of how to start your public health plan or wondering about what is next in your current plan's process and wish to access this service, please contact Jo Malcolm by [email](#).

Jo Malcom is a Senior Research Officer with PHAIWA.

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The Executive Officer believes that an invitation should be extended to Ms Malcom to meet with the WEROC Executive when it meets on Wednesday 25 September 2019 to discuss the potential for Member Councils to apply for funding to assist them in the development and implementation of respective public health plans.

Meeting Comment:

It was suggested that relevant staff could also contribute to the discussion at the WEROC Executive Meeting.

RESOLUTION: **Moved: Cr Day** **Seconded: Cr Rajagopalan**

- 1. That Ms Jo Malcolm from the Public Health Advocacy Institute of WA be invited to the September meeting of the WEROC Executive to discuss the potential for WEROC's Member Councils to access funding to assist them in developing and implementing their respective Public Health Plans.**
- 2. That Member Councils be requested to extend an invitation to relevant staff to attend the presentation and discussion.**

CARRIED

6.9 Ongoing Development of the WEROC App and Website

File Reference:	013-2 Strategic and Future Planning 132-1 WE-ROC Tourism 132-3 Central Wheatbelt Visitor Centre 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function (Economic Development currently through Wheatbelt Communities Inc)
Disclosure of Interest:	No interest to disclose
Date:	20 August 2019
Attachments:	Digital Economy Enablement Strategy Overview

RECOMMENDATION:

That prior to the Executive Officer applying for funding for further work on either the WEROC App or website:

1. The WEROC Executive determine what areas should be targeted, with a report and recommendation to be presented at the WEROC Council Meeting scheduled to be held Wednesday 30 October 2019; and
2. Any applications for funding be based only upon decisions arising from WEROC Council's consideration at the meeting scheduled for Wednesday 30 October 2019.

Executive Officer's Report:

To aid discussion around the recommendation provided on this matter the Executive Officer has provided a brief history of the work around the WEROC App and website. Whilst this report covers only work around the WEROC App, the further development of the WEROC website needs also to be considered by WEROC Council as it has been developed as part of the App's evolution.

In early 2016 WEROC embarked on a project to develop a mobile app, engaging Go2EVENTS¹/Peacock Digital to assist in its endeavours. At a meeting held Wednesday 27 April 2016 WEROC Council resolved as follows:

RESOLUTION:	<i>Moved: Cr Hooper</i>	<i>Seconded: Cr Forsyth</i>
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That:

1. WE-ROC accept the quote provided by Go2EVENTS/Peacock Digital to develop a mobile application for WE-ROC that will provide information to both residents and visitors to the communities across WE-ROC;
2. Development of the mobile application be done as a Wheatbelt Communities Inc project with funding through the WE-ROC project account; and
3. The annual maintenance be met by WE-ROC should funding for maintenance of the application not be met by way of subscriptions.

CARRIED

Since that time WEROC/Wheatbelt Communities Inc has worked with Steven Peacock to digitally enable the communities across the region covered by Member Councils. This work has at times not been easy for a variety of reasons. For example, the work agreed to early in 2017, as detailed in the resolution below (and agreed to at a Wheatbelt Communities Inc meeting held Wednesday 29 March 2017) was never fully undertaken.

¹ Note that Go2Events has become go2GUIDES.

WEROC Council Meeting Tuesday 27 August 2019 - Minutes

RESOLUTION: Moved: Jamie Criddle Seconded: Darren Mollenoyux

That:

- The report on the development of the WE-ROC mobile app be noted;
- Wheatbelt Communities' Member Councils have responsibility for the management of their "local" content for a period of six months at which time a review will be undertaken to determine whether or not the management of the app should be outsourced;
- Training on managing the app be arranged as soon as possible for those officers across Wheatbelt Communities given the responsibility of managing content within their respective communities;
- The Executive Officer approach both Go2EVENTS/Peacock Digital and the Wheatbelt Business Network for a costing for managing app content, listings etc on the app; and
- The Executive Officer prepare a draft charging policy for users of the app.

CARRIED

Training on the App was provided but for many reasons did not see the management of content occurring in a way that allowed for greater development or uptake of the App.

Management of the App was not given to the WBN, with Wheatbelt Communities Inc resolving on Wednesday 15 May 2017 as follows:

By consensus it was agreed that the Central Wheatbelt Visitors Centre would be approached to manage the content of the WE-ROC app.

This decision was augmented by a further decision WEROC Council at a meeting held Wednesday 28 February 2018, at which time it was resolved:

RESOLUTION: Moved: Cr Forsyth Seconded: Cr Hooper

That:

1. WE-ROC agree to continue providing financial support for the WE-ROC App;
2. WE-ROC look to fund the Central Wheatbelt Visitors Centre for a two-period commencing on 1 July 2018 and concluding on 30 June 2020, with a review of the contract during the first quarter of the 2019/2020 financial year;
3. WE-ROC enter into negotiations with the Wheatbelt Business Network to assist with the future development of the WE-ROC App, particularly in the area of promoting and encouraging business to register on the WE-ROC App; and
4. In developing the WE-ROC Budget for 2018/2019, for WE-ROC Council's consideration, the WE-ROC Executive develop a financial plan for the management and future development of the WE-ROC App.

CARRIED

In addition to further funding for the App WEROC Council also briefly considered a discussion paper prepared by go2GUIDES which looked at developing a strategy that provide WEROC with greater digital enablement. At the time, WEROC Council resolved as shown below:

RESOLUTION: Moved: Cr Strange Seconded: Mr Griffiths

That the WE-ROC Executive use the discussion paper, "Digital Economy Enablement Strategy", prepared by go2Guides in its discussions when preparing the draft WE-ROC Budget for 2018/2019.

CARRIED

This did not occur in any great detail at the Executive Meeting held Wednesday 28 March 2018.

Other matters related to the WEROC App were, however, considered, with the Executive resolving as shown below:

WEROC Council Meeting Tuesday 27 August 2019 - Minutes

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Darren Mollenoyux*

That:

1. *Subject to its review, WE-ROC enter into a contract with the Wheatbelt Business Network to assist WE-ROC with the future development of the WE-ROC App, particularly in the area of promoting and encouraging business to register on the WE-ROC App; and*
2. *Signage advertising the WE-ROC App should be purchased and installed without delay.*

CARRIED

Work with the WBN was undertaken. Physical signage has not been erected to date but advertising of the App is done through the Central Wheatbelt Visitor Centre and organisations with which it is affiliated, eg Australia's Golden Outback.

A proposal by go2GUIDES to continue work on the WEROC App was considered as part of budget deliberations, with WEROC Council resolving as follows when it met on Wednesday 2 May 2018:

RESOLUTION: *Moved: Mr Griffiths* *Seconded: Mr Powell*

That WE-ROC accept the proposal and costing provided by go2Guides for the further development of the WE-ROC App at a cost of \$8,520 (GST exclusive).

CARRIED

7/1

The above decision was taken because the proposal was considered to provide "value for money".

This funding represents the amount spent by WEROC in the last financial year on the WEROC App project.

Work undertaken by the WBN on WEROC's behalf highlighted the problems faced in getting greater uptake by local businesses across WEROC. Because of this WEROC Council resolved as follows when it met on Wednesday 22 August 2018:

RESOLUTION: *Moved: Cr Forsyth* *Seconded: Mr Powell*

That WE-ROC enter into discussions with the Wheatbelt Business Network (WBN) to postpone completion of Stage Two of work associated with improvements and further development of the WE-ROC App and website in order to undertake Stage Three of the contract between its contract with the WBN.

CARRIED 7/1

At the WEROC Council Meeting held Wednesday 24 October 2018 the Executive Officer was requested to research the Agreement/Contract between WEROC and go2GUIDES to ascertain whether there were any ongoing commitments in relation to the development of the WEROC App in order for this to be referred to the Executive Meeting scheduled for Wednesday 28 November 2018.

This research identified that WEROC still had contractual obligations to go2GUIDES.

At this meeting the WEROC Executive also met (via teleconference) with Steven Peacock and Fabian Vleer from Go2UIDES. Following this meeting it was resolved as shown below:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That WE-ROC seek a project brief, implementation plan and costing from go2GUIDES to market the WE-ROC App as means to attract visitors to the region.

CARRIED

go2GUIDES provided WEROC with the information requested and at the WEROC Executive Meeting held Wednesday 13 February 2019 it was resolved as follows:

WEROC Council Meeting Tuesday 27 August 2019 - Minutes

RESOLUTION: Moved: Darren Mollenoyux Seconded: Jamie Criddle

That the WEROC Executive recommend to the WEROC Council that:

1. Subject to successful grant funding applications to assist WEROC in resourcing the WEROC App Marketing Project, WEROC look to fund the project in the 2019/2020 financial year and beyond; and
2. Go2GUIDES be advised of WEROC's decision.

CARRIED

This action was agreed to by WEROC Council when it met on Wednesday 27 February 2019.

The Executive Officer advised the attendees at the WEROC Council Meeting on Wednesday 1 May 2019 she had conveyed WEROC's decision to go2GUIDES.

Since returning from leave the Executive Officer in July has received various documents and costings from go2GUIDES in an effort to work on finding funding to further the WEROC App. At this point the most relevant document is the *Digital Economy Enablement Strategy Overview* prepared for WEROC by go2GUIDES a copy which forms an attachment to this item. Provided as "Commercial in Confidence" the overview outlines how ongoing use and further refinement of the App will aid in showcasing the region to an audience beyond the communities within WEROC.

As the Executive Officer has noted previously, the development of the WEROC App has created a means of showcasing businesses and attractions (both social and environmental) to an audience far greater than just the residents and businesses within the WEROC region. It provides a mechanism for WEROC and the communities it represents to lift the region's economic footprint through becoming more digitally enabled.

For the Executive Officer to look at funding sources and prepare applications to further the development and marketing of the App and website, Member Councils need to be aware that funding of any significance is likely to require a contribution from WEROC.

Is WEROC willing to commit, where required, to a co-contribution in any funding application lodged?

There is also the question of who will manage the App and website once development is completed and how that will be funded.

In discussions the Executive has had with the Shire of Merredin, the Shire has agreed to manage the App but would do so only on a fee for service basis. Given that this is recurrent expenditure it is extremely unlikely that grant funding, even with a contribution from WEROC, will be available.

Again, is WEROC willing to commit to this expenditure? Such a commitment will be vital. It will also be ongoing.

If Member Councils answer yes to each of the above questions then there must be discussion around what aspects of the WEROC App and website development and marketing do they wish to focus on? Only when these issues are resolved can funding sources be identified and meaningful applications prepared.

This would be a task the Executive could undertake and provide recommendation on to WEROC Council. Once agreement has been reached on what aspects of the App to focus upon the Executive Officer will be in a position to find sources of funds relevant to WEROC's needs.

If WEROC determines it does not wish to expend any funds then there is no point to applying for funding.

The recommendation as presented allows for exploring ways to fund the WEROC without total reliance on WEROC funding any work required.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

WEROC Council Meeting Tuesday 27 August 2019 - Minutes

RESOLUTION: **Moved: Cr Hooper** **Seconded: Cr Rajagopalan**

That prior to the Executive Officer applying for funding for further work on either the WEROC App or website:

1. The WEROC Executive determine what areas should be targeted, with a report and recommendation to be presented at the WEROC Council Meeting scheduled to be held Wednesday 30 October 2019; and
2. Any applications for funding be based only upon decisions arising from WEROC Council's consideration at the meeting scheduled for Wednesday 30 October 2019.

CARRIED 6/4

7. EMERGING ISSUES

Nil

8. OTHER MATTERS

8.1 2019 Returning Officer's Manual

Raymond Griffiths expressed his concern that the 2019 Returning Officer's Manual had not been released and given that nominations open next week he felt this was unsatisfactory given that there were a number of changes to requirements.

A discussion with the Department of Local Government, Sport and Culture did not prove very productive.

Whilst the meeting was in progress it was noted that the 2019 Manual had been released.

9. FUTURE MEETINGS

WEROC Executive Wednesday 25 September 2019 (Shire of Yilgarn)

- Note:** An in-person meeting will be required to attend to a number of issues, including:
- The asset review report prepared by Accingo;
 - A meeting with representatives from LGIS to discuss concerns about the region's current LGIS coordinator; and
 - Any decisions requiring work by the WEROC Executive from the WEROC Council Meeting held 27 August 2019.

WEROC Council Wednesday 30 October 2019 (Shire of Westonia)

10. CLOSURE

Prior to the close of the meeting Cr Hooper noted that this was the last meeting for the Chair Cr Truran as she was retiring from the Shire of Yilgarn at the next election. He expressed on behalf of WEROC its thanks for the service that Cr Truran had given and for chairing WEROC for the past two years. He wished her well for the future.

Cr Truran acknowledged the thanks of WEROC.

Cr Truran then invited Cr Greenwood to make any comment.

Cr Greenwood on behalf of the Shire of Tammin thanked WEROC for the invitation to be an observer at the meeting, Cr Greenwood stated that he believed that the Shire of Tammin should be a member of a VROC and attending the meeting was useful for him to report back to Council.

There being no further business the Chair closed the meeting at 2.39pm.

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 30 October 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed

Attachment

9.1.1

Financial
Management
System
Review



Shire of Yilgarn 2019 Financial Management System Review



16 August 2019

Mr P Clarke
Chief Executive Officer
Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

Dear Peter

2019 FINANCIAL MANAGEMENT SYSTEMS REVIEW

We are pleased to present the findings and recommendations resulting from the Shire of Yilgarn (the "Shire") *Local Government (Financial Management) Regulation 1996*, Financial Management System Review.

This report relates only to procedures and items specified within our Services Proposal dated May 2019 and does not extend to any financial report of the Shire.

We recommend this report be read in conjunction with the 2019 Regulation 17 Review Report prepared by AMD dated 16 August 2019.

We would like to thank Cameron, Nalukui and the finance team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact Matthew Ristovic or myself.

Yours sincerely
AMD Chartered Accountants



TIM PARTRIDGE FCA
Director

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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by Shire of Yilgarn management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the Shire of Yilgarn. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use by management of the Shire of Yilgarn. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for Shire of Yilgarn's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of Shire of Yilgarn's Chief Executive Officer or its delegate in connection with our engagement to perform the review as detailed in our Service Proposal. Other than our responsibility to the Council and management of the Shire of Yilgarn, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party, including but not limited to the Shire of Yilgarn external auditor, on this review report. Any reliance placed is that party's sole responsibility.

1. Executive Summary

1.1. Background and Objectives

The primary objective of our Financial Management System Review (FMSR) was to assess the adequacy and effectiveness of systems and controls in place within the Shire (the “Review”).

The responsibility of determining the adequacy of the procedures undertaken by us is that of the Chief Executive Officer (CEO). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995 and Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

Our findings included within this report are based on the site work completed by us on the 8th to 12th of July 2019. Findings are based on information provided and available to us during and subsequent to this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Collection of money;
- Section 3 - Custody and security of money;
- Section 4 - Maintenance and security of the financial records;
- Section 5 - Accounting for municipal or trust transactions;
- Section 6 - Authorisation for incurring liabilities and making payments;
- Section 7 - Maintenance of payroll, stock control and costing records; and
- Section 8 - Preparation of budgets, budget reviews, accounts and reports required by the Act or the regulations.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 8, we are pleased to report that in context of the Shire’s overall internal control environment, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with better practice.

The review was undertaken in conjunction with the Local Government (Audit) Regulations 1996, Regulation 17 Risk Review. We recommend this report be read in conjunction with the Audit Regulation Risk 17 Review report to obtain a holistic view of all relevant review findings. This report does not include recommendations or comments raised within the Audit Regulation 17 Risk Review report prepared and issued by AMD in August 2019.

The following tables provide a summary of the findings raised in this report:

	Significant	Moderate Risk	Minor Risk
Number of issues reported	1	4	9

For details on the review rating criteria, please refer to Section 9.

Ref	Issue	Risk Rating
2. Collection of money		
	Sundry Debtor Recoverability	
2.2.1	A significant proportion of sundry debtor balances at 31 May 2019 were aged 90 days + and we suggest follow up action be undertaken in relation to aged debtor balances noted within the end of month reconciliation.	Moderate
	Daily Banking Reconciliations	
2.2.2	Daily banking reconciliations are not signed and dated by both the preparer and independent reviewer.	Minor
3. Custody and security of money		
We have no findings to report in respect to the custody and security of money.		
4. Maintenance and security of financial records		
	Fixed Asset Reconciliations	
4.2.1	Fixed assets had not been reconciled throughout 2018/19 financial year.	Moderate
	Security of Keys	
4.2.2	Keys cabinet at the Shire Administration Office left unlocked at the time of our inspection, and there is no key register maintained at the Depot to record the movement of keys in respect to the depot plant and vehicles.	Moderate
	Information Technology	
4.2.3	Consideration be given to further enhancements of the Shire's IT framework.	Moderate
	Synergy User Access Management	
4.2.4	User accounts within Synergy to be reviewed and vacant accounts disabled or removed as necessary.	Minor
5. Accounting for municipal or trust transactions		
	Review of Trust Balances	
5.2.1	A review of trust balances has not been completed for a number of years.	Minor
	Insurance Claims Register	
5.2.2	We recommend a register of insurance claims be developed to assist in the management and monitoring of insurance claims.	Minor
6. Authorisation for incurring liabilities and making payments		
	Purchase Orders	
6.2.1	We identified exceptions whereby purchase orders were dated after the corresponding supplier invoice.	Minor
7. Maintenance of payroll, stock control and costing records		
	Payroll	
7.2.1	Superannuation has not been paid on leave loading, (this matter was being investigated at the time of our review). Termination checklist not completed for an employee who ceased employment with the Shire. Incorrect wording observed within the Shire's EBA in relation to "adverse working conditions allowance".	Significant
	Excessive Leave Balances	
7.2.2	Four employees had annual leave balances in excess of 300 hours and two of these employees were also entitled to long service leave.	Minor
	Fuel Card/Fuel Usage	
7.2.3	There is currently no policy addressing the use of fuel cards or access to council's fuel stocks. In addition there is no overall analysis of fuel usage completed for each asset.	Minor
	Human Resource Policies and Procedures	
7.2.4	A number of HR policies and procedures have not been regularly reviewed and may require updating.	Minor
8. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations		
	Investment Policy	
8.2.1	Consideration be given to specifying the number of quotes required prior to reinvestment of funds to ensure a competitive rate of return is received.	Minor

2. Collection of money

2.1. Scope and approach

We completed site visits to the following locations operated by the Shire:

- Yilgarn Administration Office;
- Yilgarn Community Resource Centre;
- Yilgarn Caravan Park; and
- Yilgarn Depot.

During the visits to each site (where applicable) we:

- Documented internal controls, procedures and reconciliations in relation to all sources of income;
- Counted petty cash and float on hand ensuring materially correct;
- Reviewed fees and charges schedule and ensure adequate internal controls in place over receipting;
- Tested collection, receipting, invoicing and posting procedures over cash receipts on a sample basis; and
- Reviewed credit control procedures in respect to sundry debtors and rate debtors.

2.2. Detailed findings and recommendations

2.2.1. Sundry Debtor Recoverability

Finding Rating: Moderate

The sundry debtor listing as at 31 May 2019 included \$19,362 of debtor balances within the 90+ days aged category. This represented 44.8% of the total \$43,141 sundry debtors outstanding at 31 May 2019. Furthermore, the summary page within the end of month reconciliation completed for sundry debtors states "Refer to comments on the attached ageing debtors report"; however no comments were included within the attached report.

Implications / Risks

Risk of misstatement of accounts receivable, provision for debtor impairment and bad debts expense.

Recommendation

As part of the end of month reconciliation process for sundry debtors, we recommend a review of the sundry debtor listing be completed to ensure adequate debtor follow up procedures are undertaken. Where appropriate follow up has been taken for an extended period, which may include utilising the services of an external debt collection agency, any debtors which are subsequently not expected to be collected should be provided for or written off as a bad debt. Any follow up actions or relevant comments on the status of aged balances should be included within the end of month reconciliations.

Management Comment

As part of the monthly reporting process to Council, staff will now provide a report on those debtors exceeding 90 days.

Responsible Officer:
Cameron Watson

Completion Date
September 2019

2.2.2. Daily Banking Reconciliations

Finding Rating: Minor

During our review of processes undertaken in relation to cash handling and banking we identified the following:

- Daily banking reconciliations completed at the administration office are not signed and dated by the preparer or reviewer- we acknowledge the reconciliations are checked the following day by the Finance Manager and evidence exists in the form of manual notes and tick marks however there is no sign off to evidence whom completed the review function; and
- The end of day reconciliation of cash takings prepared at the Caravan Park and Community Resource Centre are not signed by the preparer and furthermore are not signed off as evidence of review by a staff member at the administration office when monies are presented for banking.

Implications / Risks

Increased risk of fraud or error being undetected and lack of documentation to support internal control processes.

Recommendation

Whilst we acknowledge a process is in place which results in daily banking completed by Shire administration office staff being subject to independent review, we recommend the preparation and review process is evidenced by formal sign off and date by both the preparer (CSO) and independent reviewer (Manager of Finance).

Management Comment

Acknowledged and actions have already been taken whereby a stamp has been produced for signing by both the preparer and independent reviewer.

Responsible Officer:

Nalukui Mwale

Completion Date:

August 2019

3. Custody and security of money

3.1. Scope and approach

- Conducted site visits of cash collection points to review the controls and procedures over the collection, receipting, recording and banking of cash collected offsite; and
- Reviewed the security of cash and banking procedures to ensure the appropriate controls and procedures are in place.

3.2. Detailed findings and recommendations

Our review indicated key underlying policies and processes in relation to the custody and security of money by the Local Government are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to the custody and security of money.

4. Maintenance and security of the financial records

4.1. Scope and approach

- Reviewed information technology systems to assess physical security, access security, data backups, contingency plans, compliance and systems development; and
- Reviewed registers maintained (including key register, tender register, gifts and travel registers etc.) and Council minutes.

4.2. Detailed findings and recommendations

4.2.1. Fixed Asset Reconciliations

Finding Rating: Moderate

Discussions indicated fixed asset reconciliations had not been completed throughout the 2018/19 financial year. We understand fixed assets are currently unable to be reconciled due to an error pertaining to 30 June 2018 which was yet to be fully investigated and corrected at the time of our onsite review.

Implications / Risks

Risk of material misstatement within the financial records.

Recommendation

While we understand work has already commenced to investigate the corrective action required, we recommend this process be finalised as soon as practical with fixed asset reconciliations completed monthly thereafter.

Management Comment

Acknowledged and quarterly balances will now be undertaken.

Responsible Officer:

Cameron Watson

Completion Date:

September 2019

4.2.2. Security of Keys

Finding Rating: Moderate

We noted the following in relation to the security of keys managed by the Shire:

- Building keys are retained at the Shire Administration Office in lockable cabinets, however at the time of our inspection we noted the keys to access the cabinets were kept in the cabinet locks (therefore the cabinets were not locked); and
- There is no key register maintained at the Shire depot to record the movement of keys in respect to depot plant and vehicles.

Implications / Risks

Reduced security over keys resulting in increased risks of theft, damage and unauthorised use of Council property.

Recommendation

We recommend:

- The key cabinets maintained at the Shire are locked when not being accessed; and
- A key register be maintained at the depot, requiring keys to be signed “out” and “in”, to ensure the movement of keys can be tracked.

Management Comment

In respect to the key cabinets in the Shire Office, the keys to the cabinet are locked in the safe overnight but are left in the cabinet for easy access during office hours. It is considered that this procedure is suitable for the small office environment that we work in.

In relation to a key register being maintained at the Depot, investigations are currently being made to ensure employees can best meet this recommendation.

Responsible Officer:

Cameron Watson/Robert Bosenberg

Completion Date:

December 2019

4.2.3. Information Technology

Finding Rating: Moderate

We noted the following in relation to Information Technology:

- There is no current written agreement with the company who provides external IT support to the Shire;
- The current Business Continuity Plan (BCP) was developed in 2013, and requires review/ updating;
- There is no formal documented Disaster Recovery Plan (DRP) in place for the Shire;
- Computer terminals do not automatically lock after periods of inactivity; and
- There is currently no requirement for user passwords to be routinely changed, nor are there password complexity requirements.

Implications / Risks

- Contractual responsibilities of external IT Supplier not clearly defined, including confidentiality of Shire records;
- Risk of significant delays and business interruption in the event of unforeseen circumstances;
- Increased risk of unauthorised access to systems; and
- Reduced security in respect to passwords.

Recommendation

We recommend:

- A formal contract or service agreement be entered into with the Shire's external IT Support Company;
- The Shire's BCP be reviewed and updated as required. The updated BCP should encompass a DRP and once the DRP has been developed it should be formally tested to ensure it is appropriate;
- Computer terminals automatically "lock" after pre-determined periods of inactivity; and
- Consideration be given to password complexity requirements, e.g containing a combination of letters and numbers, in addition to the requirement for users to regularly change their passwords.

Management Comment

- A Service Agreement with IT Support Company will be developed.
- The Business Continuity Plan will be reviewed and a Disaster Recovery Plan will be incorporated within the Plan.
- All Computer terminals will be adjusted to automatically lock after periods of in-activity.
- Discussions undertaken with staff regarding the regular changing of passwords and this was not favoured.

Responsible Officer:

Cameron Watson

Completion Date:

February 2020

4.2.4. Synergy User Access Management

Finding Rating: Minor

Our review of user access levels within the Shire's financial reporting system (Synergy) identified numerous user accounts still exist for staff who were no longer employed by the Shire.

Implications / Risks

Increased risk of unauthorised access.

Recommendation

We recommend the Shire undertakes a review of all Synergy user accounts and removes or disables user accounts which are no longer required.

Management Comment

Acknowledged

Responsible Officer:

Cameron Watson

Completion Date:

December 2019

5. Accounting for municipal or trust transactions

5.1. Scope and approach

- Reviewed all monthly reconciliations including bank, sundry debtors, sundry creditors, fixed assets, rates debtors and rateable value reconciliations ensuring correctly reconciled and reviewed;
- Reviewed and tested in detail most recent municipal and trust bank reconciliations prepared;
- Reviewed processes in respect to BAS, FBT Return and other statutory returns preparation;
- Reviewed use of reserve funds and determined whether changes in reserve purposes have been budgeted or public notice was provided;
- Reviewed trust ledger balances; and
- Reviewed policies and procedures in respect to insurance, recording claims and insuring newly acquired assets.

5.2. Detailed findings and recommendations

5.2.1. Review of Trust Balances

Finding Rating: Minor

Discussions held with management indicate a detailed review of trust balances has not been undertaken for a number of years.

Implications / Risks

Risk the Shire continues to hold monies in trust which are to be refunded or recognised as income in the event that the amount relates to performance bonds where conditions have not been met.

Recommendation

We recommend a detailed review of the trust ledger balances listing be completed periodically to determine if monies are required to be returned or recognised as income where related obligations have not been met.

Management Comment

Staff had already identified this as a priority following discussions with it the Shire Auditors, Moore Stephens, and a detailed review of itemised balances within the Trust Fund will be undertaken.

Responsible Officer:

Nalukui Mwale

Completion Date:

December 2019

5.2.2. Insurance Claims Register

Finding Rating: Minor

Our inquiries indicated the Shire does not maintain a register of insurance claims including details such as the date of the accident/incident, a description of the accident/incident, the date the claim was lodged with the insurer and the outcome of the claim in place.

Implications / Risks

Risk of insurance claims being managed incorrectly and outstanding claims not followed up on a timely basis.

Recommendation

We recommend a register of insurance claims be developed and maintained.

The register may include details such as the date of the accident/incident, a small description of the accident/incident, the date the claim was lodged with the insurer and the outcome of the claim.

This information will enable a regular review of the insurance register to be performed to assess whether appropriate and timely action is being undertaken in respect to open claims.

Management Comment

Will liaise with Council's Insurer, LGIS, and their Risk Management Coordinator regarding the establishment of an Insurance Claims Register to incorporate the recommended information.

6. Authorisation for incurring liabilities and making payments

6.1. Scope and approach

- Reviewed controls and procedures over the authorisation of purchase orders and making of payments;
- Tested sample of payments to ensure compliance with stated procedures;
- Reviewed credit card processes and procedures, and testing transactions on a sample basis;
- Reviewed petty cash processes and procedures, and testing transactions on a sample basis;
- Completed sample testing of asset additions and asset disposals;
- Reviewed asset capitalisation and depreciation policy and ensure compliance with stated policies; and
- Reviewed new loans received ensuring budgeted for or public notice provided.

6.2. Detailed findings and recommendations

6.2.1. Purchase Orders

Finding Rating: Minor

We identified exceptions whereby purchase orders were dated after the invoice. Examples can be provided upon request.

Implications / Risks

Risk of non-compliance with the Shire's policies/ procedures specifically the lack of management regarding appropriate planning and approval of expenditure prior to being incurred by the Shire.

Recommendation

We recommend purchase orders are raised and approved prior to the goods/ services being provided to the Shire.

Management Comment

Acknowledge and management currently undertaking education process with staff to ensure PO's raised and approved in accordance with the above recommendation.

Responsible Officer:

Cameron Watson

Completion Date:

September 2019

7. Maintenance of payroll, stock control and costing

7.1. Scope and approach

- Completed site visit to the depot to review security over stocks held and allocation / costings of stocks used (including fuel and inventory stocks);
- Reviewed of the allocation of public works overheads, plant operating costs and administration overheads completed;
- Reviewed payroll controls and procedures to ensure effective controls are in place, and complete tests on a sample basis to ensure these controls were operating effectively;
- Reviewed procedures and policies in place in respect of human resource management legislative and compliance requirements, recruitment, performance appraisal, disciplinary and termination procedures and leave entitlements;
- Reviewed listing of leave taken by employees ensuring authorised leave forms completed; and
- Reviewed annual leave balances and identify employees with more than eight weeks annual leave.

7.2. Detailed findings and recommendations

7.2.1. Payroll

Finding Rating: Significant

During our sample payroll testing, we noted:

- Superannuation has not been applied to leave loading, however we acknowledge the Shire was aware of this at the time of our review and has been investigating and quantifying underpayments;
- There was no termination checklist completed for employee 234; and
- The Shire's EBA specifies that the adverse working conditions are paid in accordance with conditions outlined in the Award, however we understand the allowance is paid on all hours worked by outside employees. We acknowledge WALGA was consulted to develop the Shire's current EBA.

Implications / Risks

- Risk superannuation underpaid to employees;
- Increased risk of loss to the Shire if termination procedures are not completed prior to termination; and
- Wording of EBA does not reflect the actual arrangement regarding adverse working conditions allowance.

Recommendation

We recommend:

- Appropriate action continue to be taken to calculate and pay superannuation previously underpaid;
- Termination checklists be completed for all terminated employees and are subject to review and approval by the employee's manager/ supervisor; and
- When the Shire next renews its EBA (current version will not expire until 2021) additional consideration be given to the wording relating to the adverse working conditions allowance.

Management Comment

- Council has recognised the underpaid superannuation and has a budgeted amount in its 2019/2020 financial to address this matter
- Termination checklists are normally undertaken however the issue relating to the reported employee No.234, was that the payroll was being undertaken by a staff member in the absence of the Payroll/HR Officer. It is considered that this was a once off event.
- Notation has been made in respect to addressing the wording in the EBA when it is up for review in 2021.

Responsible Officer:
Susann Bosenberg

Completion Date:
June 2020

7.2.2. Excessive Leave Balances

Finding Rating: Minor

Review of annual leave accrued as at 30 June 2019 indicated four employees had annual leave balances in excess of 300 hours, we further note that two of these employees are also entitled to Long Service Leave as at 30 June 2019.

Implications / Risks

The cost to the Shire is greater if leave is not paid out on a regular basis due to:

- The cumulative effect of salary increases over a period of time;
- Recreational leave enhances employee performance; and
- It is a fundamental principle of good internal control that all employees take regular leave.

Recommendation

We recommend employees take regular leave through ongoing management of leave scheduling and leave liabilities.

Management Comment

Acknowledged.

Responsible Officer:

Peter Clarke/Cameron Watson

Completion Date:

June 2020

7.2.3. Fuel Card/Fuel Usage

Finding Rating: Minor

There is currently no documented fuel card/usage policy in place. In addition, the Shire is currently not holistically analysing fuel usage by asset for inappropriate use i.e. there is no analysis to review fuel usage on an overall basis for each asset, on a periodic or sample basis.

Implications / Risks

Increased risk of fuel misappropriation.

Recommendation

We recommend:

- A fuel card/usage policy be developed and implemented to ensure fuel cards are appropriately used and fuel stocks are not misappropriated; and
- The Shire investigate an appropriate method to analyse the use of fuel holistically, i.e. create a spreadsheet that combines the fuel purchased on fuel cards and fuel issued from the Depot by vehicle and consider unusual and abnormal fuel usage patterns.

Management Comment

- Will be developing a Fuel Card/Usage Policy for presentation to Council for adoption.
- Investigations to be undertaken to implement a fail-safe system (electronic bowser) of recording fuel usage at the Shire Depot. It is considered that Fuel Card usage is adequately recorded on the Motor Charge statements forwarded to Council for payment.

Responsible Officer:

Cameron Watson/Robert Bosenberg

Completion Date:

June 2020

7.2.4. Human Resources Policies and Procedures

Finding Rating: Minor

Our review of the internal Human Resources policies and procedures identified the following may be out of date and therefore require review:

- Occupational Health & Safety Policy – last reviewed on 7 September 2017;
- Training & Development Policy – last reviewed on 1 October 2012;
- Injury Management and Rehabilitation Policy – dated August 2008;
- OSH Responsibilities Procedure – issue date 22 November 2017;
- Training and Development Procedure – issue date 22 November 2017;
- Consultation and Communication Procedure – issue date 22 November 2017;
- OSH Committee Terms of Reference Procedure – issue date 22 November 2017;
- OSH Issue Resolution Procedure – issue date 22 November 2017;
- Accident Incident Hazard Reporting and Investigation Procedure – issue date 22 November 2017;
- Workers Compensation and Claims Procedure – issue date 13 November 2017;
- Personal Protective Equipment & Clothing Procedure – issue date 22 November 2017; and
- Handling and Disposal of Sharps Procedure – issue date 22 November 2017.

Implications / Risks

Procedures may not reflect current practices or current requirements.

Recommendation

We recommend a review of all Human Resources policies and procedures be completed at least bi-annually.

Management Comment

Will commence working with our Regional Risk Coordinator through Council's Insurers (LGIS) with the intent to update the above Policies to ensure that they meet all OSH requirements.

Responsible Officer:

Peter Clarke/Susann Bosenberg

Completion Date:

June 2020

8. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations

8.1. Scope and approach

- Reviewed policy and procedure manual;
- Reviewed the procedures for preparation of the monthly financial statements, annual financial statements and annual Budget, including assessment of accounting policy, notes and applicable reporting requirements and efficiency of the process;
- Reviewed monthly financial statements ensuring presented to Council within two months and information contained within monthly financial statements in accordance with Regulation 34 of Local Government (Financial Management) Regulations 1996;
- Reviewed the mid-year budget review to ensure compliance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 and assessment of budgetary expenditure controls in place;
- Ensured prior year audit report and management letter have been presented to audit committee and Council; and
- Reviewed compliance with Part 6 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

8.2. Detailed findings and recommendations

8.2.1. Investment Policy

Finding Rating: Minor

Our review of the Investment Policy identified it does not specify a minimum number of quotes to be obtained prior to reinvesting funds with financial institutions.

Implications / Risks

Risk Council may not receive a competitive rate of return on invested funds.

Recommendation

We recommend consideration is given to whether this requirement be included within the Shire's investment policy.

Management Comment

Finance staff have acknowledged that they work with Council's bankers to direct surplus funds into a 90 Day Investment Account and do not normally seek quotations for better investment rates. Staff will now source interest rates from other financial institutions and for this process to be built into Council's Investment Policy.

Responsible Officer:

Cameron Watson/Nalukui Mwale

Completion Date:

December 2019

9. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

Our guidance to risk classification in accordance with Risk Management- Principles and Guidelines Standard AS/ISO 31000:2018 is as follows:

Risk is the probability that an event or action may adversely affect the organisation. Risk is assessed based on the relationship between consequence and likelihood.

- Likelihood is the chance that the event may occur given knowledge of the organisation and its environment.
- Consequence is the severity of the impact that would result if the event were to occur.

Our risk rating for each finding was based on the following table:

		CONSEQUENCES		
		Insignificant	Significant	Highly Significant
LIKELIHOOD	Low	Minor	Moderate	Moderate
	Medium	Minor	Moderate	Significant
	High	Minor	Significant	Significant

Any compliance breaches identified have been communicated within our report.

Attachment

9.1.1

Regulation
17 Review

Shire of Yilgarn 2019 Regulation 17 Review



16 August 2019

Mr P Clarke
Chief Executive Officer
Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

Dear Peter

2019 REGULATION 17 REVIEW

We are pleased to present the findings and recommendations resulting from our Shire of Yilgarn (the "Shire") *Local Government (Audit) Regulations 1996, Regulation 17 Review*.

This report relates only to procedures and items specified within our services proposal dated May 2019 and does not extend to any financial report of the Shire.

We recommend this report be read in conjunction with the 2019 Financial Management System Review Report prepared by AMD dated 16 August 2019.

We would like to thank Cameron, Nalukui and the finance team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact Matthew Ristovic or myself.

Yours sincerely
AMD Chartered Accountants



TIM PARTRIDGE FCA
Director

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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the Shire of Yilgarn management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with Shire of Yilgarn. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of Shire of Yilgarn. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for Shire of Yilgarn's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of the Shire of Yilgarn's Chief Executive Officer or its delegate in connection with our engagement to perform the review as detailed in our Service Proposal. Other than our responsibility to the Council and management of Shire of Yilgarn, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party, including but not limited to the Shire of Yilgarn's external auditor, on this review report. Any reliance placed is that party's sole responsibility.

1. Executive Summary

1.1. Background and Objectives

To undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the Shire in accordance with the Local Government (Audit) Regulations 1996, Regulation 17.

Our findings included within this report are based on the site work completed on the 8th to 12th of July 2019. Findings are based on information provided and available to us during and subsequent to this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

Following the completion of our review and subject to the recommendations outlined within Sections 2 to 4, we are pleased to report that in context of the Shire’s overall internal control environment, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.

The review was undertaken in conjunction with the Local Government (Financial Management) Regulations 1996, Financial Management System Review (“FMSR”). We recommend this report be read in conjunction with the FMSR report to obtain a holistic view of all relevant review findings. This report does not include recommendations or comments raised within the FMSR report prepared and issued by AMD in August 2019.

The following tables provide a summary of the findings raised in this report:

	Significant risk	Moderate Risk	Minor Risk
Number of new issues reported	1	9	2

For details on the review rating criteria, please refer to Section 5.

Ref	Issue	Risk Rating
Risk management		
2.2.1	Risk Management Framework The Shire lacks a documented risk management framework including an organisation wide risk register.	Significant
2.2.2	Contract Management Further enhancements and improvements suggested in relation to the Shire's contract management process.	Moderate
2.2.3	Risk Management Policies and Procedures No documented policies and procedures in place to manage a number of risks applicable to the Shire e.g. litigation / claims, environmental risk management, fraud and misconduct etc. No overall listing of documented procedures is currently maintained.	Moderate
2.2.4	Lease Register Suggestion for additional details to be incorporated within the register of leased premises maintained by the Shire.	Moderate
2.2.5	Summary Listing of Complaints and Conflicts of Interest Suggest individual conflicts of interests and complaints be incorporated within a summary register.	Minor
2.2.6	Councillor Inductions No formal policies/procedures in relation to Councillor induction. No evidence that Councillors have acknowledged the Code of Conduct.	Minor
Internal controls		
3.2.1	Tendering & Project Management Further enhancements suggested to Council tendering and project management processes.	Moderate
3.2.2	Grant Funding Register The Shire does not currently maintain a register of grant funding.	Moderate
3.2.3	External Security Contracts No service agreements or contracts in place with the external security contractors utilised by the Shire.	Moderate
Legislative compliance		
4.2.1	Compliance Manual Integrated compliance manual not in place to monitor each business unit compliance requirements.	Moderate
4.2.2	Audit Committee Various enhancements and improvements suggested in relation to the operation of the Shire's Audit Committee.	Moderate
4.2.3	Long Term Financial Plan The Shire's Long Term Financial Plan was last updated in 2015/16.	Moderate

2. Risk management

2.1. Scope and approach

In accordance with the proposal issued on May 2019, our review examined the following areas:

- Whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered;
- Whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- The internal processes for determining and managing material operating risks in accordance with the Local Government's identified tolerance for risk, particularly in the following areas:
 - Potential non-compliance with legislation, regulations and standards and local government's policies;
 - Important accounting judgements or estimates that prove to be wrong;
 - Litigation and claims;
 - Misconduct, fraud and theft; and
 - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Regular risk reports presented to the Audit Committee/Council, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Adequacy of the Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Effectiveness of the Local Government's internal control system with management and the internal and external auditors;
- Whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- The Local Government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework

Finding Rating: Significant

The Shire does not have a documented risk management framework which includes, but is not limited to, the following:

- Risk management policy;
- Risk management plan;
- Documented risk tolerance; and
- Organisation wide risk register.

We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:

- Operational;
- Strategic;
- Finance;
- Technological; and
- Compliance risks (also refer Section 4).

Given the risk identification process is the first step to effective risk management, we would expect this process to be completed and updated on a regular basis.

As a result of the above, the Shire cannot currently prepare and present a risk report to the Audit Committee and/or Council on a regular basis highlighting the Shire's key risks and processes in place to mitigate these risks.

Implications / Risks

Lack of documentation in place to evidence risks have been identified and mitigated accordingly.

Recommendation

We recommend the Shire develops a risk management framework. Development of the framework should include conducting a comprehensive risk identification process to identify potential risks within each business unit of the Shire and incorporate the following categories:

- Operational;
- Strategic;
- Finance;
- Technological; and
- Compliance risks.

The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.

Furthermore, once the organisational risk register and framework is developed, we recommend this register is tabled at Audit Committee meetings ("ACM") and subsequent Council meetings on a periodic basis.

Management Comment

The implementation of the above recommendation is considered an onerous task for existing staff to complete and therefore, external assistance will be sought to develop a Risk Management Framework. Budget considerations will have to be made for the 2020/2021 financial year.

Responsible Officer:

Peter Clarke

Completion Date

December 2020

2.2.2. Contract Management

Finding Rating: Moderate

Our testing of contracts and review of the Shire of Yilgarn contract management process identified the following:

- There is no contract management framework in place;
- There is no formal risk assessment process prior to awarding contracts;
- There is no formal contract review process in place;
- In relation to the register of contractors maintained by the Shire:
 - The register requires review and updating as it currently does not include all contractors used by the Shire; and
 - The register does not include details of contracts in place; and
- In relation to the contract with Avon Waste:
 - There is no record of the contractor completing an induction with the Shire; and
 - The Shire does not hold a valid certificate of currency for the contractor to verify the level of insurance coverage held by the contractor.

Implications / Risks

- Risk Shire representatives do not follow an appropriate and uniform process when procuring and managing contracts.
- Risks associated with the contracts entered into on behalf of the Shire may not be adequately identified and monitored.
- Lack of documentation evidencing contractor/ supplier performance assessment.
- The Shire is potentially exposed to risks due to contractor non-compliance with contract terms and conditions.
- Risk of the contractor's non-compliance with the Shire's policies, procedures including relevant ethics, health and safety requirements.

Recommendation

We recommend:

- A contract management framework is designed and documented to ensure that contracts are uniformly managed appropriately and in accordance with stated framework;
- A formal risk assessment process be developed and risks assessed prior to contracts being awarded;
- A formal contract review process be developed and implemented;
- The register of contractors maintained by the Shire is regularly updated. We also recommend the register include details of all contracts in place with each contractor and any specific contract requirements, e.g. contract review dates, insurance requirements, performance reviews etc.; and
- Once the register of contractors is up to date, it should be reviewed on a periodic basis to ensure matters such as contractor inductions and the annual verification of insurance are identified and actioned in a timely manner.

Management Comment

The implementation of the above recommendation is considered an onerous task for existing staff to complete and therefore, external assistance will be sought to develop a Contract Management Framework. Budget considerations will have to be made for the 2020/2021 financial year.

Responsible Officer:

Peter Clarke

Completion Date

December 2020

2.2.3. Risk Management Policies and Procedures

Finding Rating: Moderate

We noted the Shire does not currently have the following risk policies and/or procedures in place:

- Litigation/ Claims policy;
- Environmental Risk Management policy;
- Fraud and Misconduct policy;
- Whistleblower/Public Interest Disclosure (PID) policy (allowing anonymous reporting and to be available on the Shire's website to ensure external parties can report);
- Event Management policy and procedure; and
- Central signature specimen (including signatures of all employees whom have powers delegated from council).

We also noted there is no overall listing of procedures which have been developed by the Shire. Our review of procedures was therefore limited to the procedures which were provided (in response to the checklist we sent prior to our site visit) and the additional procedures we identified during our site visit.

Implications / Risks

Lack of policies and/or procedures evidencing specific risks to the Shire.

Recommendation

We recommend:

- The above listed policies and procedures be developed, implemented and monitored by the Shire; and
- An overall listing of current procedures (including last review date) be developed to enable to Shire to identify relevant procedures yet to be developed.

Management Comment

Acknowledge the requirements for Risk Management Policies and Procedures to be put in place and will work with external Consultants to develop same subject to Budget considerations in the 2020/20201 financial year.

Responsible Officer:

Peter Clarke

Completion Date

December 2020

2.2.4. Lease Register

Finding Rating: Minor

We note the register of leased premises maintained by the Shire does not include specific details relating to each lease.

Implications / Risks

Developing a functional register of outgoing leases on Council properties will assist in the monitoring and management of leases.

Recommendation

We recommend the register of leased properties currently maintained by the Shire is enhanced by including additional details such as key lease terms and conditions (lease term, right to extend, rent, bond etc.), insurance details and any other lessee reporting requirements. The updated lease register could then be used as a tool to monitor and manage leases accordingly.

Management Comment

Lease Register to be developed in accordance with the above recommendation.

Responsible Officer:

Peter Clarke/Cameron Watson

Completion Date

June 2020

2.2.5. Summary Listing of Conflicts of Interests and Complaints

Finding Rating: Minor

Our review of the conflicts of interest and complaint files maintained by the Shire indicates that although the information relating to each are contained within a single location, a summary listing relating to each matter is not maintained.

Implications / Risks

By developing a summary register for conflicts of interest and complaints it will facilitate enhanced monitoring of these areas and reduce the risk of relevant actions not being taken as necessary.

Recommendation

We recommend Council conflict of interests and complaints be incorporated within a summary register.

Management Comment

Conflict of Interest and Complaints Register to be developed in accordance with the above recommendation.

Responsible Officer:

Peter Clarke/Laura Della Bosca

Completion Date:

June 2020

2.2.6. Councillor Inductions

Finding Rating: Minor

Enquiries indicated there is no formal policy or documented procedure in relation to Councillor inductions. We also identified Councillors do not formally document their acknowledgement of the Code of Conduct nor completion of a formal induction.

Implications / Risks

Lack of formal documentation to validate the completion of Councillor inductions and acknowledgement of the Code of Conduct.

Recommendation

We recommend a formal policy and procedure be developed in relation to Councillor inductions. As part of the induction process we recommend documentation is signed by Councillors to verify the induction has been undertaken and as formal acknowledgement of the Code of Conduct.

Management Comment

Councillors do formally acknowledge the Code of Conduct at their Swearing-In ceremony. The Shire of Yilgarn does have an Induction Manual for newly Elected Members however, a formal Policy and verification process of the induction being undertaken is not documented.

An induction will be undertaken for newly Elected Members following the October 2019 Elections however it is unlikely that all of the requirements indicated in the recommendation will not be in place by that time.

Responsible Officer:

Peter Clarke/Laura Della Bosca

Completion Date

June 2020

3. Internal controls

3.1. Scope and approach

In accordance with the proposal issued on May 2019, our review examined the following areas:

- Segregation of roles and functions, processing and authorisation controls;
- Delegations of authority (completeness and adherence);
- Documented policies and procedures;
- Approval of documents, letters and financial records;
- Management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- Security controls in respect to physical access to assets and records;
- Security controls in respect to computer applications and information systems (general and application IT controls);
- Access limits placed on data files and systems;
- Whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Controls in respect to purchasing and payment of accounts;
- Reporting, review and approval of financial payment and reconciliations; and
- Physical cash and inventory count records when compared to accounting records.

3.2. Detailed findings and recommendations

3.2.1. Tendering & Project Management

Finding Rating: Moderate

Our review identified the following in relation to tendering and project management:

- There is no formal documented risk assessment process conducted in relation to tenders and projects for projects exceeding a predetermined dollar value or considered to be high risk; ;
- There is no formal documented process for post tender/ project reviews for projects exceeding a predetermined dollar value or considered to be high risk;
- Tender applications were used as the basis for contracts without a separate contract being documented and duly executed;
- Progress reporting for projects is undertaken on an ad hoc basis with no formalised process in place;
- In relation T3 18/19:
 - We noted a significant delay between notifying the successful (21/11/18) and unsuccessful applicants (17/4/19) of the tender outcome;
 - There was no evidence insurance details of the successful applicant had been verified by the Shire; and
- In relation to tender evaluations:
 - Only one evaluation spreadsheet was completed for each tender tested;
 - The evaluation document was not signed by the evaluation panel to evidence their assessment; and
 - Evaluation panel members do not provide a conflicts of interest declaration in respect to tender applicants.

Implications/Risks

- Lack of evidence in respect to risk assessment completed prior to tendering process;
- Potential improvements to the tender process are not realised;
- Contractual obligations may not be adequately documented and therefore not legally enforceable;
- Risk of non-compliance with *Regulation 19 of the Local Government (Functions and General) Regulations 1996*; and
- Lack of documentation to support tender evaluation outcomes.

Recommendation

We recommend:

- A formal risk assessment process be developed to ensure risks are documented and considered when drafting the “Request for Tender” documentation for projects exceeding a predetermined dollar value or considered to be high risk;
- A formal post tender/ project review process be developed for projects exceeding a predetermined dollar value or considered to be high risk;
- Formal contracts are entered into with successful tender applicants;
- Notifications are provided to unsuccessful tender applicants in a timely manner after awarding the tender to the successful applicant;
- Prior to any tender applications being considered, contractual requirements such as insurance coverage are verified; and
- Tender applications are evaluated independently by at least two parties with each signing off on their own evaluation, and evaluation panel members be required to provide a conflict of interest declaration.

Management Comment

The Shire of Yilgarn is a member of the WALGA Procurement Advisory Service and will be seeking advice on the correct processes to ensure that the above recommendation is adopted.

Responsible Officer:

Peter Clarke

Completion Date

June 2020

3.2.2. Grant Funding Register

Finding Rating: Moderate

Our inquiries indicate there is no Grant Funding Register in place specifying:

- Current grant funding contracts;
- Funding received to date;
- Project description;
- Person responsible;
- Key milestone dates; and
- Reporting dates.

Implications / Risks

Risk of non-compliance with conditions of executed funding agreements and deliverables.

Recommendation

We recommend a staff member be assigned overall responsibility of managing grant funding contracts.

We suggest this role would include the development and preparation of a Grant Funding Register specifying grant funding contracts relevant for the current financial year, project description, amount, key milestone dates and reporting dates, and other relevant information.

Management Comment

Acknowledge. The recommendation will be adopted.

Responsible Officer:

Cameron Watson

Completion Date

February 2020

3.2.3. External Security Contracts

Finding Rating: Moderate

Enquiries indicate there is no documented service agreements or contracts in place with the Shire's external security contractors; Av-sec Security Services and Hi-tec Alarms.

Implications / Risks

Lack of evidence to support agreed terms and conditions.

Recommendation

We recommend a service agreement or contract be entered into with the Shire's external security providers. We would expect the agreement would include, at a minimum; the services to be performed by the contractor, schedule of fees, term, review of term and confidentiality clause.

Management Comment

Acknowledge. The recommendation will be adopted.

Responsible Officer:

Nic Warren

Completion Date

December 2019

4. Legislative compliance

4.1. Scope and approach

In accordance with the proposal issued on May 2019, our review examined the following areas:

- Internal monitoring of compliance with legislation and regulations;
- The Local Government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- Communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the Local Government's compliance and recommendations for changes as required;
- The Local Government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Management disclosures in financial reports of the effect of significant compliance issues (if any);
- The internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- The Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.

4.2. Detailed findings and recommendations

4.2.1. Compliance Manual

Finding Rating: Moderate

Our inquiries indicated the Shire does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.

Implications/Risks

Risk of non-compliance with legislative requirements.

Recommendation

We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented.

We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:

- identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);
- identify key relevant sections within each legislation and note within the compliance manual;
- who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;
- the mechanism in place to ensure compliance, for example a policy or procedure (this component of the compliance manual would link each relevant section of legislation to a
- policy, procedure, person or other control);
- regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; and
- key milestone / reporting dates applicable to that legislative section and how compliance is met.

In addition, we recommend an overall compliance calendar be documented, implemented and communicated to all staff.

Once the compliance manual and accompanying calendar is implemented, we recommend a standing agenda item be included within the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.

Management Comment

The implementation of the above recommendation is considered an onerous task for existing staff to complete and therefore, external assistance will be sought to develop a Compliance Manual. Budget considerations will have to be made for the 2020/2021 financial year.

Responsible Officer:
Peter Clarke

Completion Date
December 2020

4.2.2. Audit Committee

Finding Rating: Moderate

We noted the following:

- There is no risk reporting presented at ACM (also referred to in finding 2.2.1);
- ACM agendas do not include a standing agenda item to update the status of actions previously tabled and agreed;
- ACM agendas do not include a standing item regarding risk developments at the Shire;
- ACM agendas do not include a standing item relating to the disclosure of interests;
- There were only two ACMs held in the 2018/19 financial year; and
- There are no documented Terms of Reference/ Charter for the Audit Committee.

Implications/Risks

- Risk of governance and oversight responsibilities not being met.
- Risk the Local Government Act and Regulations are not being regularly assessed.

Recommendation

We recommend:

- Risk reports are presented at each ACM;
- ACMs include a standing agenda item relating to updating on the status of actions previously tabled, and the discussion of risk;
- ACMs include a standing agenda item relating to the disclosure of interests;
- As best practice, ACMs be held quarterly (in accordance with Local Government Operational Guideline Number 09 – Audit in Local Government); and
- Terms of Reference/ Charter be developed and adopted by the Audit Committee.

Management Comment

Acknowledge. The dot points contained within the above recommendation will be included in future Audit Committee Meeting Agendas.

Responsible Officer:

Cameron Watson/Peter Clarke

Completion Date

December 2019

4.2.3. Long Term Financial Plan

Finding Rating: Moderate

We noted the Shire's Long Term Financial Plan ("LTFP") was last updated in 2015/16.

Implications/Risks

Risk of long term strategic objectives of Council not being met. Risk of non-compliance with statutory requirements.

Recommendation

We recommend the Shire's LTFP is updated as required and subsequently adopted by Council. Once the LTFP has been adopted, we recommend it is communicated to all staff, monitored and updated on a periodic basis.

Management Comment

Acknowledge. The Long Term Financial Plan will be updated and presented to Council for adoption and then continued to be monitored/updated on a periodic basis.

Responsible Officer:

Cameron Watson

Completion Date

June 2020

5. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

Our guidance to risk classification in accordance with Risk Management- Principles and Guidelines Standard AS/ISO 31000:2018 is as follows:

Risk is the probability that an event or action may adversely affect the organisation. Risk is assessed based on the relationship between consequence and likelihood.

- Likelihood is the chance that the event may occur given knowledge of the organisation and its environment.
- Consequence is the severity of the impact that would result if the event were to occur.

Our risk rating for each finding was based on the following table:

		CONSEQUENCES		
		Insignificant	Significant	Highly Significant
LIKELIHOOD	Minor	Minor	Moderate	Moderate
	Medium	Minor	Moderate	Significant
	High	Minor	Significant	Significant

Any compliance breaches identified have been communicated within our report.

Attachment

9.1.2

Council
Policy
Manual

Council Policy Manual

as adopted 19 September 2019



“good country for hardy people”

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2019
Date for next Review:	SEPT 2020

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POLICY:	DEPUTATIONS TO COUNCIL
POLICY NO:	1.1
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Deputations wishing to meet with Council are firstly to meet with staff to consider deputations request and resolve any problems where possible.

Should staff consider it necessary for the deputation to meet with Council, then this be referred to the Shire President for consideration.

This policy is reinforced by Council's Standing orders.

POLICY:	DELEGATES MOVING MOTIONS AT ASSOCIATION CONFERENCES
POLICY NO:	1.2
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That delegates representing Council at WALGA Conferences 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.

POLICY:	WALGA – NOMINATIONS TO BOARDS & COMMITTEES
POLICY NO:	1.3
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	USE OF COUNCIL'S COMMON SEAL
POLICY NO:	1.4
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 LGA13)

PROCESS:

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

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

Shire President

Chief Executive Officer

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

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

POLICY:	ELECTED MEMBERS ENTITLEMENTS
POLICY NO:	1.5
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

LEGAL REQUIREMENTS:

- Compliance with guidelines issued by the Department of Local Government Number 15 concerning the payment of expenses and the provision of facilities to Elected Members.
- Compliance with Sections 5.98-102 of the Local Government Act.

POLICY PROVISIONS:

1. Business of Council

For the purpose of this policy "business of Council" is defined as:

- a) Council meetings;
- b) Committee meetings where all members are Councillors;
- c) Meetings where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- d) Inspections where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- e) Conferences, seminars or workshops where attendance is authorised by the Council, Shire President or Chief Executive Officer.

2. Expenses

Information Technology (IT)

Refer to Council Policy 1.9

Accommodation and Meal Expenses

Where the business of Council requires the need for Councillors to obtain overnight accommodation and purchase meals, those expenses shall be reimbursed on an actual cost basis.

Travelling - Within Council's Area

Where Councillors are required to use their own vehicle to travel to meetings of the Council, Committees or other authorised meetings, then reimbursement for travel expenses shall be based on the kilometre rate as prescribed in the Public Service Award.

Travelling - Outside Council's Area

- a) The Shire President and the Chief Executive Officer are authorised to determine the best mode of travel for authorised travel outside of the Council area having regard to economy, time and safety factors.
- b) Where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, unless:
 - i. A Council vehicle is not available; or
 - ii. There is insufficient room to convey all members of the deputation; or
 - iii. Council has agreed by resolution to pay travel allowance; or
 - iv. Unless there are special circumstances which have been authorised by the Chief Executive Officer or Shire President.

3. Payment of Expenses for Spouses, Partners or Accompanying Persons

- a) There are limited instances where certain costs incurred by the councillor on behalf of their spouse, partner, or accompanying person are properly those of the councillor in the performance of his or her functions (hence they are properly incurred by, and reimbursable to the councillor).
- b) Accordingly, Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature. Examples include, but are not limited to, Australia Day ceremonies, Civic receptions, and charitable functions for charities formally supported by Council.
- c) Council will also reimburse registration fees and the cost of attendance at official dinners and partners programs whilst accompanying the Councillor at conferences and functions such as the Local Government Week, Conference etc.

4. Provision of Facilities

- a) Council also provides meals and refreshments associated with Council and committee meetings, official dinners and working party meetings.
- b) Council provides an office for use by the Shire President. Council may, subject to the regulations, decide to provide other facilities.

5. Provision of Insurance

- a) Council shall take out public liability and professional indemnity insurance cover which shall extend to actions taken against councillors in relation to the exercise of their duties as Councillors.
- b) Council shall take out liability insurance cover on behalf of councillors to provide indemnity in claims arising from acts whilst performing their Council duties in circumstances where the claims are not covered under Council's public liability and professional indemnity policies and as far as insurance can be legally obtained.
- c) Council shall provide insurance to cover personal injury whilst on Council business and travel insurance for approved interstate or overseas travel on Council business.

6. Care and Related Expenses

In accordance with the principles of participation, access and equity Council will reimburse the reasonable cost of carer arrangements, including childcare expenses and the care of the elderly, disabled or sick immediate family members of councillors, to allow councillors to undertake their council business obligations.

7 Attendance at Conferences and Training Courses

7.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire of Yilgarn.

7.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

7.3 Annual Conference and Training Expense Allocation

An annual conference and training expense allocation shall be made available to Elected Members in the Budget

7.4 Definition

In this part, "Conferences and Training" means conferences, seminars, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

7.5 Approval

- a) approval by the Council through a resolution passed at a Council Meeting; or
- b) approval by the CEO and Shire President in advance of attendance

7.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- a) West Australian Local Government Association (WALGA) conferences
- b) Special "one off" conferences called or sponsored by or for the WALGA on important issues
- c) Councillor Induction Program
- d) WALGA Elected Member Training and Development;
- e) Other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

7.7 Payment of Conference and Training Costs

- a) *Payment from Conference and Training Allocation;*

The Shire will pay Conference or Training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

- b) *Booking Arrangements;*

Registration, travel and accommodation for Elected Members will be arranged through the Chief Executive Officer. In general, all costs including registration fees and accommodation will be paid direct by the Shire.

- c) *Registration;*

The Shire will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

- d) *Accommodation;*

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

- e) *Conference and Training Travel;*

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members/ delegates to and from the venue/accommodation will be met by the Shire.

If accommodation is at the Conference or Training venue or in close proximity, taxis should be used for reasonable travel requirements. Costs of taxi fares and

parking when own vehicle or Council vehicle is used which are incurred in attending Conferences and Training, will be reimbursed by the Shire.

f) *Reimbursement of out of pocket expenses;*

An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' out of pocket expenses or incidental expenses while travelling.

- Council will reimburse the reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that councillors incur upon the presentation of official receipts and the completion of any necessary claim forms.
- Incidental expenses could reasonably include, refreshments, internet charges, taxi fares, and parking fees. Also the reasonable cost of meals not included in the conference/seminar/meeting fees may also be reimbursed on production of tax receipts.
- The administrative arrangements for managing reimbursement of out of pocket expenses will be the responsibility of the Chief Executive Officer.

POLICY:	MEDIA POLICY
POLICY NO:	1.6
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

PURPOSE:

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

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

INTRODUCTION:

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

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

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

DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

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

SPEAKING TO THE MEDIA:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERNET AND WEB PAGE COMMUNICATIONS:

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

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

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

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

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 ~~Manager Community Services~~ 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.

POLICY:	CODE OF CONDUCT
POLICY NO:	1.7
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

The Local Government Act 1995 requires that every local government is to adopt a Code of Conduct to be observed by Council Members and Committee Members (S.5.103). In addition Councillors are required as a minimum to observe the Local Government (Rules of Conduct) Regulations 2007.

Whilst the Local Government (Rules of Conduct) Regulations 2007 are the statutory rules that govern the behaviour of Councillors, it is considered that these are only the minimum standards and there are additional principles that should apply to Councillors, so they have been included as a party in this Code of Conduct that incorporates the Rules of Conduct.

The Code of Conduct provides Councillors and Committee Members at the Shire with consistent guidelines for a minimum standard of professional conduct. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

General principles that should be used to guide the behaviour of Councillors and Committee Members when acting in their capacity as a Councillor or Committee Member are to:

- (a) act with reasonable care and diligence;
- (b) act with honesty and integrity;
- (c) act lawfully;
- (d) avoid damage to the reputation of the local government;
- (e) be open and accountable to the public;
- (f) base decisions on relevant and factually correct information;
- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

OBJECTIVE:

To ensure all Shire dealings handled by Councillors and Committee Members are handled in a professional manner, which is open and accountable to the community.

To provide a framework for behaviours that must be observed in the wide range of interactions and scenarios experienced in the conduct of Shire activities on a daily basis.

POLICY STATEMENT:

1. Conflict and Disclosure of Interest

1.1 *Conflict of Interest*

- a. Councillors and Committee Members will ensure that there is no actual (or perceived) conflict of interest or incompatibility between either their personal interests, of those of their immediate family members, business partners or close associates and the impartial fulfilment of their public or professional duties. Any such conflicts of interest must be disclosed in accordance with the requirements of Clause 1.2 and 1.3 of this Code.
- b. Councillors and Committee Members will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c. Councillors and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire or which may otherwise be in conflict with Shire's functions (other than purchasing the principal place of residence or site for such purpose).
- d. Councillors and Committee Members will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's right to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

- e. Where a Councillor or Committee Member:
Undertakes a dealing in land within the Shire or an activity which may otherwise be in conflict with the local government's functions (other than purchasing or selling their principle place of residence), then the processing of any application, request or communication, and any dealing with the proponent will be undertaken in a manner that ensures that the proponent is removed from the process and that their contact with the process is only via lines of communication generally available to the public.

1.2 *Financial Interest (LGA 5.70)*

Councillors and Committee Members will adopt the principles of disclosure of financial interests as contained within the Local Government Act 1995.

1.3 *Interest Affecting Impartiality*

"Interest means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Councillors and Committee Members who have an interest in any matter to be discussed at a Council or Committee meeting, attended by the Councillor or Committee Member, is to disclose the nature of the interest:

- a) in a written notice given to the CEO before the meeting; or
- b) at the meeting immediately before the matter is discussed.

Note: This clause does not apply to an interest referred to in Section 5.60 of the Local Government Act 1995 (Financial or Proximity Interest).

2. Personal Benefit

2.1 *Use of Information*

Councillors and Committee Members must not make improper use of that person's position or of any information acquired in the performance by that person of any of his or her functions or duties to gain directly or indirectly an advantage for that person or any other person or to cause detriment to the Shire or any other person (LG Act S.5.93).

Councillors and Committee Members must not disclose any information that the Councillors or Committee Members derived from a confidential document or information that the Councillors and Committee Members acquired at a closed meeting of the Council other than information derived from a non-confidential document.

This clause does not prevent a Councillor or Committee Member from disclosing information at a closed meeting or to the extent specified by the Council and subject to such other conditions as the Council determines; or that is already in the public domain; or to an officer of the Department of Local Government and Communities or to the Minister for Local Government and Communities or to a legal practitioner for the purpose of obtaining legal advice or if the disclosure is required or permitted by law.

2.2 *Improper or Undue Influence*

Councillors and Committee Members will not take advantage of their position to improperly influence Councillors, Committee Members or employees in their performance of their duties or function, in order to gain undue or improper (direct or indirect) advantage or gain, financial or otherwise, for themselves or for any other person or body.

Persons aggrieved by what they perceive as improper or undue influence shall report such conduct, in confidence, to the Chief Executive Officer or President. Notwithstanding this, aggrieved persons also have the right to

report such conduct to the appropriate external authorities. In making reports of improper or undue influence, persons will not make unsubstantiated allegations and must present factual information, not based on rumour or suspicion, so as to avoid undue concern to others.

2.3 Gifts and Bribery

- a) Councillors and Committee Members must not accept for themselves or for any other person or body, any immediate or future gift, reward, donation, inducement or benefit other than a token gift (\$0 - \$49) or notifiable gift from any person or body, who is undertaking or seeking to undertake or it is reasonable to believe is intending to undertake an activity involving a local government discretion.

An "activity involving a local government discretion" means an activity:

- i. that cannot be undertaken without an authorisation from the local government; or
- ii. by way of a commercial dealing with the local government.

Note: The Local Government Act 1995 specifies a "notifiable gift" as meaning a gift worth between \$50 and \$300 or a gift that is one of two or more gifts given to an employee by the same person within a period of six months that are in total worth between \$50 and \$300. Any gifts or gifts in total worth of \$300 or more, is considered to be a prohibited gift/s and cannot be accepted.

'Notifiable gift' does not include:-

- i. a gift from a relative as defined Section 5.74(1) of the Local Government Act 1995;
 - ii. a gift as defined in Regulation 30A of the Local Government (Elections) Regulation 1997
 - iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training.
- b) If a Councillor or Committee Member accepts a notifiable gift from a person or body referred to in (a) above, then they must complete a notifiable gifts form and forward it to the Chief Executive Officer within 10 days of accepting the gift.
- c) Any prize(s) exceeding \$300 in value (i.e. notifiable gift value), won by a Councillor or Committee Member at a Council funded conference or function (or where the Councillor or Committee Member is representing the Shire), shall be the property of the Shire. These prizes shall be passed on to the Shire for recording in the Gifts Register, the gift to be retained and used for the benefit of the Shire.
- d) To avoid any perception of bias or improper conduct, no Councillor or Committee Member (or their immediate families) is eligible to win Shire

- e) sponsored competitions (e.g. rates incentive prizes, event competitions etc.).
- f) No company or individual with a vested interest may pay or contribute to any expenses associated with the inspection, evaluation or trial of any goods or services which the Shire may or may not wish to acquire, provided however that the Shire may require the payment of those expenses as a standard condition applicable to all parties with an interest in providing the required goods or services to the Shire.

2.4 *Disclosure of Election Campaign Contributions*

- a) A candidate in a Shire election is to disclose information about any electoral gift with a value of \$200 or more or is one of 2 or more gifts, with a total value of \$200 or more made by one person that may be received within the six (6) month period prior to the relevant election day.
- b) Within three (3) days of nomination, a candidate will be required to disclose any gifts received within the relevant period prior to nomination and then disclose any further gifts thereafter. Details about each gift are to be submitted with three (3) days of receiving the gift once nomination has been made.
- c) A gift includes a gift of money, a gift which is non-monetary, but of value, a gift in kind or where there is inadequate financial consideration such as the receipt of a discount (where the difference or the discount is more than \$200 worth), a financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time.

Note: A gift does not include a gift by will, a gift by a relative a gift that the candidate would have received notwithstanding his or her candidature, or the provision of volunteer labour.
- d) The disclosure of a gift is to be made to the Chief Executive Officer, who will enter the following details into the Electoral Gifts Register:-
 - i. name of the candidate;
 - ii. and address of the donor;
 - iii. date the gift was promised or received;
 - iv. value of the gift; and
 - v. description of the gift.

3. Conduct of Councillors and Committee Members

3.1 *Personal Behaviour*

- a) Councillors and Committee Members will:
 - i. act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

- ii. perform their duties impartially and in best interests of the Shire uninfluenced by fear or favour;
 - iii. act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community, and will be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop;
 - iv. make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
 - v. always act in accordance with their obligation of fidelity to the Shire and not publicly reflect adversely upon any decision of the Council;
 - vi. Not when attending a Council meeting, committee meeting or other organised event in their capacity as a Councillor or Committee Member, and members of the public are present, either orally intimating or by any other means where a statement that a local government employee is incompetent or dishonest or use objectionable expressions in reference to a local government employee;
 - vii. Deal with all sections of the community, employees and Councillors and Committee Members in an open, honest and forthright manner avoiding discrimination, harassment, abuse or exploitation of others.
- b) Councillors and Committee Members will represent the whole community first and the interest of pressure groups or individuals only in a context of the greater community good.

3.2 *Honesty and Integrity*

Councillors and Committee Members will:

- i. Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- ii. Bring to the notice of the President or the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee;
- iii. Be respectful, frank, honest and courteous in their official dealing with each other; and
- iv. Endeavour to resolve serious conflict through initial discussions facilitated by the President or the Chief Executive Officer.

3.3 *Civic Leadership*

As the appointed leader of the community of the Shire, the President will demonstrate the highest level of civic conscience, impartiality and personal conduct.

3.4 *Respect for Title of Office*

Councillors and Committee Members will respect the title of elected office referring to the President and Councillors by their formal title whilst attending Council and Committee meetings and thereafter as circumstances dictate.

3.5 *Performance of Duties*

Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as soon as possible about the functions of the Council and treat all members of the community honestly and fairly.

3.6 *Compliance with Lawful Orders*

Councillors and Committee Members will be given effect to the lawful policies of the Shire, whether or not they agree with or approve of them.

3.7 *Involvement in Administration*

Councillors and Committee Members must not undertake any task that contributes to the administration of the local government unless authorised by the Council or by the Chief Executive Officer to undertake that task.

This clause does not apply to anything that a Councillor or Committee Member does as part of the deliberations at a Council or Committee meeting.

3.8 *Corporate Obligations*

a) *Standard of Dress*

Councillors and Committee Members are expected to comply with neat and respectable dress standards at all times. The President reserves the right to raise the issue of dress with individual Councillors and Committee Members.

b) *Communication and Public Relations*

As a representative of the community, Councillors and Committee Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors and Committee Members should acknowledge that:

- As a member of the Council or Committee there is respect for the decision making processes of the Council or Committee which are based on a decision of the majority of the Council or Committee

- Information of a confidential nature ought not be communicated until it is no longer treated as confidential (eg authorised by Council, required by law)
- Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by the President or a designated officer of the Council
- Information concerning adopted policies, procedure and decisions of the Council is conveyed accurately.

c) Health, Well Being and Safety

Councillors and Committee Members will ensure that the Shire's premises and places of work (including vehicles) are adequate to ensure the health, safety and wellbeing of Councillors, Committee Members, employees and members of the public. Potential risks or hazards to Councillors, Committee members, employees or members of the public are to be reported according to existing procedures.

d) Entrepreneurial Activities

Councillors and Committee Members will ensure that the Council impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment applied to outside parties requiring Council approval (including subdivisions, development, buildings and tenders).

3.9 Professional Advice

Councillors and Committee Members will ensure that no restrictions or undue influence is placed on the ability of employees to give professional advice to the Council.

At the same time, employees will recognise that as elected representatives, Councillors' views and opinions often reflect valid community viewpoints that will be considered in conjunction with professional opinion.

Employees will therefore make every effort to assist elected members in the performance of their role as Councillors, and to achieve the satisfactory resolution of issues they may raise in performing their official role.

3.10 Relationships between Councillors and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members and employees. That teamwork will only occur if Councillors and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Councillors need to:

- a) accept that their role is a leadership, not a management or administrative one;
- b) acknowledge that they have no capacity to individually direct employees to carry out particular functions; and
- c) refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

3.11 Appointments to External Organisations

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors apply the following:

- a) clearly understand the basis of their appointment;
- b) provide regular reports on the activities of the organisation, and
- c) shall always represent the decision/views of the Council, whether the person agrees with the decision/view or not.

4. Dealing with Council Property

4.1 Use of Shire Resources

Councillors and Committee Members will:

- a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) use Shire's resources entrusted to them effectively and economically in the course of their duties;
- c) not directly or indirectly use Shire resources (including the services of Shire employees) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll or for any other purpose, unless authorised under the Local Government Act, the Council or the Chief Executive Officer to use the resources for that purpose, and
- d) promote the concept of pride in public property promoting awareness of the community's ownership of the Shire's natural and built environment.

4.2 Travelling and Sustenance Expenses

Councillors, Council representatives and delegates will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire in accordance with the Shire's policy and the provisions of the Local Government Act 1995.

5. Enforcement of the Code

5.1 *Access to Information*

Any Councillor or Committee Member having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions of the spirit of the Code of Conduct, or any provisions of the Local Government Act or such Regulations or local laws created, should discuss those concerns with the President or the Chief Executive Officer.

5.2 *Dealing with Breaches*

- a) Matters included in any reports shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken.
- b) A breach of the Code of Conduct by a Councillor or Committee Member shall be dealt with by the provision of an appropriate warning in the following manner;
 - i. in the case of a breach by the President by an absolute majority decision of the Council, and
 - ii. in the case of a breach by a Councillor or Committee Member by the President.
- c) Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements. It should be noted that the Anti-Corruption Commission Act 1988 as amended, requires the reporting to the Commission of certain matters relating to alleged 'corrupt conduct', 'criminal conduct' and 'serious improper conduct' and definitions of these terms are provided in the Act.

POLICY:	DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS
POLICY NO:	1.8
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

The Local Government Act 1995 seeks to promote participation of the community in Council meetings through public question time and observation of the decision making process which should be conducted in an open and transparent way.

It is important that Council meetings be conducted in an atmosphere of inclusiveness and openness to foster productive relationships with the community. The general conduct of a Council meeting, particularly during public question time depends upon mutual respect and good faith between elected members and the public.

Disruptive behaviour makes the conduct of Council meetings more difficult and stressful, reducing the efficiency and effectiveness of the meeting. Disruptive behaviour also denies other members of the public the opportunity to participate in and observe Council proceedings.

OBJECTIVE:

The objective of this policy is to establish examples of behaviour which is considered disruptive or unacceptable, and to provide guidance for how such situations shall be handled by the presiding person and Council staff.

POLICY STATEMENT:

The following are examples of disruptive behaviour:

- Constant interjection, particularly when the presiding member or Councillors present at the meeting are speaking
- Members of the public calling for points of order
- Booming individual members or the Council
- Contemptuous laughter or derisive comments at decisions or during debate
- Refusal to give up the floor to allow other members of the public to ask questions or demanding to ask questions before others in contradiction of an order from the presiding person
- Refusal to accede to a presiding members instruction, particularly when asked to desist from disruptive behavior.
- Use of abusive and/or inflammatory language when addressing Council with a question or making a statement

- Unnecessarily repetitive questioning
- Aggressive/threatening behaviour towards Councillors, Council employees or members of the public.

The following procedure shall be implemented when dealing with behaviour considered by the presiding member to be disruptive:

- The presiding member will attempt to ignore the interjection and move on with the business of the day.
- If the disruptive behaviour continues the presiding member shall ask the offending party(s) to cease.
- If the disruptive behaviour does not cease, the presiding member shall adjourn the meeting for a specific time. (During this adjournment the Chief Executive Officer (CEO) should discuss the situation with the offending party(s) and ask them to behave appropriately in a place of government).
- Upon resumption of the meeting, the presiding member shall issue a warning that further continuation of the disruptive behaviour will lead to stronger action.
- If after the resumption of the meeting the disruptive behaviour continues, the presiding member shall again adjourn the meeting and instruct the CEO to ask the offending person or persons to leave the premises. The CEO would advise the person(s) that they are requested to leave the premises and that if they remain, they will be committing the offence of trespass under Section 70A of the Criminal Code and could be prosecuted.
- Should the person refuse to leave, the CEO shall advise the offending party(s) that the Police will be called to apprehend them and the Council will instigate legal proceedings.
- At all stages of adjournment, the presiding member and elected members should retain the dignity of their office by not interacting with the offending party(s).
- Nothing in this policy removes the right of the presiding member, having regard to the nature and intensity of the disruptive behaviour to issue additional warnings before asking the CEO to request the person(s) to leave or the Police being called.

POLICY: COUNCILLOR IPAD/TABLET POLICY

POLICY NO: 1.9

SECTION: MEMBERS OF COUNCIL

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads/Tablets). iPads/Tablets are the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.

1. Privately owned iPads/Tablets

- 1.1 Councillors who own and operate their own personal iPad/Tablet will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 Councillors will be provided with an annual ICT allowance which includes an amount for the upgrade/replacement of the device and a component which is intended to provide internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.
- 1.3 Councillors who use their own Private iPad/Tablet for Council and private use are encouraged to have this item included under their own private property insurance.

2. Council Issued iPads/Tablets

~~2.1 iPads/Tablets are provided for learning, business and information needs of Councillors of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.~~

First term Councillors will be, where required, issued with an iPad/Tablet suitable for undertaking their duties as Councillor.

2.2 Acceptable Usage

- The iPad/tablet is provided primarily for use with respect to Councillors, in performing their civic duties as a Councillor.
- Upon issue, the iPad/tablet will be loaded with applicable business-related applications.
- Councillors will be provided with an annual ICT Allowance, which is

intended to provide **for the future replacement/upgrade of the device and to provide** internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.

2.3 *Conditions of Use*

- Councillors and staff are required to ensure iPads/tablets are maintained in an operative condition.
- Councillors issued with an iPad/tablet are expected to exercise the same care in respect of the security and upkeep of the iPad/tablet as if it were the councillor's own property. In particular, it is the councillor's responsibility to ensure their allocated iPad/tablet is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad/tablet is strictly prohibited.
- The iPad/tablet is to remain with the designated person and not swapped with other employees/councillors.
- Passwords to access the iPad/tablet and various applications are provided by the Administration team on issue of each iPad/tablet and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads/tablets should be reported as soon as practicable.
- An iPad/tablet must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.4 *User requirements*

- If a user suspects that unauthorised access to Council data has taken place via an iPad/tablet device, the user must report the incident as soon as practicable.
- Devices must not be "jailbroken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.

- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.5 *Training and Reporting of Issues/Faults*

- Councillors are to seek training, report any issues or faults with the iPads/tablets or make any enquiries directly to the Administration Staff.

2.6 *Term Completion*

- On completion of a term of office as a Councillor or at the cessation of civic duties and where requested, Councillors are required to return the iPad/tablet and all accessories to the Administration Office as soon as practicable, but within 28 days.

2.7 *Purchase of IPAD/TABLET*

- Councillors who complete their four-year term with Council can keep their allocated iPad/tablet free of charge; Councillors that have not served a full four-year term have the opportunity to purchase their iPads/tablets at a nominal fee.

2.8 *Agreement*

- Upon commencement with Council, Councillors are required to read the iPad/Tablet Policy and declare that they will observe and abide by the terms and condition outlined in this Policy.

POLICY:	RELATED PARTIES DISCLOSURES
POLICY NO:	1.10
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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
 - Executive Manager Regulatory Services
- 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.

POLICY:	COUNCIL FORUM /BRIEFING SESSION
POLICY NO:	1.11
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.30pm.

The following Forum Procedure Applies

Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
- Forums to be attended by Councillors and the Chief Executive Officer. Consultants and other senior staff to 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.

POLICY: INDUCTION FOR COUNCILLORS

POLICY NO: 1.12

SECTION: COUNCIL

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

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.

POLICY:	USE OF COUNCIL EQUIPMENT
POLICY NO:	2.1
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That Council plant and equipment which can be used for firefighting purposes be made available for firefighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.

The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's Chief Executive Officer, Executive Manager Infrastructure, Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer.

POLICY:	HARVEST AND VEHICLE MOVEMENT BANS
POLICY NO:	2.2
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, be authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, within the Shire.

The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire.

In the event that the Fire Danger Index reaches 32 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire.

Harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a Harvest and Vehicle Movement Ban has been imposed.

Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is originally indicated.

In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

For the purpose of 'Press Releases' relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:

"A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire until the designated hour, and may be extended if necessary"

Under no circumstances will the words 'to be reviewed at' be utilised when issuing notice of these Bans.

Community members can contact the Emergency Information Hotline by phoning 9487 8777 for up to date information on Harvest Bans and Road closures.

POLICY:	BRIGADE MEMBERSHIP FORMS
POLICY NO:	2.3
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Each brigade is to be encouraged to maintain an up-to-date list of brigade members and urge all eligible persons in the brigade area to complete a membership form, which is to be kept at the Shire Office.

POLICY:	BUSH FIRE ADVISORY COMMITTEE POLICY
POLICY NO:	2.4
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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

POLICY:	FINANCIAL TREATMENT OF ASSETS
POLICY NO:	3.1
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INFRASTRUCTURE ASSETS:

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Infrastructure Roads
- Airport
- Drainage
- Footpaths
- Parks and Ovals
- Refuse Disposal Sites
- Sewerage Piping
- Townscape

All Other Assets (Greater than \$5,000 value)

Any material item purchased that is not deemed consumable or disposable, over the value of \$5,000 per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment

All Other Assets (Less than \$5,000 value)

Items purchased with a value of less than \$5,000 will be treated as follows:

Land and Buildings

All Land purchases will be capitalised. Building repairs and improvements less than \$5,000 will be treated as operating.

Plant and Equipment

A record of Plant and Equipment purchased with a value between \$1,000 and \$5,000 will be maintained via the 'Inventory of Plant, Equipment and Tools', with this Inventory reviewed annually by Council's Executive Manager Infrastructure to ensure dilapidated/disposed assets are removed from the Inventory.

Furniture and Equipment

All Furniture and Equipment >\$5,000 will be capitalised. Furniture and Equipment <\$5,000 per item will be treated as operating.

DEPRECIATION:

Depreciation of assets will be in line with the Significant Accounting Policies (Depreciation of Non-Current Assets) as adopted annually by Council via the Annual Financial Statements and Notes to and forming part of the Budget.

DISPOSAL OF ASSETS:**Methods of disposal of assets**

The principal methods of disposal of assets are:

- (a) public auction or electronic (for items of significant value a reserve price will be agreed to between the relevant officer and the auctioneer prior to the auction) or by public tender.
- (b) dumping – assets of no or little value only
- (c) donation to a registered charity or community organisation.

Sale to staff/Councillors

As a general principle, sale of assets to staff is NOT to occur outside of a public process.

The Independent Commission against Corruption (ICAC) recommends that invitations to bid for the purchase of any surplus Council assets should not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

However, it is recognised that there will be individual instances where sale to a staff member may be the most practical or fair and reasonable manner of disposal. In these instances, authority for disposal will rest with the CEO. All decisions and the reasons for the decisions must be documented.

Donations to Community Groups/Charities

(Note: this method of disposal may not be used for asset with an estimated value of more than \$5,000).

Scrap materials salvaged from works e.g. pavers etc. which are unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the Chief Executive Officer.

Donations of other old assets may only be made with the authority of the Chief Executive Officer and only after exploring all avenues for recouping a fair value for the Council.

Council staff should only consider donations in response to a formal written request. In considering any request, staff should keep in mind the following:

- Community groups should receive equitable treatment to avoid possible claims of bias.
- A check should be made to ensure the group is not a disguised business operation providing funds or remuneration to the principals.
- A check should be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (i.e. non-profit).

- Where the donation is seen as appropriate but there is a potential claim of bias, the matter should be referred to the Chief Executive Officer.
- The charity/community group must remove the asset themselves and at no cost to the Council.

Destruction of assets classified as beyond economical repair

Where an asset is classified as beyond economical repair the asset must be destroyed, with the destruction being witnessed by another responsible officer nominated by the Chief Executive Officer.

Sale of Information Technology (IT)/computer equipment

All internal hardware with any information relating to the Shire of Yilgarn will be removed by the Shire's external contractor and destroyed.

All external asset tags and labels connecting a machine to Shire of Yilgarn are to be removed and the remainder of the machine will be sent to e-waste.

Sale of motor vehicles

Motor vehicles are to be sold either via auction, tender or electronic tender or traded when purchasing a new vehicle.

Sale of office furniture

The Executive Manager Regulatory Services is responsible for the disposal of all office furniture. The furniture is to be either sold by public auction or tender.

Sale of major assets

Where assets of significant value (being more than \$150,000) are to be sold, the sale is to be by either public auction or tender.

Asset Revaluation at Fair Value

Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and the most advantageous price reasonably obtainable by the buyer.

The use of fair value in local government general purpose financial statements is considered essential to provide a more accurate measure of the value of community assets and liabilities than "historical cost" (the original monetary value of an economic item).

It is also essential to good asset management practices and robust long-term financial planning for a local government to report the value of assets and their associated maintenance, renewal or replacement costs at fair value so that the long-term sustainability of that local government can be addressed.

In September 2011, the Australian Accounting Standards Board issued accounting standard AASB 13 Fair Value Measurement, which sets out a framework for measuring fair value. The standard applies to annual reporting periods beginning on or after 1 January 2013 but may be applied to earlier reporting periods.

AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset's carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

POLICY:	SURPLUS FUNDS INVESTMENT
POLICY NO:	3.2
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 | c) interest rate |
| b) term of investment | d) name of funds invested |

POLICY:	RESOURCING EMPLOYEE ENTITLEMENTS
POLICY NO:	3.3
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30th 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.

POLICY:	RESERVE PORTFOLIO RATIONALE
POLICY NO:	3.4
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	PURCHASING AND TENDERING
POLICY NO:	3.5
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 \$5,000 (exc GST)	Direct purchase, no quote needed
From \$5,001 and up to \$35,000 (exc GST)	<p>Seek at least one (1) verbal or 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"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market.

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"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$35,001 and up to \$85,000 (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"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <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"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
\$85,001 and up to \$149,999 (exc GST)	<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"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <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"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Over \$150,000 (exc GST)	<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"> • Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; <p>OR</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> 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 pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<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 publically 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 \$150,000 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 where the:

- Purchasing value is estimated to be over \$5,000; 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.

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.

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.

POLICY:	REGIONAL PRICE PREFERENCE
POLICY NO:	3.5 (A)
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY: **SIGNING OF CHEQUES**

POLICY NO: **3.6**

SECTION: **FINANCE**

LAST REVIEW DATE: **SEPTEMBER 2019**

DUE FOR REVISION: **SEPTEMBER 2020**

Further to Council Delegation LGA20, in accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire Municipal, Trust or other Fund.

These payments, made either by cheque or Direct Debit, are to be signed or electronically authorised by any two of the following authorised persons:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Infrastructure
- ~~Manager Community Services~~
- Executive Manager Regulatory Services
- Manager Finance

provided that at least one of the authorised persons is either the Chief Executive Officer, Executive Manager Corporate Services, Executive Manager Infrastructure and Executive Manager Regulatory Services.

List Pay Document (Payroll Deposits)

Council utilises a 'List Pay' document to authorise the deposit of fortnightly net-pay amounts for Council's staff into individual employees' personal bank accounts.

This 'List Pay' document can be signed by any one of the above authorised persons listed above.

In support of this 'List Pay' document, a Manual Cheque Voucher is to be prepared, and that voucher must be signed by any two of the authorised signatories.

POLICY:	RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS
POLICY NO:	3.7
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	USE OF COUNCIL CREDIT CARD
POLICY NO:	3.8
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the CEO is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by the Shire where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded to the Deputy Chief Executive Officer for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance Section shall undertake monthly reconciliations and reviews of credit card purchases.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.

2. Council's Manager of Finance shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.
4. Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e Fly Buys) that is attached to the Council issued credit card.
9. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
10. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

PROCEDURE FOR AUTHORISATION OF 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 Creditor Officer within five working days.

The Creditor Officer shall, in the case of staff other than the CEO, submit the completed and reconciled statement to the CEO for review and authorisation.

In the case of the credit card retained by the CEO, the completed and reconciled statement is to be submitted to the Shire President for review and authorisation.

The amount charged to credit cards is to be listed on the monthly list of accounts for submission to the Council and the original statement together with the tax invoices and signed copy of statements is to be filed and available for inspection by any Councillor and retained in Council's accounting records for audit purposes.

FORM FOR ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....
Credit Card Holders Name

.....
Credit Card Holders Signature

Date

POLICY:	RATES AND CHARGES RECOVERY POLICY (INCLUDING SEWERAGE RATES FINANCIAL HARDSHIP POLICY)
POLICY NO:	3.9
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVE:

To collect all rates, charges, fees and debts due to Council in an efficient and effective manner.

STATEMENT:

Rates and Charges should be levied on or before 1st August in each year and are payable either in full within 35 days or by 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 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.

Sewerage Rates & Hardship Policy

Rate payers have the right to request a review of their rates bill to ensure that they are not being undercharged or overcharged for their sewage rates. If the customer is dissatisfied with the review, he/she can request to speak to the CEO about the matter. The customer is to be informed of the outcome of a review within 15 days of the request. If the customer is still not satisfied with the review then staff should direct them to contact the Energy & Water Ombudsman.

If a ratepayer advises the Shire that they are unable to pay or has difficulties in paying the sewer rates on their property, staff are to refer to the Shire of Yilgarn Financial Hardship Policy for Water Services March 2014 to assist the ratepayer. If a satisfactory result cannot be agreed on then the ratepayer is to be advised they can refer the matter to the Water Ombudsman.

POLICY:	USE OF SHIRE FACILITIES BY SERVICE PROVIDERS
POLICY NO:	3.10
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	TIMELY PAYMENT OF SUPPLIERS
POLICY NO:	3.11
SECTION:	FINANCE
LAST REVIEW DATE:	ADOPTED SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	DEVELOPMENT OF HERITAGE PRECINCTS
POLICY NO:	4.1
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That development proposals on Heritage Buildings as specified in the Shire Municipal Inventory List (places of Heritage value) shall ensure that the heritage qualities are given due consideration prior to planning approval.

POLICY:	BUILDING ON RESIDENTIAL TOWNSITE LOTS
POLICY NO:	4.2
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Planning consent will not be granted by the Council to applicants wishing to construct more than one (1) residential building on a residential lot within the townsite of the Shire unless;

- a) setbacks and uses of the proposed buildings meet the requirements of the Shire of Yilgarn Town Planning Scheme (as amended from time to time), the National Building Code of Australia, and any other relevant Town Planning, Building or Health regulations;
- b) the residential buildings are constructed in a similar manner in terms of style, finish, appearance and method of construction as determined by the Council. Applicants are required to present such details including plans and photographs of proposed and existing buildings for Council assessment.

POLICY:	ADVERTISING & DIRECTIONAL SIGNS
POLICY NO:	4.3
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The erection of any signs, whether on public or private land, requires the approval of Council, under clause 5.2 Control of Advertisements of Yilgarn's Town Planning Scheme No. 2 (or as amended) and Main Roads WA Advertising Sign Guidelines.

Applicants are to submit an application for development approval to the Council detailing the reason for the sign, where it is proposed to be located, what it is made of and the design/wording/colour scheme on the sign. Signs are to be professionally made and painted. They are to be erected in accordance with best practice, the Building Code of Australia, or as directed by the Shire.

Sponsor's Signs:

When an organisation or business wishes to erect sponsor signs, the following conditions apply in addition to general requirements above:

- The organisation is responsible for the placing and removal of the signs;
- The organisation is responsible for maintaining the signs in good order at all times;
- Signs at the Oval may be placed on the boundary fence, the fence around the netball/basketball courts/skate park, and the tubular fencing around the oval – care needs to be taken to ensure that the signs are adequately supported and that the signs do not damage the fencing material;
- The signs are only to be erected for the duration of the event being sponsored, or at the discretion of the Executive Manager Regulatory Services; and
- The Shire takes no responsibility for the ongoing maintenance of the signs, even though they are on Council property.
- The Shire may force the removal of signs that are unmaintained or deemed dangerous at the relevant organisations expense.

Roadside Advertising Signs:

Advertising signs located on the state road reserves and beyond the boundaries of, but visible from, state road reserves, require Main Roads WA approval.

State road reserves include the Great Eastern Highway, Bullfinch Road from Bullfinch townsite to Southern Cross townsite and Southern Cross Marvel Loch Road from Southern Cross townsite to Marvel Loch townsite.

Advertising Signs outside of Main Roads WA jurisdiction must be less than 4.5 square meters in area and advertise a business or service in the local community or town, unless approved otherwise by council.

The advertising of certain premises such as places of worship or public utilities should be done at the place site, not through this type of advertising sign.

The following criteria apply to advertising signs within the Shire

For **Southern Cross townsite**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the Great Eastern Highway (both east and west), Bullfinch Road, Koolyanobbing Road, and Marvel Loch Road approaches to town;
- within 3km of the townsite boundary on the relevant roadway.
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each business or service provider is entitled to erect one advertising sign on each of the abovementioned approaches to town;
- "Main Roads-Roadside Advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist, or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

For **all other townsites**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the two main approach roads into the particular town;
- to be located from the town boundary line to a maximum distance of 2000 metres;
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each local business or service provider located within the town or general area is entitled to erect one advertising sign on each of the abovementioned approach roads to town;
- "Main Roads-Roadside advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

Roadside advertising signs **along rural roads**, for businesses or services, located outside a townsite are to be restricted to the following criteria, unless otherwise approved by Council;

- are to advertise a business or service that visitors/clients need to visit on a regular basis but do not include visitors such as fuel or other transport vehicles, business advisers or agents, etc. An exception to this may be a sign to advertise a field day or a farm clearing sale;
- to be located on the two main approach roads into the nearest town;
- to be located on the business property, ideally at or near the access road onto the property; and
- in all other respects are to comply with the criteria for these signs in Southern Cross town-site or for all other town-sites as stated above.

Construction and Installation

Applicants upon receiving approval for the advertising sign are;

- to arrange and pay for the production of the sign by a professional sign writer or sign manufacturer,
- will give the sign to the Shire for installation with the cost of installation to be paid by the applicant,
- will ensure that the sign is covered by the applicant's public liability insurance cover, and
- will be responsible for the ongoing maintenance of the sign.

Owners of advertising signs that are not maintained will be required to either remove the sign, replace or repair it.

If advertising signs are not adequately maintained by the owner, they may be removed by Main Roads or the Shire, with associated costs charged to the owner.

Directional Signs:

A directional sign is defined as a sign erected in a street or public place to indicate the direction to another place. They are commonly known as "finger" signs as they normally have one side shaped in the form of an arrow head to point the direction to travel to get to the particular place.

Directional signs are to be restricted to the following criteria, unless otherwise approved by Council;

- may be located at intersections on main approach roads/streets in the townsite to indicate the most direct route to the place;
- may be located at intersections on lesser roads/streets within the townsite to indicate the most direct route to the place;
- may be located at intersections on rural roads outside a townsite to indicate the most direct route to the place;

- a directional sign must not impede any other signs, especially any cautionary or regulatory road sign, and must not impede the line of sight for drivers at or approaching the intersection;
- within reason, each business within a townsite that is a distance off the main approach roads/streets may have multiple number of directional signs, however, there is not to be a directional sign on each intersection between the main approach road turn-off and the place. The specific number of directional signs is to be at the discretion of the Chief Executive Officer, but shall be no more than 6 signs within a townsite;
- Within reason, each business outside a town-site that is a distance off the main approach roads may have a multiple number of directional signs, with the specific number to be at the discretion of the Chief Executive Officer, but shall be no more than 10 signs;
- directional signs are to state the name of the place, and may also state the distance to the place;
- The applicant is to nominate the wording to be on the sign, and will be responsible for the costs of purchasing the sign and erecting it; however, the Shire will order and erect the sign to ensure compliance with the Australian Standards for road signs, uniformity of size, colour, and word font.

Where several businesses wish to have a directional sign for the one area, Council may require that a "stacked" slat sign is used on the one street corner or intersection. This will ensure that each sign will state the same information, be uniform in design/colour/letter/heights etc., and there may be room for other businesses to have a sign included on this sign in the future. Who pays for the sign slats and the installation will be determined at the time of the application.

POLICY:	MAINTENANCE OF BUILDINGS UNDER COUNCIL CONTROL
POLICY NO:	4.4
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That structural and major works to any building under direct Council control be the responsibility of Council, whilst minor maintenance to the internal fittings and fixtures be the direct responsibility of the occupier or principal user of the building *except* where the occupier or principal user has entered into a lease or other arrangement with Council which defines such responsibility otherwise.

Maintenance of Council Buildings will be in accordance with Council's Asset Management Policy and Asset Management Plan.

POLICY:	SWIMMING POOL USAGE
POLICY NO:	4.5
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVE:

To ensure that Council, staff and patrons of the Southern Cross Swimming Pool are familiar with the pool opening hours and general operational usage.

SWIMMING POOL SEASON:

The Swimming Pool Season will commence in the first week of November and close in the last week of March of each year. These dates can be adjusted by the ~~Manager Community Services (MCS)~~ Executive Manager Regulatory Services, in consultation with the CEO, to suit seasonal conditions.

The Swimming Pool Manager will commence work four weeks prior to the official opening of the pool to have the pool and grounds ready for use.

Normal Hours of Operation:

Normal hours of operation are from 11.00am to 6.00pm throughout the season.

The Swimming Pool Manager may keep the premises open until 8.00pm if the weather is warm and the pool is well patronised.

In the event of inclement weather, the Swimming Pool Manager has the discretion to close the pool for safety reasons.

If the weather is not favourable for swimming, being cold and/or raining, and there have been few or no patrons during the day, then in consultation with the ~~Manager Community Services (MCS)~~ Executive Manager Regulatory Services, the Swimming Pool Manager may close the facility earlier than 6.1 pm. A sign is to be placed at the gate advising patrons that the facility is closed and the reason for the closure.

Other users:

Paid service providers or volunteers:

The Shire of Yilgarn allows private facilitators and volunteers to provide services such as swimming lessons, water gymnastic and similar to be held at the pool.

The following conditions apply:

- All activities need to be approved by the ~~Manager Community Services (MCS)~~ Executive Manager Regulatory Services, in consultation with the Swimming Pool Manager.
- All activities are held during normal pool hours.
- Activities outside normal pool hours will require the private hire of the pool and approval from the Swimming Pool Manager and ~~Manager~~

~~Community Services (MCS)~~ Executive Manager Regulatory Services

- Attendees to these activities need to either hold a valid season pass or pay a daily admission fee.
- The registration fee paid by each attendee is the property of the facilitator.
- Should the pool be booked for other functions the activity will have to be postponed.
- The activity does not interfere with other patrons of the pool and does not give sole use of the pool, unless a lane / lane have been hired.

Early Morning Swimming:

In the event that there is sufficient interest (minimum of 4 regular swimmers), the Swimming Pool Manager can open the pool between 6.00am and 7.00am on nominated days, for early morning swimming.

VAC Swim Lessons:

For two weeks (not including weekends) after school has finished for the year, VAC Swim Lessons will be held at the pool. The exact dates are determined each year by VAC Swim in Perth and the Shire and Swimming Pool Manager are advised of these dates. Lessons commence generally at 9.00am and conclude generally at 1.00pm. During this period the pool is not open to the public, and this is advertised in Crosswords to advise patrons. People attending VAC Swim Lessons must make registration payments directly to VAC Swim WA, however, attendees (including parents watching their children) will still need to purchase a day ticket to enter the Pool facility or hold a valid season ticket.

School Swimming Lessons:

In November and February each year, for two weeks each month, there are swimming lessons held at the pool conducted through the local Schools and the Department of Education WA. Lessons commence generally at 9.00am and conclude at 2.30 pm. During this period the pool is open to the public although patrons need to be mindful of the lessons in progress, and this is advertised in Crosswords to advise patrons.

ADMISSION TICKETS:

The fees and charges for admission to the swimming pool are reviewed annually as part of the Council's Fees and Charges Schedule. These charges are to be advertised separately in Crosswords prior to the commencement of the new swimming season each year.

The following outlines the difference between the daily admission ticket and the season admission ticket.

Daily Admission Tickets:

Entry to the pool during operating hours without limitation for one day.

Season Admission Tickets:

A season ticket will admit unlimited entries into the facility during the whole season.

A Family season ticket is valid for 2 adults and up to 3 children or dependents under the age of 16 years, who are all members of the immediate family, residing at the same address.

Season tickets are non-transferrable (can only be used by the original owner)

GENERAL USE:

General Rules and Warnings of the Swimming Pool Facility

- Pool patrons are required to conduct themselves in an appropriate manner and to comply with the general rules and warning signs that are placed around the facility and obey directions of the Swimming Pool Manager.

Children Under 10 Years of Age

- All children under 10 years of age attending the Pool for any activity must be accompanied by a responsible adult otherwise they will not be allowed entry. A responsible adult is considered a person 16 years old or older who is either related to the child or has been designated by the child's parents or guardian for this purpose. The pool manager may request some form of age identification.

This requirement is a statutory requirement introduced by the WA State Government in 2008 with the adoption of the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities*, which is administered by the Shire.

Child Supervision

- While the Swimming Pool Manager is responsible for looking out for all swimmers at the facility, they are not responsible for watching young children in and around the water as this takes their attention off other swimmers.
- Parents who bring very young children to the pool must attend to and be in arms reach of their child/children at all times. Parents must take notice of any directions given to them by the Swimming Pool Manager to watch or control their child/children when in or near the water.
- If these directions are ignored then the Swimming Pool Manager can prohibit parents and children from entry to the Pool Facility.

Resolution of Disputes:

The Swimming Pool Manager will run and manage the Swimming Pool Facility in accordance with the Health (Aquatic Facilities) Regulations 2007, the Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities December 2015 and this Council Policy.

In the case of a pool patron or a group that uses the Pool facility having a dispute with the Swimming Pool Manager, the following procedures should be taken:

- 1) The patron or executive representative of the group should speak to the Swimming Pool Manager regarding their dispute and try to resolve the matter to the agreement of both parties.
- 2) If a resolution cannot be achieved following the actions as stated in item 1) above, then the patron or executive representative of the group should discuss the matter with the ~~Manager Community Services (MCS)~~ Executive Manager Regulatory Services.
- 3) If the patron or group are not satisfied with the decision from the ~~Manager Community Services (MCS)~~ Executive Manager Regulatory Services, then they are to put their grievance in writing addressed to the Chief Executive Officer who will respond to the author accordingly stating his/her decision on the matter.

POLICY:	OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS
POLICY NO:	4.6
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVES

The primary objectives are to:

- (a) To provide guidelines for the size, placement, use, and construction of outbuildings in "Residential" and "Townsite" zoned areas or on land used for or developed for Residential purposes.
- (b) Council has experienced demand for outbuildings greater in proportions to that listed in the R Codes 'Deeded to Comply' provisions. Council considers it reasonable to put in place a policy in order to properly consider the development of larger outbuildings.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Open Space" generally means that area of a lot not occupied by any building.

"Outbuilding" means an enclosed non-habitable structure that is detached from any dwelling, and is NOT one of the below if attached and part of the main roofed area of the dwelling –

- 1) "Garage" – is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling.
- 2) "Gazebo" – is an unenclosed open-framed structure covered in a water permeable material or unroofed or may have an impermeable roof, which may or may not be attached to a dwelling.

- 3) "Patio" – is generally an unenclosed structure with an impermeable roof, but may have light weight walls that can be rolled up or down to provide more weather protection, and may or may not be attached to a dwelling.
- 4) "Pergola" – is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.
- 5) "Porch" – is a roofed open platform attached to the front or rear of a dwelling – generally a small covered area at the entrance to the dwelling.
- 6) "Verandah" – is a roofed open platform attached to a dwelling – generally covering at least half the length of the dwelling.

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning, which are subject to amendment from time to time.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

BACKGROUND

Residential and Townsite zoned lots within the townsite of Southern Cross, Bullfinch, Bodallin, Moorine Rock, Marvel Loch, Koolyanobbing, and Yellowdine in the main are 1012m² in area but some of the newer developed areas within Southern Cross have lots of around 730m² in area. Land owners often have development potential and desire to build outbuildings greater in size than those land owners in metropolitan areas. Currently the State Planning Policy 3.1 Residential Design Codes commonly referred to as the "R Codes" permits in "Residential" zoned areas to have an aggregate of outbuilding size not to exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser, and which have a wall height not exceeding 2.4m and a ridge height not exceeding 4.2m, and are to comply with the other requirements of part 5 of the R Codes.

This Policy will enable the development of outbuildings larger than the R Codes 'deemed to comply' dimensions.

POLICY

Outbuildings that satisfy the following development criteria are regarded as satisfying the Design Principles of the Residential Design Codes 2013 (as amended) and may be approved by the Building Surveyor without referral to Council.

Applications not meeting the policy development criteria and/or are of a contentious nature will be referred to Council in the form of a written development application (available at the Shire Office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings applications that comply with this Policy are:-

- 1) Those that comply with the R Codes (as amended) Deemed-to-Comply requirements, as outlined in the Background information above;
- 2) Comply with the Building Code of Australia (as amended);
- 3) Are constructed or new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practicing
- 4) Structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed;
- 5) Are not attached to a dwelling;
- 6) Are not for human habitation;
- 7) Are not situated within the primary street or secondary street setback area;
- 8) Do not reduce the amount of open space required by the R Codes to less than the prescribed amount;
- 9) Are setback in accordance with the R Code requirements;
- 10) Do not adversely impact on neighbouring properties and buildings. Generally this require that the outbuilding is either set in away from the lot boundaries or near the rear boundary;
- 11) Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below.

Table 1

LOT AREA (m2)	LOT DENSITY RATING	MAXIMUM SINGLE OUTBUILDING (m2)	TOTAL OUTBUILDINGS (m2)	MAXIMUM WALL HEIGHT (metres)	MAXIMUM RIDGE HEIGHT (metres)
260 - 450	R30	25	43 - 55	2.4	3.0
451 - 699	R17.5/R15	40	55 - 70	2.4	3.0
700 - 874	R12.5	60	85	3.0	3.6
901 - 1500	R10	90	125	3.0	3.6
1501 - 2000	R10	115	160	3.5	4.0
2001 - 3500	R5	145	265	3.5	4.2
3501 - 5000	R2.5	160	375	3.5	4.5

Note: The sizes specified in Table 1 above are a guide only. Until all factors are considered, a final maximum outbuilding size cannot be provided.

In order for a full assessment of the application to be made to determine the maximum size of the outbuilding or the total aggregate area of outbuildings on the lot, the applicant must provide the necessary information to the Building Surveyor so that this assessment can be made. This means in addition to the standard information to be provided, the applicant or owner will also need to provide information on existing outbuildings and state what the total area of open space on the lot or developed area on the lot is (not including the proposed building). Failure to provide this information will mean that the application may be rejected.

MEASURES TO ENSURE COMPLIANCE WITH PLANNING CONSENT

When an application for planning consent for an outbuilding is considered by Council or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant or owner to:-

- a) Specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council; and
- b) Apply and have granted a building permit for the proposed outbuilding.

POLICY:	SEA CONTAINERS & OTHER SIMILAR STORAGE STRUCTURES
POLICY NO:	4.7
SECTION:	COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

OBJECTIVES

The primary objectives are to:

- (c) To provide guidelines for the placement, use, size, and construction of sea containers or other similar storage structures.
- (d) To maintain a high level of visual amenity in the areas in which the sea containers will be located.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Donga" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

"Other similar storage structure" means a prefabricated structure with a flat roof, regular in shape and is capable of being readily transported (including a donga and a railway carriage).

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning.

"Sea Container" means a large metal container originally manufactured to carry goods on a sea vessel, and now used to transport or carry goods by rail and roads as well.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

POLICY STATEMENTS

The location of sea containers and other similar structures within the Shire is regarded as development and will require planning approval.

All applicants will also be required to obtain both Planning Approval and a Building Permit for the sea container or structure.

For the purpose of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.

No sea container or other similar structure is permitted to be used for human habitation.

EXISTING SEA CONTAINER OR OTHER SIMILAR STRUCTURES

At the time of endorsing this Policy in December 2014 Council is aware of several existing sea containers situated on "Residential" zoned land within the Shire District as well as on "Commercial" and "Industrial" zoned land.

Council has agreed to allow these pre-existing sea containers to remain on-site on these blocks on the following conditions:-

1. That the owner of an existing sea container must apply for Planning Approval for each sea container, if not previously obtained.
2. That the owner of an existing sea container must apply for a Building Permit for the structure to remain on the property as a storage shed or outbuilding, if not previously obtained.
3. The sea containers are able to be used for the current purpose until they are no longer required for this purpose.
4. If a current owner wishes to keep the sea container on the property and use it for another quite different purpose, then the owner will need to apply to Council for permission to keep the sea container for the new purpose(s).
5. Plus all existing sea containers must also comply with the conditions set-out below for proposed sea containers or other similar structures.

PROPOSED SEA CONTAINER OR OTHER SIMILAR STRUCTURES

On "Residential" Zoned Land:-

Council will consider the approval of such a structure on "Residential" zoned land based on the following conditions:-

- a) That the owner wishing to install a sea container on his/her property must apply for and obtain Planning Approval for each sea container prior to it being installed on the property.
- b) That the owner wishing to install a sea container on his/her property must apply for and obtain a Building Permit for the sea container or structure prior to it being installed on the property.
- c) The structure is only to be used for the secure storage of household items including vehicles, collectables and the like, but is not to be for the carrying out of a commercial activity on the property, unless approved by Council.
- d) The sea container or other similar structure is to be located in the rear yard of the property (that is behind the dwelling on the property) so that it will not readily be seen from the main access road or thoroughfare. If the property is a corner block then the sea container or other similar structure needs to be setback from the secondary street frontage to meet this same condition for the secondary street, or may need to be screened to the satisfaction of Council.
- e) The sea container is to be setback from the rear and side boundaries at least 1.0 metre or greater, with the doors opening into the residential yard.
- f) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- g) The structure is to be in good condition and well maintained, painted one uniform colour to match the dwelling or nearby buildings on the property, professionally painted, and is to be treated to control rust.
- h) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

The only exception to the above is a structure for temporary storage during the conduct of building works which will be exempt from this requirement, provided that the following criteria are achieved:-

1. The structure is only being used for the secure storage of materials, plant, machinery, or building equipment on a building site.
2. The building site has a current building permit, and when necessary, planning approval.
3. Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 days.

4. The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
5. The structure may not be permitted on the building site for a period longer than 6 months, unless specific approval from the Shire is obtained.
6. The structure is removed from the building site at the completion of the building works.

On Other Zoned Land:-

Such structures may be permitted on land zoned "Commercial" on the following conditions:-

- i) That the structure is only being used for the secure storage of items or materials used or sold as part of the commercial activity carried out on the property.
- ii) The structure is located at the rear of the property, generally out of sight of the main access road or thoroughfare.
- iii) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- iv) The structure is in good condition and is well maintained so that is one uniform colour to match the main building or adjoining buildings on the property, and is treated to control rust.
- v) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

Sea containers or other similar structures are permitted on "Industrial" zoned land within or outside a gazetted townsite but the owner will still need to seek planning approval from Council and a building permit needs to be obtained from the Shire prior to the structure being placed on-site.

This Policy does not pertain to structures situated on "Rural/Mining" zoned land outside of a gazetted townsite.

No sea container or other similar structure is permitted on Council roads /footpaths or Reserve land unless approved by Council.

POLICY:	MINING TENEMENTS
POLICY NO:	4.8
SECTION:	TOWN PLANNING
ORIGINALLY ADOPTED:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The Shire receives advice from the Department of Mines, Industry Regulation and Safety regarding Mining Tenements within the Shire and requests any objections the Shire may hold. Historically these have been put to Council for consideration.

The Department of Water and Environment Regulation and Department of Mines, Industry Regulation and Safety have very strict conditions placed on the licences of all tenements and so the majority hold negligible risk to the Shire and its residents.

The exception to this can be when tenements approach or include town-sites or private land. In these instances, the matter will be put to Council for their consideration.

Those tenements falling outside of the above scope will still be assessed by the Manager of Regulatory Services, and if deemed contentious can be referred to Council.

POLICY:	CROSSOVERS
POLICY NO:	5.1
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

<u>Crossover type</u>	<u>Subsidy</u> (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
<i>Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.</i>	

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.

POLICY:	HEAVY HAULAGE ON LOCAL ROADS
POLICY NO:	5.2
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The CEO may approve the operation of Extra Mass Vehicles and Road Trains on the following conditions:

Minimum Road Requirements

Road Pavement (running surface) width :	9.00 metres (includes roadside shoulders)
Road Pavement Thickness :	150 mm (imported/in-situ)
Crossfall :	4.0 %
Radii at junctions/intersections :	20 m

Administration

The approval from Main Roads WA shall be carried within the vehicle at all times and is to be made available to any authorised Council officer on request.

Council may withdraw its approval/support if excessive wear or damage occurs on the approved route.

Heavy Vehicle Cost Recovery

If any party plans to run a defined vehicle freight task that is deemed an extraordinary load that is likely to cause damage resulting in extraordinary expenses to the Shire, the Shire may negotiate a relevant charge in accordance with the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads or enter into an Agreement (if unsealed) in accordance with the Road Traffic (Administration) Act.

Vehicle Specifications

The vehicle shall comply with all laws, regulations and limits imposed by relevant authorities.

POLICY:	PRIVATE WORKS
POLICY NO:	5.3
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The Shire will carry out private works on the proviso that:

- The person requesting such works has demonstrated that they have been unsuccessful in endeavoring to source a private contractor to undertake such works

POLICY:	ROAD BUILDING MATERIAL – GRAVEL
POLICY NO:	5.4
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

LEGISLATION:

Section 3.27 of the Local Government Act 1995 states (in part):-

Particular things Local Governments can do on land that is not Local Government property-

- 1. A Local Government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not Local Government property and the Local Government does not have consent to do it.*
- 2. Schedule 3.2 may be amended by regulations.*
- 3. If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as the site or curtilage of a building or has been developed in any other way, or is cultivated.*

Schedule 3.2:-

Take from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence, or gate.

Section 3.36 applies.

Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.

COMPENSATION:

Section 3.22 of the Local Government Act 1995 states (in part):-

(1) If a person who is –

- a) the owner or occupier of land granted in fee simple; or*
- b) the occupier of land held under lease or on conditional terms of purchase from the Crown, except for pastoral or timber purposes, sustains damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in subsection (5) or in Schedule 3.1 or Schedule 3.2.*

POLICY STATEMENT:

This policy is for use in obtaining Road Building Materials from freehold land. It does not apply to other land tenures such as crown land, CALM land or Pastoral Leases.

Initial Approach to Landholders

Where Road Building Materials are required the CEO or his Representative is to approach the landowner concerned at least one (1) month prior to the commencement of work with a request for the material.

A plan showing the block location of the material to be sourced is to be provided to the landholder.

No other forms of compensation are available.

A notice of intended entry is not required under the Act, however some form of written acknowledgement should be provided as per the example at the Appendix to this Policy.

Damages

The Shire will reinstate any fencing and access tracks damaged during the course of works.

Excavation

Existing access tracks where possible are to be utilised and will be maintained by the Shire for the duration of works and on completion.

Topsoil to a depth of approximately 80-100mm is to be removed and stockpiled.

Borrow pit to be a minimum distance of 15metres from any boundary fence. (This will provide access to fences and where applicable will provide a bush buffer zone from road reserves)

Gravel may be extracted to a maximum depth of one (1) metre, unless otherwise negotiated.

Rehabilitation

Council will allocate sufficient funds in its Annual Budget for the rehabilitation of gravel pits in keeping with recognised Natural Resource Management best practice standards.

Rehabilitation will commence within one (1) month of the end of the financial year on exhausted pits. Suitable spoil from Roadworks may be used to backfill the borrow pit. Borrow pit floor is to be ripped.

Top Soil and other overburden is to be pushed back over the borrow pit. Inclines on sides of borrow pit are to be reduced to a suitable back slope. Other requirements are to be negotiated with the landholder in writing before commencement of works.

Compensation

Compensation will be made to the landowner at the following rate:-

- One dollar (\$1) per bank cubic metre of Gravel
- Calculation of gravel requirements will be based upon the physical dimensions of the excavation required (ie. 100m x 100m x 1m = 10,000 bank m³).

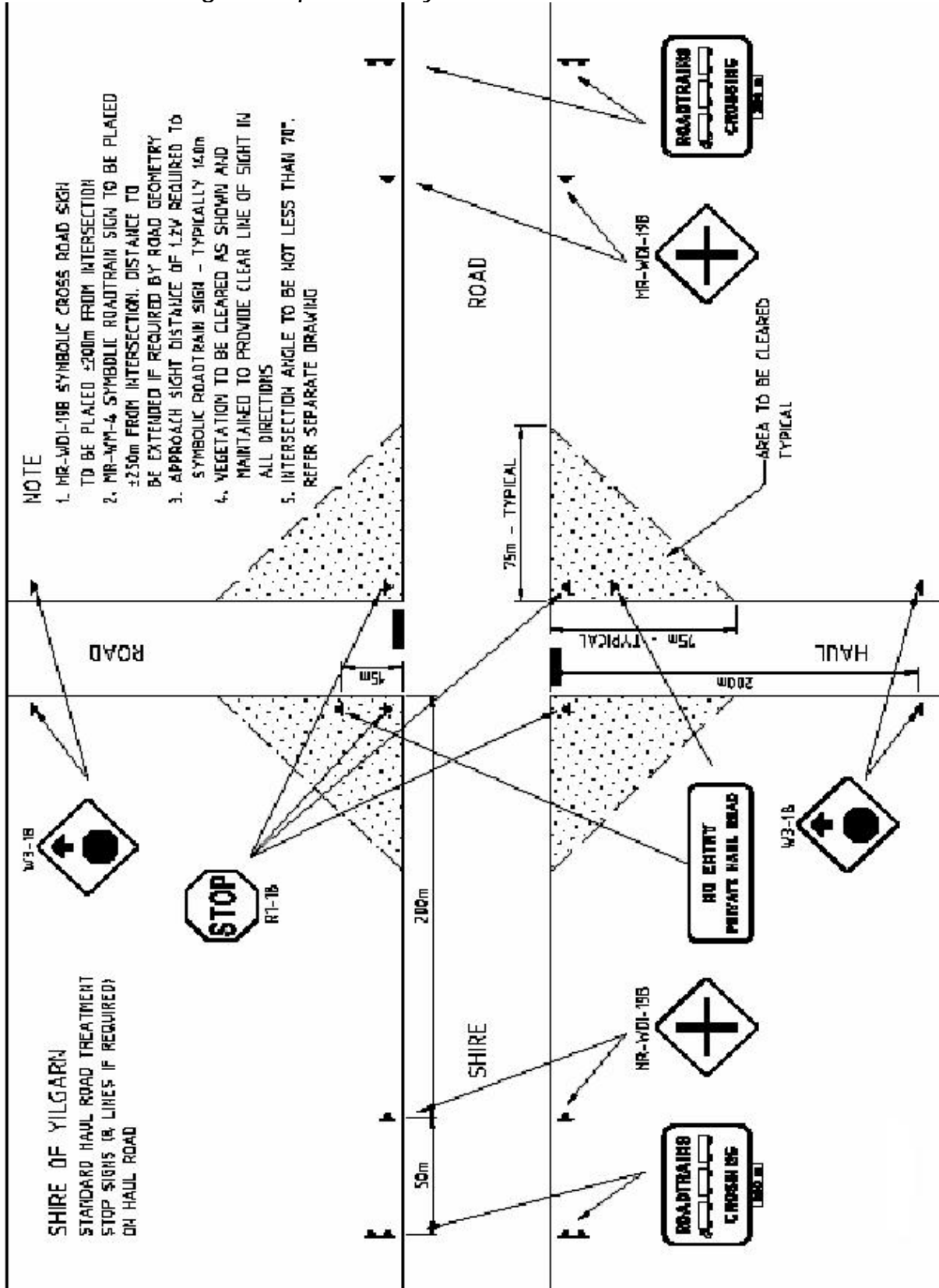
POLICY:	TRAFFIC INTERSECTION MANAGEMENT PLAN (Private Haul Roads intersecting with roads under Council Control)
POLICY NO:	5.5
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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

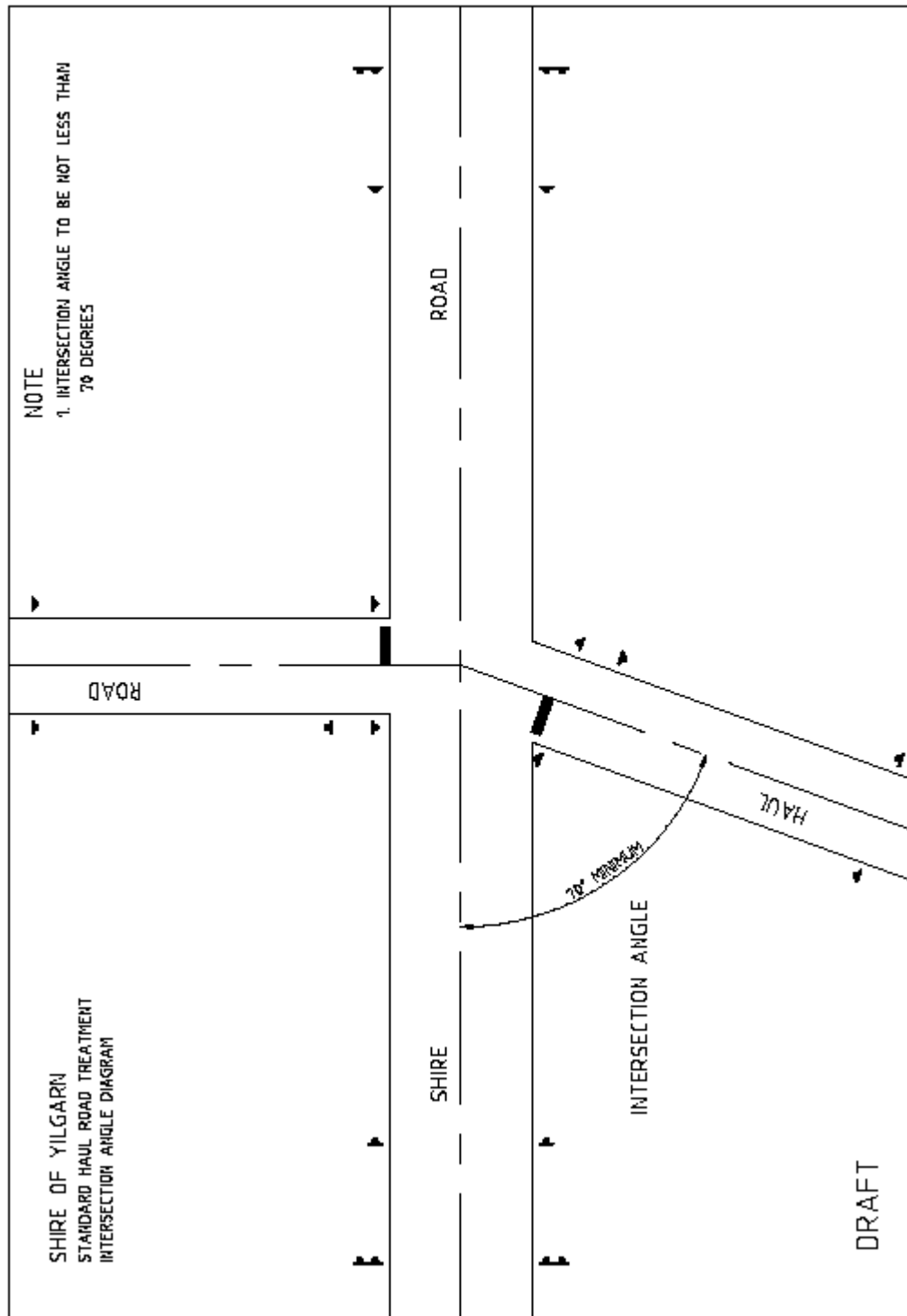
1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining 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



POLICY:	ROADSIDE MEMORIALS
POLICY NO:	5.6
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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.

POLICY:	STOCK ON COUNCIL ROAD RESERVES
POLICY NO:	5.7
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The Shire will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road reserve and will also permit, in accordance to Main Roads Western Australia specifications, stock underpasses under local roads when traffic exceeds 500 vehicles per day.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

1. DEFINITIONS

Unless otherwise indicated in the text of this Guideline:

AS	means Australian Standards.
Local road	means a road under the control of a Local Government.
MRWA	means Main Roads of Western Australia.
RTC 2000	means The Road Traffic Code 2000.
State road	means a road under the control of Main Roads Western Australia
Traffic signs	means a sign as recognised in the Australian Standards or Main Roads Signs Index.

2. APPLICATION & APPROVAL GUIDELINES

2.1 Background

The purpose of this Policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads exceeding 500 vehicles per day.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

- For roads with declared Control of Access consent of MRWA is required. **(MRWA Act 1930, Section 28A (4))**, and
- For roads within a town the permission of the Director General is required. **(RTC 2000 Regulation 277)**.

A person droving stock on roads shall;

- not leave stock unattended (**RTC 2000 Regulation 275**), and
- Provide reasonable warning and not cause unreasonable delay to approaching traffic (**RTC 2000 Regulations 276**).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (**Regulations 297 & 276**), and to display an orange flashing warning light on a vehicle (**Regulation 289**).

3. PRECAUTIONS FOR TAKING STOCK ONTO A LOCAL ROAD RESERVE

3.1 General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

3.2 Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the **Technical Guideline of this Policy (Section 5)**.

3.3 Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

4. STOCK UNDERPASS ON ROADS WITH HIGH TRAFFIC VOLUMES

Where a road's annual average daily traffic volume exceeds more than 500 vehicles per day, a stock underpass maybe considered as the preferred method of moving stock across the road.

4.1 General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

4.2 Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

4.3 Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council or Council approved consultants and or contractors.

4.4 *Maintenance*

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of built up material and repair of any damage to the road infrastructure within the road reserve.

4.5 *Applications*

A person wishing to install a stock underpass must submit an application to Council.

4.6 *Approval*

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council before commencement of any work in the road reserve and shall indicate the extent, if any, of Council's contribution to funding the underpass.

4.7 *Specifications*

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

4. TECHNICAL GUIDELINES

5.1. *General*

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding warnings.

5.2 *Stock Crossings with Sight Distance Greater Than 300 Metres*

Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per **Figure 1**.

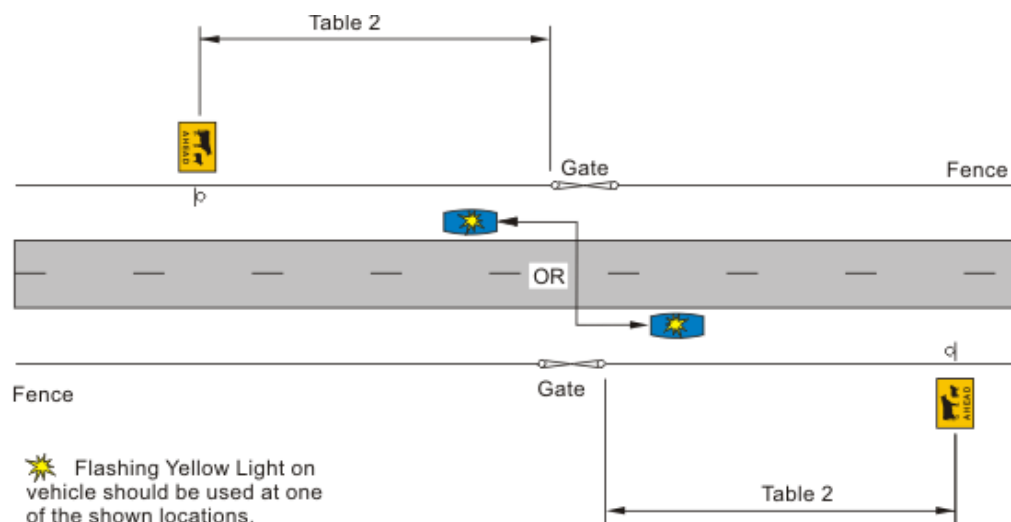


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads/gravel roads.
NOTE: Gravel roads – there is no requirement for orange flashing lights

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in **Table 2**.

Table 2 – Where the placement of STOCK AHEAD signs equal 2 x the distance of the posted speed limit

POSTED SPEED LIMIT KM/HR	MINIMUM SPACING DISTANCE METRES
60	120
70	140
80	160
90	180
100	200
110/ State Limit	220

5.3 Stock Crossings with Sight Distance Less Than 300 Metres

If the stock crossing site is positioned such that approaching motorists cannot see the stock crossing point from at least a minimum of 300 metres away during the day, then signage should be as shown in figure 2.

The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.

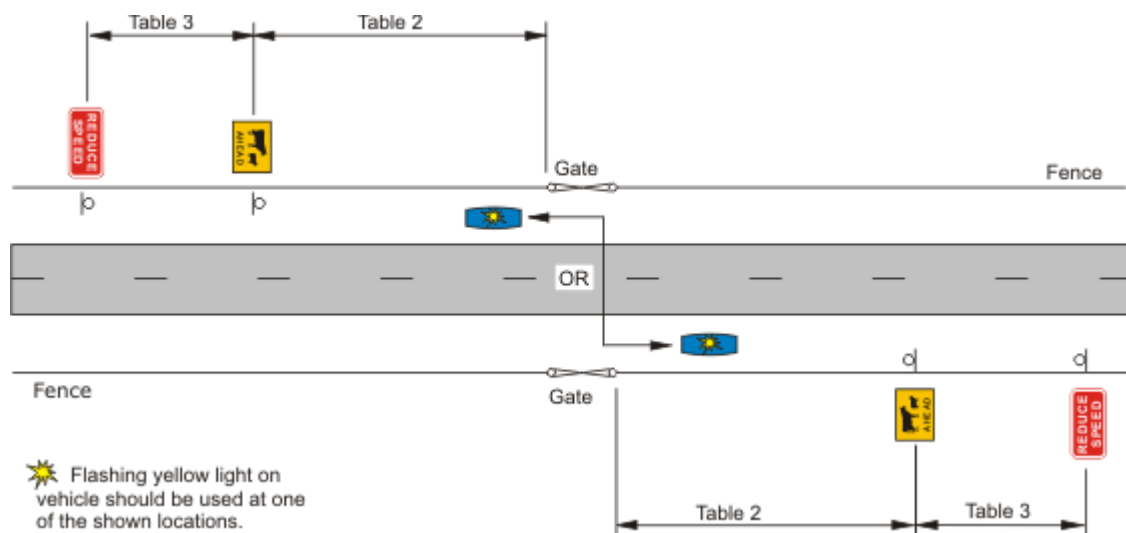


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

TABLE 3 – Where the placement of REDUCE SPEED Signs equals .5 x the posted speed limit

Posted Speed Limit km / hr	Minimum Spacing Distance
60	30
70	35
80	40
90	45
100	50
110/State Limit	55

5.4 Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (**See also Sections 6.0 and 7.0**),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point.
- The sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to **Figure 1**, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

5.5 *Droving of Stock along a Road*

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with **Figure 3**. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in **Table 2**.

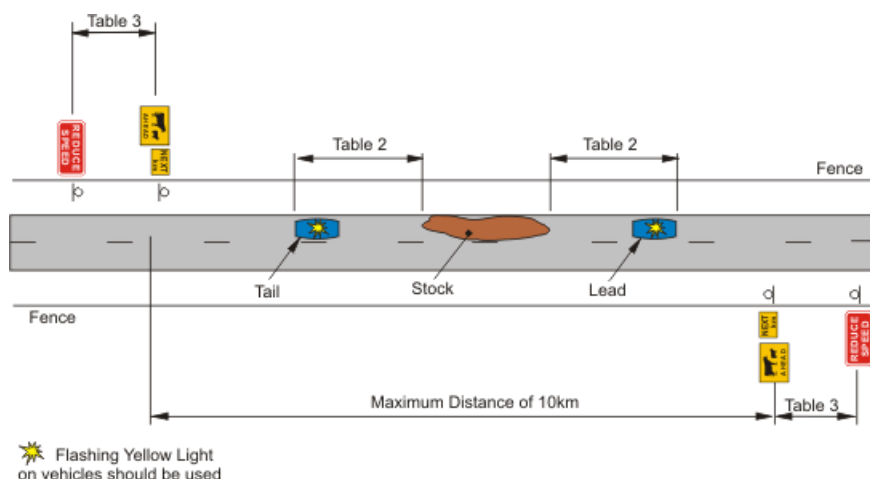


FIGURE 3 - Signing for droving of stock

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.

6. SIGNS

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard

Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:






- they are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and

- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve.

Signs are a specified treatment in this guideline, and typical signs are listed in **Table 4**.

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock

"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)	
"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm	
"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm	
"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm	
"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions	

7. VEHICLE MOUNTED WARNING DEVICE

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle) Regulations 2014. Vehicle indicator lights do not constitute a flashing orange warning light.

POLICY:	ROAD WORKS ON COUNCIL ROADS
POLICY NO:	5.8
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That Council adopts Main Roads Western Australia's Code of Practice for "Traffic Management for Works on Roads" which includes road works on Council controlled roads.

Contractors working on Council road reserves are required to submit appropriate Traffic Management Plans in accordance with the above Code of Practice for approval by the Executive Manager Infrastructure before proceeding with any works.

POLICY:	PLANT REPLACEMENT
POLICY NO:	5.9
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Prior to the adoption of the Annual Budget, Council shall review its plan for plant acquisition and disposal for the next 10 years. The review will be based on the relative serviceability, condition, available changeover deals and market factors affecting each item of plant.

POLICY:	ROAD CROSSINGS - DRAINAGE
POLICY NO:	5.10
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The following Council Policy applies for road crossings required by drainage works being undertaken by landholders:

- That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.
- A culvert design with all relevant supporting information eg. flow rates etc. to be submitted by the applicant for Council consideration.
- Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholders fence lines.
- Materials associated with the works be borne by the applicant.
- Installation and reinstatement work to be undertaken/supervised by Council.

POLICY:	COUNCIL HOUSING – BONDS
POLICY NO:	5.11
SECTION:	ENGINEERING
LAST REVIEW DATE:	ADOPTED SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2019

POLICY

Council recognises its community and employer roll in the provision of accommodation for staff, aged residents, medical services and community houses. It is Council policy that a bond shall be applied to all residential properties even if zero rent is applicable.

PURPOSE

To protect residential units against damage through financial imposts in the form of a housing bond.

DIRECTIVE

The bond shall be calculated at based one of more of the following where a weekly rent is payable for the property the bond shall be a minimum of 4 times the weekly rent where the property is provided rent free the bond shall be a minimum of \$1000 or 4 times the weekly rent for a similar standard rental property.

All shire residential properties shall operate under a Residential Tenancy Agreement and bonds received shall be paid to the bond trustee.

Bonds shall be paid in advance of occupation of the premises or within 4 weeks of occupation if the written approval of the CEO is in place to permit deferred payment.

Bonds held may be used to recover costs when the property is vacated for the following reasons;

House cleaning, carpet cleaning, housing repairs for damage attributable to the tenant, overgrown garden/lawns and the replacement of tenant damaged furniture and equipment are costs which may be recouped through the housing bond.

All shire housing shall undergo periodic inspections at a minimum of 2 per annum subject to the tenants being provided with at least 2 weeks written notice.

POLICY:	RESERVES – NOTIFICATION TO SURROUNDING LANDOWNERS
POLICY NO:	6.1
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That when notice is received concerning any proposed changes in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.

POLICY:	COUNCIL OPERATED STANDPIPES / MT HAMPTON DAM AND DULYALBIN TANK FACILITIES
POLICY NO:	6.2
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	JUNE 2018
DUE FOR REVISION:	JUNE 2019

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. Sufficient credit to withdraw 400 Kilolitres of water at the Low-Flow rate, as set by the fees and charges, will be applied to each domestic card issued;
4. 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;
5. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres of water at the Low-Flow rate, set for that year; and
6. 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.

POLICY:	COMPLAINTS HANDLING
POLICY No:	6.3
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION	SEPTEMBER 2020

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. Depending on the nature of the complaint, it will be at the discretion of the receiving officer to act or refer the complaint or not to deal with the complaint.

- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Shire.
 - d) the standard or condition of a facility provided by Shire.
 - e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.
- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.

Service Complaint

(Issues with Shire Service)

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:

POLICY:	ASSISTANCE TO STATE REPRESENTATIVES
POLICY No:	6.4
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 \$300.00

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.

POLICY:	INWARD CORRESPONDENCE
POLICY NO:	6.5
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Correspondence will be managed within the protocols contained within the requirements of councils records management system and will comply with the State Records Act and its retention and disposal guidelines.

As a general benchmark, inwards correspondence will at least be acknowledged with seven (7) days of receipt

POLICY"	FUNDING SUBMISSIONS
POLICY NO:	6.6
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

In order to maximize the acquisition of external funding applicants for external funding opportunities, the CEO is authorised to prepare and submit funding applications for external grants regardless of whether a specific budgetary allocation exists

Prior to formal acceptance of funding towards an unbudgeted project, the CEO is to obtain a council resolution to vary the budget as a requirement of regulations.

POLICY"	COMMUNITY ENGAGEMENT POLICY
POLICY NO:	6.7
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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;

Focus and commitment	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.
Transparency and openness	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.
Responsiveness and feedback	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.
Inclusiveness, accessibility and diversity	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.
Accountability	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.
Information	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	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.
Resources	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

POLICY:	ASSET MANAGEMENT POLICY
POLICY NO:	6.8
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

Policy Statement

- To approve Council's Asset Management policy and plan.
- To ensure appropriate allocation of Asset Management resources.
- To evaluate Asset Management Plan recommendation for implementation.

Chief Executive Officer (CEO)

- To implement the Council Asset Management policy, strategy and plan with reasonable practical resources.
- To monitor, evaluate and report to Council on Asset Management compliance and milestones.
- To include Asset Management in relevant staff's position descriptions and performance plans.
- To ensure that accurate and reliable information is presented to council for decision-making.

Asset Management Section Managers

- To develop and establish corporate policy, objectives and guidelines with regard to asset management practices and procedures.
- To ensure the long term effectiveness of the asset management programs.
- To raise awareness throughout their section and the organisation as to the benefits of adopting a formal approach to asset management.
- To ensure that the organisation's asset management program is developed and implemented in a logical and structured manner.
- To seek and use outside asset management consultants on activities where necessary.
- To review existing practices, procedures and systems.
- To integrate the Asset Management policy and Asset Management plans into the corporate governance framework.
- To oversee the progress of individual asset management activities including data capture and preparation of Asset Management Plans.
- To ensure that legal and statutory obligations are met.

Policy Non-Compliance

Failure to comply with this policy will result in:

- Unsafe infrastructure and/or;
- Infrastructure unfit for purpose and/or;
- Excess assets and/or;
- An increase in the renewal gap.

Related Documents

Asset management must be integrated with broader Council planning and assets considered with other key resources used in achieving Council's objectives at the Strategic, Operational and Performance Levels.

The current related documents at the strategic level are:

- Community Strategy Plan
- Corporate Business Plan
- Forward Capital Works Plan
- Long Term Financial Plan

In addition, there are many other Strategies and Management / Master Plans which will require link with Asset Management Plans as required.

Policy Implementation

Following adoption of this Policy, internal communication will be utilised to explain the key features of the Asset Management policy to all staff.

POLICY:	COMMUNITY FUNDING PROGRAM
POLICY NO:	6.9
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 next round of the funding program.

Categories

- Essential equipment/capital items (up to \$2,000)
 - Types of equipment:
 - Ground maintenance equipment
 - Sporting equipment
 - Office equipment
 - Minor plant equipment
- 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.

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 ~~Manager Community Services~~ 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.

POLICY:	RURAL LANDFILLS
POLICY NO:	6.10
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	JULY 2019
DUE FOR REVISION:	JULY 2020

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.

REVIEW AND IMPROVEMENT:

The Document Owner shall ensure that this policy is reviewed at least annually.

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

Attachment

9.1.2

Council Staff
Policy Manual

Council Staff Policy Manual

adopted 19 September 2019



"good country for hardy people"

DRAFT

Document Owner	Chief Executive Officer		
First Adopted:	Sept 2011		
Last Updated:	Sept 2018	Date for next Review:	Sept 2019

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POLICY:	OCCUPATIONAL HEALTH & SAFETY
POLICY NO:	7.1
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

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 Occupational Safety & Health Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps safety and health 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 occupational safety and health at the workplace.
- Assisting the Safety and Health 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 occupational safety and health program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all 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.

POLICY:	EMPLOYEE BENEFITS
POLICY NO:	7.2
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

As part of Council's ongoing staff attraction and retention strategy, it is beneficial to provide reasonable entitlements/benefits to permanent full-time and part-time employees.

SERVICE PAY:

Less than two years	Nil
Two to four years	\$20 per week
Four to seven years	\$30 per week
Seven years and over	\$40 per week

This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the service pay will be applied on a pro-rata basis.

The provision of Service Pay does not apply to Council's Executive Management Team. The Service Pay Policy is to be reviewed annually during Council's Budget deliberations.

HOUSING INCENTIVE PAYMENTS:

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$60.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Council will provide a subsidised rent for Council housing with both rental subsidies and incentives subjected to an annual review by Council.

SUPERANNUATION CONTRIBUTIONS:**a) Superannuation Ceiling**

The Shire of Yilgarn is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time. The Shire of Yilgarn's employer contribution to staff superannuation shall not exceed a maximum of 15% from 16 September 2016. This contribution is inclusive of the Superannuation Guarantee Levy.

b) Salary Sacrifice and Voluntary Contributions

All full time or part time employees shall have the option via salary sacrifice (pre-tax amount) or voluntary contributions (post-tax amount) as allowed under any specified salary sacrifice options and the Australian Taxation Office guidelines deduct a nominated percentage or amount of their ordinary time earnings (with a minimum being 1%) to superannuation but there is no obligation on the Shire of Yilgarn to match employee contributions other than in accordance with the following table, dependent upon the date that employees elect to take advantage of this option:

Staff Contribution	Matching Contribution Council	Salary Sacrifice or Voluntary Contribution take up date
minimum 1%	7.5%	Prior to 16.09.2016
minimum 1%	5.5%	From 16.09.2016

PURCHASE OF IT EQUIPMENT:

The Shire supports permanent staff in their purchase of a Notebook PC, Handheld PC or Mobile Telephone through salary sacrifice in accordance with Australian Tax Office requirements. The employee is required to enter into a salary sacrifice agreement prior to purchase and is responsible for any additional fringe benefits applicable. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

REMOVAL/RELOCATION EXPENSES:

That Council, in an effort to encourage quality staff to the Shire, contributes to removal/relocation expenses up to a maximum of \$5,000.00 as determined by the Chief Executive Officer. Reimbursement of the removal/relocation expenses will be as follows: -

- 50% of the cost being repaid to the employee after 6 months of service.
- The balance to be repaid following 12 months service.

In respect to prospective employees that will be negotiating a Contract with the Shire, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses. Nothing in this policy shall prevent an employee negotiating to salary sacrifice relocation costs over and above \$5,000.

STAFF TRAINING:

The Shire recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's budget an adequate amount of funds towards staff training and development (refer to Policy 7.18 – Employee Training and Development).

RETIREMENT SEMINARS:

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$500.00.

OFFICE UNIFORM:

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support the wearing of uniforms Council will contribute up to \$400.00 per permanent full-time employee per year. Any additional uniform cost is to be incurred by the employee. For employees who are employed on a permanent part-time basis, the office uniform allowance will be supplied on a pro-rata basis.

CHRISTMAS OFFICE SHUTDOWN:

Council normally closes the Council Offices from 12 noon the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. During this period, office staff are required to take accrued rostered days off or annual leave.

Office staff required to work during that period in order to respond to an emergency are to be granted the equivalent hours of ordinary time paid leave by agreement at another time.

WATER – STAFF HOUSING:

To encourage occupiers of Council housing to maintain attractive landscaping, Council will pay the cost of water usage provided that over watering and/or wastage does not occur. Under the discretion of the CEO, excessive water consumption bills may be re-couped / reimbursed by the Lessee.

Any infringement notices received from Water Corporation relating to water usage / days on rented properties are the responsibility of the Lessee.

CHILD CARE ALLOWANCE:

Council Child Care Allowance helps permanent employees of the Shire of Yilgarn with the cost of child care. This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

- **Payments**
 - In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has been removed and any other subsidies that the employee receives for Child Care. In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.
 - The Child Care Allowance is capped at \$3,000 per financial year, per family. In the event that both parents are employed by the Shire of Yilgarn the allowance can be claimed by one employee only.
- **Eligibility**
 - The employee must be a permanent employee who has been employed with the Shire of Yilgarn for a minimum of three months (probation period).
 - The employee must be using approved / registered Child Care providers, which includes; Long Day Care, Family Day Care, Outside Schools Hours Care, Occasional Day Care and Home Day Care
 - The employee must have worked for the Shire of Yilgarn during the period.

SAFETY REPRESENTATIVE ALLOWANCE:

Permanent employees who have been elected as a Safety Representative for the Shire of Yilgarn will be entitled to receive a fortnightly allowance of \$40.00; however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

This allowance remains in place while the employee is an elected Safety & Health Representative, upon resignation as Safety & Health Representative, this allowance will cease.

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POLICY:	SENIOR STAFF
POLICY NO:	7.3
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

Section 5.37(1) of the **Local Government Act 1995** (the Act) provides that "A local Government may designate employees or persons belonging to a class of employee to be senior staff." The designation of a position as that of "senior staff" places requirements in relation to the advertising of any vacancy occurring in that position.

OBJECTIVES:

The designation of senior staff is in accordance with section 5.37 of the **Local Government Act 1995**.

POLICY STATEMENT:

That Council designate the following as Senior Staff as per the **Local Government Act 1995**:

- Executive Manager Corporate Services
- Executive Manager Infrastructure
- Executive Manager Regulatory Services

Senior Staff are to be employed by the Chief Executive Officer under contracts of employment; the conditions of which shall be in accordance with the template as is currently provided to Council by the Western Australian Local Government Association.

The Council is to be informed and to endorse the Contract of employment and salary package applicable to Senior Staff positions prior to advertising new positions and/or renewal of contract and any significant changes to that contract during the term.

Council is also to receive an annual report to advise that the performance reviews of Senior Staff have been completed by the Chief Executive Officer and any changes to the remuneration package.

POLICY:	GRATUITY PAYMENTS TO COUNCIL EMPLOYEES/ RECOGNITION OF LONG AND OUTSTANDING SERVICE
POLICY NO:	7.4
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:**Gratuity Payments**

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the *Local Government Act 1995*.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

POLICY:	ACTING CHIEF EXECUTIVE OFFICER
POLICY NO:	7.5
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

Section 5.36 of the **Local Government Act 1995** (the Act) requires that a local government is to employ a person to be the Chief Executive Officer of the local government. In the absence of the Chief Executive Officer due to annual leave, long service leave or extended sick leave the Executive Manager Corporate Services will perform the role of Acting Chief Executive Officer during the CEO's absence by resolution of Council.

DEFINITIONS:

- **"annual leave"** means annual leave in excess of 3 working days, in accordance with LG Industry Award;
- **"long service leave"** means long service leave in excess of 3 working days, in accordance with LG Industry Award;
- **"extended sick leave"** means sick leave in excess of 3 working days, in accordance with LG Industry Award;
- **"Higher Duties"** means the remuneration paid to the Acting CEO when relieving for more than 1 working day whilst the CEO is on extended leave. The Higher Duty percentage of the CEO's hourly rate will be determined by the Chief Executive Officer;
- **"Council"** means the Shire of Yilgarn;
- **"local government"** means the Shire of Yilgarn; and
- **"senior staff"** means an employee or a person belonging to a class of employee designated as a 'senior staff' by the local government within the terms of the **Local Government Act 1995** Section 5.37.

POLICY STATEMENT:

When the Chief Executive Officer is on Annual Leave, Long Service Leave, or Extended Sick Leave; the Executive Manager Corporate Services shall be the Acting Chief Executive Officer, unless otherwise determined by Council.

Provided however, should the Executive Manager Corporate Services not be available then the most Senior Member of the Council staff as determined by the CEO shall act in the capacity of Acting Chief Executive Officer pending a resolution of the Council.

If the CEO decides to continue regular communication with the Shire through I-Pad and mobile phone (checking emails and taking phone calls) while absent on leave and accordingly does not believe the appointment of an Acting Chief Executive Officer is necessary then this Policy will not apply.

POLICY:	AWARDS – SALARIES & WAGES REPRESENTATION
POLICY NO:	7.6
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

That the Western Australian Local Government Association (WALGA) Workplace Relations Services represents the Shire before the WA industrial Commission in matters relating to claims by the Unions for alterations to existing wages or salary awards, and wage or salary schedules contained within the Shire Enterprise Agreement.

POLICY: HARASSMENT IN THE WORKPLACE

POLICY NO: 7.7

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

INTRODUCTION:

The Shire has a responsibility under the provisions of the WA Equal Opportunity Act 1984 and Commonwealth legislation to provide an environment which is free from discrimination and harassment for all employees and members of the public.

OBJECTIVE:

The Equal Opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire will not tolerate discrimination or harassment under any circumstances. This behaviour is unlawful and Shire will take disciplinary action against any employee who breaches this Policy.

POLICY STATEMENT:

The Shire is committed to and acknowledges that it has a responsibility to take all reasonable steps to provide Equal Opportunity within the workplace and to prevent and manage workplace or work related harassment and sexual harassment within the workplace.

It is expected that everyone in the Shire workplace, irrespective of job type or level, will contribute in a positive and productive way to promote Equal Opportunity and prevent workplace or work related harassment within the workplace.

Everyone in our workplace is responsible and accountable for his or her own actions and behaviour at work and at work related functions such as conferences, Christmas or workplace functions and business trips.

The Shire recognises that all harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of all harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct. Anyone making false or vexatious complaints will also be disciplined.

Any complaints of harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of harassment will be protected at all times. No face to face meetings between the complainant and the person, whose behaviour has been found to be unwelcome, will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by any harassment will not have their employment status or conditions disadvantaged in any way.

The Shire offers employees the opportunity to access personal or workplace incident counselling as per the Employee Assistance Program Policy 2.13.

Equal Opportunity:

Equal Opportunity actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

All employment training with this Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with this Council are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

Discrimination:

Discrimination is treating a person less favourably than another person, in the same or similar circumstances, on one or more of the grounds in any one of the areas covered by the Act.

Indirect discrimination is applying an apparently neutral rule that has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

Harassment:

Harassment is any form of behaviour, offensive action or remark that is unwelcome, which offends and humiliates, on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

- **Sexual Harassment:**

Sexual harassment is unlawful and any conduct of a sexual and/or sexist nature (whether physical, verbal or nonverbal) which is unwelcome and unsolicited, and rejection of which may disadvantage a person in their employment of their life in general. Behaviour that has a sexual component that is unwelcome and unreciprocated may include:

1. Unwelcome verbal comments of a sexual nature;
2. Unwanted and deliberate physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
3. Gratuitous display of sexually explicit written or audio material;
4. Transmission or display of offensive email, images and screen savers;
5. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
6. Offensive gestures or actions of a sexual nature;
7. Display within the workplace of sexually offensive material;
8. Persistent unwanted attention, following or stalking behaviour;
9. Subtle or explicit demands for, or offer of, sexual favours or molestation;
10. Intrusive enquiries into a person's private life.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect where the interaction is consensual, welcomed and is reciprocated.

- **Bullying:**

Bullying is against the law, and is repeated unreasonable behaviour directed toward a person or group of persons that creates a risk to health and safety. If the behaviour is repeated and unreasonable and victimizes, humiliates, undermines, intimidates, offends, degrades or threatens, then it is bullying. There is no stereotype for a bully – job type, status and gender are all irrelevant. Bullies can be supervisors, managers, contractors, visitors or other employees.

Examples of Workplace Bullying, include, but are not limited to:

1. Abusive, insulting or offensive language;
2. Behaviour or language that frightens, humiliates, belittles or degrades;
3. Teasing and constant practical joking;
4. Physical assaults or threats;
5. Consistently overloading a person with work;
6. Ignoring or isolating a person;
7. Consistently setting unachievable timelines or targets;
8. Unfair treatment in relation to accessing workplace entitlements;
9. Constant intrusive surveillance;
10. Spreading misinformation and rumours;
11. Petty or demeaning work rules;
12. Unfair and excessive criticism; and
13. Sabotage of work, work equipment or personal effects.

POLICY:	SMOKE FREE
POLICY NO:	7.8
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

OBJECTIVES:

To comply with appropriate legislation and provide a safe and healthy workplace.

POLICY:

Smoking is not allowed within all internal or enclosed work areas in accordance with *the Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996* including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.

POLICY: EQUAL EMPLOYMENT OPPORTUNITY

POLICY NO: 7.9

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

INTRODUCTION:

The *WA Equal Opportunity Act 1984* requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Act.

OBJECTIVE:

To set out procedures through which the Shire achieves compliance with Equal Opportunity Legislation.

GOAL:

The equal employment opportunity goals of the Shire of Yilgarn are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

POLICY:

The Shire recognises its legal obligations under *the Equal Opportunity Act 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, impairment, age, religious or political convictions, family responsibilities and family status or gender history and sexual orientation, as follows:

1. All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
2. All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
3. All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.
4. The Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, marital status, impairment or other unwarranted comment.

POLICY:	MEDIA POLICY
POLICY NO:	7.10
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

PURPOSE:

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

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

INTRODUCTION:

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

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

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

DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

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

SPEAKING TO THE MEDIA:

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

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

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

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

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

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

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

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

In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.

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

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

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

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

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

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

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief executive Office 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.

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 ~~Manager Community Services~~ **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.

POLICY: USE OF LOCAL GOVERNMENT EQUIPMENT

POLICY NO: 7.11

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

1. There should be no private use of Local Government's equipment by employees in any circumstances except with the approval of the Chief Executive Officer.
2. All Local Government equipment should be marked clearly to identify it as belonging to the Shire.

POLICY: MOTOR VEHICLE USE

POLICY NO: 7.12

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

INTRODUCTION:

Council has motor vehicles available for use by employees in order to meet the operational needs of the Council. Council is also prepared to provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package.

This document outlines the conditions applicable to the use of a Council provided vehicle to employees.

CONDITIONS OF VEHICLE USE:

Employees using Council vehicles are required to comply with the following requirements:

- The vehicles must be used strictly in accordance with laws of Australia and Australian States and Territories. Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must remain within the legal limits for alcohol and not under the influence of drugs when driving a Council vehicle.
- Smoking is not permitted in Council vehicles.
- When requested, the employee must complete an accurate vehicle log book.
- Council vehicles must be made available, if required, by Councillors or Officers, for the conduct of Council business.

ACCIDENT EMERGENCY DAMAGE:

- If the vehicle is stolen or damaged in an accident, employees are required to report and comply with the directions of emergency services, police and render assistance as necessary. As soon as is practicable any accident, theft or damage should be reported to the CEO or his delegate and an insurance Claim Form prepared. Claim forms can be obtained from and lodged with the Executive Manager Corporate Services as soon as possible so she can decide whether a claim is to be submitted.
- If the vehicle is damaged due to an accident or is otherwise unavailable for private use the CEO may authorise the cost of alternative transport or a replacement hire car on such terms and conditions as he determines are appropriate in the circumstances. In any case the employee is entitled to, as a minimum, a refund of any vehicle charge where such unavailability extends beyond five working days.

- Unless otherwise provided the Council will be responsible for the standard excess of the insurance policy for all employees and in the case of private use vehicles, approved non-employees. Where the driver of the vehicle is not a Council employee or their partner and the claim is subject to an age excess for insurance purposes, any additional excess over and above that applicable to the employee as the regular driver is the responsibility of the employee.

VEHICLE OPERATING COSTS & MAINTENANCE:

- Drivers are responsible to ensure that the vehicle is kept clean, both inside and out, that the oil, water and tyre pressure are within normal range and that the vehicle is regularly serviced.
- Council shall pay all expenses relating to the maintenance and running of the vehicle including registration, maintenance, repairs, tyres, petrol and oil. Employees may be required to pay a contribution or part of this cost in accordance with the type of use permitted or their employment contract.
- Drivers must report any operational problems or any maintenance requirements to their supervisor as soon as possible after the problem is noticed and must not drive the vehicle if unsafe or if it is likely to cause damage to the vehicle.
- Council may provide a credit card or fuel card for the purchase of fuel. These Cards must only be used by the nominated Council officer in accordance with the directions of the CEO.

OFFICER RESPONSIBLE FOR DAMAGE IN CERTAIN CIRCUMSTANCES:

- Notwithstanding anything herein contained to the contrary, the Officer will be liable for any damage to the vehicle caused by the negligent act or omission of the Officer or his/her spouse, children, agents, servants, passengers, invitees or persons authorised by him/her.
- This includes intentional damage, knowingly driving the vehicle in an unsafe manner or condition or without having carried out routine servicing and checking of oil, tyre pressure and water levels.

TERMINATION/VARIATION TO CONDITIONS OF USE:

- The agreement for use of a Council vehicle shall terminate on the termination of the employment of the Officer with the Council, from whatever cause the termination arises.
- The CEO may at any time call upon the employee to return the vehicle to the possession of the Council for the purposes of replacement of the vehicle and in such event the Officer shall return the vehicle and shall accept the substituted vehicle in place thereof and the provision of this policy shall apply to the substituted motor vehicle.
- Employees may terminate their private use of a Council vehicle at any time with four weeks written notice.
- The Council or the employee may by written notice, seek to vary the conditions of use or the method of calculation of private use contribution with three months' notice.

- Upon termination of the private use agreement the vehicle shall be returned in good order and condition by the Officer to the premises at which the Office of the Council is situated at the time or to any such other place as the CEO directs.
- Permission to use vehicles can be withdrawn at any time if any of the above conditions are not complied with. A driver in breach of the alcohol and non-prescribed drugs rules is not to resume driving a Council vehicle until specifically authorised to do so in writing by their Department Manager or CEO.
- It is very important to realise that if an employee is required to be able to drive vehicles as part of his/her employment, and they lose the appropriate licence to drive, his or her service may be terminated at the discretion of the CEO.

TYPES OF VEHICLE USE:

- *Business Use*
 - Where a vehicle is not available for private or commuter use out of operational hours it must be secured in the Council depot or other suitable location as determined by the Chief Executive Officer (CEO) or his delegate.
 - Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - These vehicles must only be driven by an authorised and licensed Council employee.
- *Commuter Use*
 - Any employee who is allowed commuter use of the vehicle is permitted to drive that vehicle for business use and:
 - o For travel between their home and their work.
 - o Travel that is incidental to travel in the course of duties of employment, and
 - o Non work-related use that is minor, infrequent and irregular and has the approval of their Department Head. (For example, occasional use of the vehicle to remove domestic rubbish.)
- *Private Use (Restricted)*
 - Conditions same as for commuter use except that the vehicle can be driven by the employee for private purposes within the Shire. No other person is to drive the vehicle, other than in an emergency, without specific approval of the CEO. The vehicle is also not permitted to be driven outside of the Shire Boundary without the written approval of the Chief Executive Officer.
- *Private Use (Unrestricted)*
 - The vehicle is available for use by the employee and may be driven by their spouse / partner outside of working hours for private use.
 - Other immediate family members, who have an unrestricted license, may drive the vehicle outside of working hours whilst the employee or their spouse/partner is a passenger in the vehicle.
 - No other person is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.

- The vehicle must be available for Council use during normal business hours except when the employee is on approved leave.
- The vehicle is not permitted to be taken North of the 26th parallel, or interstate, without the written approval of the CEO or Shire President (in the case of the CEO).

REPLACEMENT POLICY:

All vehicles to be changed over on a business case basis.

- Drivers are asked to report vehicles nearing 30,000km or 40,000km to their Supervisor.
- Vehicle changeovers are to be coordinated so that purchasing advantage can be gained.

VEHICLE STANDARD AND ACCESSORIES:

The vehicle standard for the CEO and Senior Staff who have private use should be a large family sedan or station wagon generally of a standard of accessories and comfort equivalent to an executive class vehicle. Currently, Council's Executive Motor Vehicle Fleet, consists of the following vehicles: -

- YL1 Chief Executive Officer Vehicle
(Executive type vehicle)
- YL50 Executive Manager Corporate Services Vehicle
(Executive type vehicle)
- YL150 Executive Manager Infrastructure Vehicle
(Executive type Diesel 4 Wheel Drive, 4 door utility/sedan)
- YL252 Executive Manager Regulatory Services Vehicle
(Executive type vehicle)
- ~~– YL285 Manager Community Services Vehicle
(Sedan)~~

The vehicle standard for the other staff who have private use will primarily depend upon the business requirements of the Council. Therefore, whilst the final purchase decision is that of the CEO, who may also take into account the private use needs and preferences of the staff when purchasing such vehicles.

For employees who have commuter use, the standard of vehicle will generally be a crew cab utility or commercial type vehicle.

Where for operational reasons, the vehicle provided is of a better standard than that specified for the position; the employee shall not be required to suffer any additional cost.

EMPLOYEE CONTRIBUTIONS TO OPERATING COSTS:

Commuter or Business Use:

- No contribution.

Private use (restricted):

- The employee is required to pay for fuel used on travel outside of the Shire area when such use has been approved. Evidence of fuel purchases is required.

Private use (unrestricted):

- As per Vehicle Value Assessments for 2018 as supplied by WALGA Employee Relations

For Managers and Executive Managers:

- Executive Manager Corporate Services \$15,000
- Executive Manager Infrastructure \$16,000
- Executive Manager Regulatory Services \$16,000
- ~~Manager Community Services \$13,500~~

per annum from total remuneration package and the employee is required to pay for fuel used on private travel North of the 26th parallel, or interstate when such use has been approved. Evidence of fuel purchases is required.

POLICY:	COUNCIL STAFF CHRISTMAS FUNCTION
POLICY NO:	7.13
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

DRAFT

POLICY: DUTY OF CONFIDENTIALITY

POLICY NO: 7.14

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

INTRODUCTION:

Confidentiality is of paramount importance. Maintaining confidentiality in the workplace is important for building and maintaining trust, and for ensuring an open and honest communication between customers, clients and employees.

OBJECTIVES:

This Policy is governed by the laws of the State of Western Australia.

POLICY:

The Employee agrees with the Local Government that he or she must;

- a) not at any time during or after the expiration or sooner determination of the term of their employment, divulge or reveal to any person Confidential Information which may come to the Employee's knowledge in performing his or her obligations within the organisation, except as far as:
 - i. may be necessary or required in connection with the proper performance of the Employee's obligations and duties to the Local Government; or
 - ii. the Local Government may from time to time in writing direct or authorise the Employee to divulge or reveal;
- b) take or cause to be taken all reasonable precautions as may be necessary or desirable to maintain the secrecy and confidentiality and to prevent disclosure of other release of any Confidential Information to a person other than as may be approved from time to time in writing by the Local Government; and
- c) unless otherwise instructed in writing by the Local Government, at any time when, pursuant to the relevant authorisation of the Local Government, the Employee is disclosing any Confidential Information to any person, advise the person the Confidential Information is of a confidential, private and secret nature.

POLICY:	CEO PERFORMANCE REVIEW
POLICY NO:	7.15
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

PURPOSE:

This policy provides a framework and guidance for the CEO performance review. It is designed to ensure a consistent and fair approach is used where the format and assessment criteria are known in advance.

TIMING:

The CEO performance review is to be conducted in August each year unless otherwise agreed by the CEO and the Council and recorded in the minutes of a meeting.

DELEGATION:

The Council will conduct the CEO performance review. The number of councillors to conduct the review are those that attend at the set time. The President is to Chair the interview unless other arrangements are agreed between the Councillors present and the CEO prior to the interview commencing.

The Council reserves the right to delegate the performance review to a committee, panel or single person provided that the decision to do so has been passed at a council meeting and has the written agreement of the CEO.

OUTSIDE ASSISTANCE:

If the Council is of the view that it requires the assistance of a consultant or other outside expertise for any particular appraisal interview, the Council can select a person for this purpose provided that the council has the written agreement of the CEO to the person selected.

- *CEO Performance Agreement*

The Council is to use the CEO Performance Agreement as the basis for the assessment. The Council is to draw up the CEO Performance Agreement for the next following review period as part of its task. The CEO Performance Agreement is to contain the following:

- Performance Indicators
- Performance Targets
- Timeframe
- Performance Measure

For ease of assessment the Council shall break down the performance indicators into Key Result Areas. These key result areas may be consistent each year or amended by the Council with the agreement of the CEO.

- *CEO Report*

The CEO is required to submit a Review Report against each performance indicator using the performance measure as evidence. The report is to say whether the performance targets have been reached within the specified timeframe and the affect these have had on the performance of the organisation. If the performance targets have not been reached the report is to include an explanation.

- *Appraisal Report*

The Council is to use the CEO Review Report as the base for its assessment. For each Performance Indicator the Council will either:

- Accept the report of the CEO or
- Amend the report in part

The complete Review Report of the CEO, together with any amendments made by the Council at interview shall become the Appraisal Report and be submitted to a Council meeting for formal adoption.

- *Appraisal Interview*

At the appraisal interview the Councillors present are to consider the report of the CEO against each of the Performance Indicators. The Councillors will use their judgment to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.

If the Councillors present are not satisfied on the basis of the evidence and the report that the performance targets have been reached, they shall discuss this with the CEO. The discussions shall have regard to the "Description" of the Key Result Area and the "Dominant Skills/Expertise" requirements for that particular Key Result Area contained in the Performance Agreement.

- *Satisfaction Measure*

In using their judgment, the Councillors present shall take the view of whether a "reasonable person" would be satisfied that the performance targets have been reached. It is open to the Councillors present to make recommendations to the CEO regarding his or her performance and any improvements that are required for the forthcoming review period.

REPORT TO COUNCIL:

Once the performance appraisal has been completed the Shire President and/or consultant (with the assistance of the CEO) is to submit the Appraisal Report to council for formal adoption.

At the same time a draft of a Performance Agreement for the forthcoming review period is to be submitted for adoption. It is open to the council to make changes to the draft performance agreement before adoption provided that the CEO agrees to the changes and the minutes of the meeting record this.

LEGAL IMPLICATIONS:

This policy replaces the appraisal process described in the CEO's contract of employment. The submission of this policy to the council for consideration constitutes the CEO's agreement to the policy.

Once adopted the Appraisal Report has industrial relations implications.

DRAFT

POLICY:	EMERGENCY SERVICES LEAVE
POLICY NO:	7.16
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

The Shire recognises and supports the participation of employees in volunteer emergency organisations such as the State Emergency Service, Volunteer Bush Fire Brigade and St John Ambulance as a positive and vital role to the community.

OBJECTIVE:

To provide members of recognised emergency service bodies who are employed by the Shire with access to a reasonable amount of additional leave for the purpose of performing the functions when required.

POLICY STATEMENT:

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade and St John Ambulance) for the purpose of participating in training or service within the Shire of Yilgarn, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements.

Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

RESPONSIBILITY:

The Chief Executive Officer is required to approve Emergency Service Leave and Managers to ensure that appropriate documentation is supplied by the employee.

VARIATION TO POLICY:

- This policy may be varied or cancelled at the discretion of Chief Executive Officer.
- All employees will be notified by the normal correspondence method of any variation or Cancellation to this policy.
- All employees are required to read this policy prior to applying for leave.

POLICY: DRUG AND ALCOHOL TESTING

POLICY NO: 7.17

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

INTRODUCTION:

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

OBJECTIVE

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

POLICY:

The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event). However, even in circumstances where approval has been given, Council staff may not operate vehicles or equipment on Council property contrary to law.

Employee's are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Nothing in this policy prevents a Manager or Supervisor who has justifiable cause to doubt an employee's fitness for duty, to advise the Chief Executive Officer (or appropriate Senior Officer) and have the employee removed from the workplace and initiate any reasonable action considered necessary.

PROCEDURE:

Testing individuals for presence of drugs or alcohol

Council is aware that drug testing in the workplace raises issues of privacy, and therefore should be carried out with sensitivity to the employees involved.

Council and employees have agreed to the introduction of random testing for the presence of drugs or alcohol in the workplace. Such testing shall normally relate to entire workgroups or crews and not individuals unless certain justifiable circumstances exist including:

- Where an employee's impairment by drugs or alcohol poses a substantial and demonstrable safety risk to the employee or to other people.
- Where there is reasonable cause to believe that the employee to be tested may be impaired by drugs or alcohol.
- Where the type of drug test to be used can identify the presence of a drug or alcohol at concentrations which may cause impairment.
- Where there has been a lost time injury or serious incident in the workplace
- Where the employee has, within the past six months failed a test, so as to ensure that substance misuse has been eliminated.

Procedure for Dealing with Drug and Alcohol Use

Alcohol Use:

Council has testing equipment that is to be used to detect Blood Alcohol Concentration (BAC) and may in the future have equipment to detect illicit drugs.

Procedure for BAC Testing:

- Only an authorised person trained to use the equipment and approved to do so by the Chief Executive Officer shall perform testing.
- The testing unit must be checked prior to use to ensure that it is within its calibration limit or time period.
- The person conducting the test must test themselves first and the reading must be zero and confirmed by another person. This test shall be repeated in the presence of the person being tested if they desire it.
- Where an employee records a positive BAC (Above 0.00%) they must be retested after 20 minutes. The person shall remain in the area of the testing officer and may not smoke, eat or drink anything other than a glass of water to remove any residual mouth alcohol.
- A supervisor or other responsible person should witness the second BAC test.
- The appropriate forms should be used to record a positive test result and any other information relative to the test.

Disciplinary Action following misuse of alcohol

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%.

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Drug Use:

If a supervisor believes that an employee may be affected by drugs he may request that the employee be directed to undertake a test to determine the presence of drugs by way of saliva or urine sample. Such testing is to be conducted at Council's expense by an authorised person trained to undertake such test.

A first positive saliva test shall result in the employee being stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave. A verbal warning will be issued by their supervisor.

Where a second saliva test is positive within any six month period the employee will be stood down and requested to undergo a urine or blood test at Council's expense. A formal written disciplinary warning will be issued.

Refusal to undergo the test will result in further disciplinary action including possible termination of employment. Time off is to be taken as annual/unpaid leave. A positive blood or urine test shall then be recorded when the test return a result equal to or above the cut off levels shown:

SUBSTANCE	CUT OFF LIMIT milligrams per litre
Amphetamines	300
Cannabis metabolites	50
Opiates	300
Barbiturates	200
Benzodiazepines	200
Cocaine metabolites	300
Methadone	300

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six-month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with this procedure.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

DRAFT

POLICY:	EMPLOYEE TRAINING AND DEVELOPMENT
POLICY NO:	7.18
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan. This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire meets current and future skill requirements, retains corporate knowledge and builds upon workforce capability and capacity.

OBJECTIVE:

The objective of this Policy is to:

- Build capability and skill levels of staff
- Achieve legislative and service delivery requirements of the Shire
- Acknowledge performance excellence
- Support the attraction and retention of employees
- Provide relevant professional and personal development opportunities
- Foster career pathways within the Shire

Management and employees are committed to identifying opportunities for structured and informal training and development programs across the organisation. These opportunities are available to people of all ages and employment status (full time, part time, casual, other i.e. employment by 457 VISA).

Identification of Training Needs:

The Executive Manager Corporate Services (EMCS) will assist senior managers in interpreting and identifying training needs in terms of Council objectives and policies. No allocation of resource to training/development will take place unless there are clearly defined aims and objectives which contribute to the overall purpose and goals of the Shire.

Implementation:

In order to co-ordinate training within the Shire, it will be necessary for each senior officer of the Shire to:

- Assess the training needs within his/her section and the most appropriate methods of satisfying those needs.
- Agree the relative priorities and resources required.

- Prepare a plan of training to meet the needs, priorities and available resources.
- Ensure that the training plan is implemented effectively.
- Ensure that occupational health and safety, legislative and compliance training is current.
- Ensure a post-training evaluation is undertaken to determine its effectiveness and possible ways to improve the training.

Training may be used to introduce new concepts of management methods and techniques relevant to the Shire's operations i.e. new policy (Integrated Planning and Reporting).

Development of all Employees:

To ensure that the Shire has appropriate levels of skills, experience and competencies to provide services, all employees at the Shire are required to undergo learning and development activities. This may include:

1. Appropriate national industry competencies
2. Re-fresher courses or renewal of tickets/licences
3. Conferences and/or seminars
4. Job shadowing
5. Mentoring and coaching
6. Traineeships, apprenticeships, cadetships
7. Work experience; and
8. Other structured workplace learning activities

Performance Review:

- Both management and employees are required to use the Shire's Performance Review process to assist with the development of an Individual Training Plan (ITP) for each employee.
- The E M C S is committed by 30th June annually to ensure the HR system for tracking the learning and development requirements for Shire employees is updated. The tracking system is designed to capture the competencies that have been attained to date plus the future requirements to achieve full competency in the employee's current role.
- It is the line manager's or supervisor's responsibility to ensure that an employee's performance review has been completed and the ITP is compiled and acted on within the timeframes set.
- To facilitate learning and development, the Shire will allocate as a minimum, an annual training budget of 2.0% of the Shire's annual wages and salary budget however this does not result in every employee receiving 2.0 % of their individual salary for training costs.
- The relevant line supervisor will recommend training and development activities for their team(s) in line with service delivery requirements, legislative and technical skill requirements.

Skill Development for Potential Employees:

Where the Shire has not been able to attract potential employees with appropriate skills, but has received expressions of interest from existing Shire employees with some relevant skills, the Shire may engage those potential employees on their current level salary range depending upon their experience in the workforce. On satisfactory completion of competency levels and probation, the employees will move to the salary scale appropriate to the position.

Education & Study Assistance:

Council will reimburse full cost of courses and/or unit/s completed within each Semester for structured training programs including Tertiary and Vocational education and Training. If the employee requests that payment is made by Council prior to course completion (at the discretion of the CEO), the employee must acknowledge that any costs incurred by Council whereby an employee has not successfully passed the unit, will have to be fully reimbursed by the employee. The arrangement for payment by the employee will be a deduction from their payroll to ensure Council will receive all monies owed to them.

Where an employee resigns within 12 months of completing tertiary or vocational education training of which the Shire has reimbursed the employee for, the Shire will then be fully reimbursed by the employee for the cost of the last semester / unit training.

Study Leave:

The CEO is given absolute discretion in allowing study leave for employees with a maximum study leave allocation of 2 days (15.2 hours) per year per employee. Study Leave can also be utilised by employees undertaking examinations arising from an approved course of study. Alternatively, if examinations are undertaken during working hours, time off can be managed through a flexible hour's arrangement with the department manager.

Due to the nature of employment and type of training (i.e. block training) required for Apprenticeships and Traineeships, study and/or examination leave is not applicable.

Internal Promotion or Position Evaluation:

The successful completion of any approved course shall not entitle an employee to a higher classification or position grading. Advancement will be made in accordance with the Award, Contract of Employment, individual performance results and/or other policies.

Staff Attendance at Conferences, Seminars, Lectures and Courses:

The Shire supports staff attendance at conferences, seminars, lectures and courses if relevant to the employees position, as a means of training and development for the benefit of the Shire, the employee and the local government generally.

- Provision for attendance at seminars, conferences and courses shall be included in the draft budget following identification of particular training needs.
- Where budgetary allocation has been approved, the department manager or supervisor shall authorise conference attendance.

- In cases where specific budgetary allocation has not been made, or where attendance requires travel outside of Western Australia the matter shall be referred to the CEO for consideration.
- All requests from the CEO to attend conferences / seminars etc are to be approved by the President and included in the CEO's ITP.
- Briefing and debriefing of each officer attending training and development activities shall be the responsibility of the appropriate manager or supervisor.
- Employee records will be updated by the manager / supervisor to include new skills or experience.
- A copy of conference and course papers will be retained in the Shire's library or reference material.
- Travel arrangements, accommodation and meal reimbursements will be organised in accordance with the relevant business operating procedure.

Flexible Learning:

The Shire is committed to utilising flexible learning options i.e. leveraging technology (example: webinars and Pod Streaming), and supporting local delivery of training and development programs. This is to ensure that employees have easy access to training, are not required to travel long distances and reduce service delivery interruptions.

POLICY:	ELECTRONIC INFORMATION AND SECURITY
POLICY NO:	7.19
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

INTRODUCTION:

Shire IT information and assets are critical to Council's business, and must therefore be protected from loss, modification, tampering and/or misuse.

This Policy outlines the Shire of Yilgarn's position regarding the use of the software, internet (World Wide Web) and electronic mail in the workplace. Its purpose is to protect both the Shire and employees from action unintended or otherwise that may result from inappropriate use of the internet, software and electronic mail.

OBJECTIVE:

1. To make all employees aware of the Shire electronic information & security policy.
2. To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.
3. To ensure that users are aware that electronic mail from the Shire is comparable to a letter printed on Shire letterhead and therefore is subject to the same legal implications under the *Freedom of Information Act 1992*.

POLICY:

The internet and electronic mail are corporate business tools provided to employees. The purpose of such tools is to assist in research, training and communication as well as provide better access to information. This includes acting in a professional manner when using such tools.

Inappropriate use of this technology including access by unauthorised employees is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. This includes accessing material considered objectionable or restricted under the Western Australian Censorship Act 1996 (e.g. indecent material). Other inappropriate access includes derogatory or radically intolerant web sites or material.

Computer Software

The use of unlicensed software, or software piracy, is illegal and can result in the Shire being the subject of litigation, fines and public exposure. Council will not allow actions by its employees, councillors or contractors to put its reputation at risk.

Council uses computer software under licence, which may not be reproduced or copied in any way. A valid licence must be acquired for all software that is installed on any Council owned and operated IT equipment.

Software is to be used only in accordance with applicable licence arrangements and/or related documentation including making, acquiring or using unauthorised copies of any computer software.

Installed software and computers are subject to audit at any time. Any form of computer game is banned. Virus infections must be immediately reported to Shire IT.

Council retains the right to discipline as appropriate under the circumstances, any employee who fails to comply with the abovementioned requirements and employees will be subject to relevant copyright law.

Electronic Communication

Staff are NOT permitted to access the Internet or electronic mail for their personal use on Shire time; this includes Facebook or any other social media. However, at times, Supervisors may give a directive to research information for the Shire. When using the Internet, staff will be mainly accessing information from the World Wide Web. Unfortunately, the Internet also allows access to undesirable and inappropriate material. Whilst the Shire places a filter on a majority of inappropriate sites, Council wish to ensure that the staff use the Internet in an appropriate manner.

Employees and Councillors using Council's computing facilities are bound by the terms of the Shire IT Policies as varied from time to time. This includes, but is not limited to, offensive or derogatory comments, lewd jokes, pornography, unlawful discrimination or vilification, sexual harassment and privacy violations, or any other material that may offend others. All electronic material produced and/or stored on Council's computer systems remain the property of the Shire. Any misconduct may result in termination of employment.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments. They must then advise the sender of its inappropriateness and instruct them not to send such messages again.

Protecting Computer Workstations and Data

Every employee, councillor and contractor has a responsibility for safeguarding Council computer facilities and information.

- Work stations and laptops are to be secured, using physical locks as appropriate, at the end of each day or shift.
- Employees, councillors and contractors with portable computers are responsible for their security at all times.

- *Passwords;*

A computer access password is the primary key to computer security. The password uniquely identifies you, and allows you access to Council information and computer services.

Users must not disclose their passwords. Confidentiality of passwords, and logon information, is essential and must not be shared with anyone else. This is subject to random audit.

- A breach of this procedure may result in disciplinary proceedings.

Network Etiquette

All users of electronic data exchange facilities are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Compliance with the Shire's standards and regulations for employee conduct.
- Not engaging in activities which are prohibited under State, Commonwealth or Local Government Law.
- Compliance with the Shire's established procedures for checking software for computer viruses.
- Not using the network in such a way that disrupts the use of the network for other users. This applies to vandalism and harassment.

Protecting Classified Information

The primary requirement for protected Shire confidential information is that access to it may only be given to people who have Shire related business requirement for the information.

- If you receive another Company's classified data from the Internet in error, you are to comply with that Company's instructions for protecting their data.
- Any questions concerning protection of Council information should be discussed with the Chief Executive Officer.

Application and Conduct

Users are responsible for ensuring that their use of the internet and electronic mail is appropriate and consistent with ethical conduct under this policy and in accordance with the Council's Code of Code.

The Shire may monitor usage of its internet and electronic mail facilities. There can be no expectation of personal privacy in the use of the Shire's internet and electronic mail facilities.

In the situation where the Shire is satisfied that there has been a breach of this policy, the following action may be taken:

- Warning and/or
- Suspension of access privileges; or
- Termination; and/or
- Prosecution

POLICY:	EMPLOYEE IPAD POLICY
POLICY NO:	7.20
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads).

1. Privately owned iPads

- 1.1 Staff who own and operate their own personal iPads will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 At the CEO's discretion an employee may be provided with a pre-paid download capacity for a period of 12 months. The specific amount of download capacity assigned to an iPad will be advised to the employee at the time the iPad is recharged. Where the employee exceeds the download capacity provided via the prepaid service, the Employee shall be liable for full cost of any additional download amount.
- 1.3 The Chief Executive Officer may on a case-by-case basis, approve a salary sacrifice arrangement for Management staff that would otherwise be issued with an iPad as a "tool of trade".
- 1.4 Employees who use their own Private iPad for Council and private use are encouraged to have this device included under their own private property insurance.

2. Council Issued iPads

- 2.1 iPads are provided for learning, business and information needs of employees of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.
- 2.2 *Acceptable Usage*
 - The iPad is provided primarily for use with respect to employees, in performing their duties as Officers of the Shire.
 - Upon issue, the iPad will be loaded with applicable business related applications.
 - The iPad will be supplied with a prepaid sim card which will be charged with an annual data package. If the annual data package is used within the twelve months it is the responsibility of the employee to "recharge" the iPad.

2.2 Conditions of Use

- Employees are required to ensure iPads are maintained in an operative condition.
- Employees issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as if it were the employee's own property. In particular, it is the employee's responsibility to ensure their allocated iPad is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad is strictly prohibited.
- The iPad is to remain with the designated person and not swapped with other employees/Councillors.
- Passwords to access the iPad and various applications are provided by the Administration team on issue of each iPad and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads should be reported as soon as practicable.
- An iPad must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.3 User requirements

- If a user suspects that unauthorised access to Council data has taken place via an iPad device, the user must report the incident as soon as practicable.
- Devices must not be "jail broken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.4 Training and Reporting of Issues/Faults

- Employees are to seek training, report any issues or faults with the iPads or make any enquiries directly to the EMCS.

2.6 *Leave / Termination*

- Where extended leave (in excess of three months) is taken the iPad and all accessories are to be returned to the Administration Office. Examples include, but are not limited to, Long Service Leave and Maternity Leave.
- Where employees resign from the Shire of Yilgarn employment, the iPad and all accessories are to be returned to the Administration Office prior to the last day of service with Council.

DRAFT

POLICY:	GRIEVANCES, INVESTIGATIONS & RESOLUTIONS
POLICY NO:	7.21
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 2019
DUE FOR REVISION:	SEPTEMBER 2020

OBJECTIVE:

The Shire of Yilgarn encourages and promotes a positive work environment and strong employee relations. To support this, the Shire of Yilgarn expects employees to present and resolve issues and grievances in a spirit of cooperation and fairness. To assist in the resolution of issues and grievances arising in the workplace, it is the Shire of Yilgarn's goal wherever possible, to facilitate early intervention as issues arise, and provide employees with the opportunity to address and resolve work-related problems or employment issues internally. Workplace issues and grievances that are not addressed have the potential to grow into major problems that may cause tension, low morale and reduced productivity. Unresolved or poorly handled grievances may also lead to legal action.

In keeping with the Shire of Yilgarn's commitment to building a strong and committed workforce, the objective of this procedure is to detail the processes to be followed for resolving staff issues and grievances so that work-related concerns and problems are managed in a fair, equitable and timely way, consistent with applicable laws and regulations.

SCOPE AND RESPONSIBILITIES:

This procedure applies to issues and grievances that arise from any type of work-related issue including, but not limited to harassment, bullying and discrimination. This procedure does not limit the right of any employee to seek other forms of assistance for the resolution of the grievance however; the expectation is that in the first instance, resolution is sought following the Shire of Yilgarn's practice set out here. Should the grievance be formally referred to an external agency, the internal processes of the Shire of Yilgarn may be suspended pending the outcome of the external review.

This procedure applies to any person involved in the Shire of Yilgarn, including all employees, contractors and volunteers. The responsibilities of all employees, contractors and volunteers include:

- **Employees:** All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Yilgarn's HR Policies and Guidelines and builds on a positive workplace culture. All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. They will report the details according to the guidelines and procedures set out in this procedure.

- **Responsibility of the Manager/Supervisor:** Issues and grievance resolution is an integral part of the duties for managers and supervisors. Their responsibilities include:
 - Identifying, preventing, responding to and resolving problems in the workplace; and
 - Ensuring staff understand the process for resolving workplace issues and grievances
 - Providing timely and confidential information to staff including:
 - Available and suitable options
 - Trying to resolve the issue at the local level through an informal procedures
 - Advice on further action if a local resolution is not achieved
 - Follow up and monitoring when issues have been resolved
 - Ensuring the parties are not victimised
- **The Complainant:** Is required to participate in the process in good faith and take prompt action in notifying of an issue or grievance.
- **The Respondent:** Is required to participate in the process in good faith.
- **The Occupational Safety and Health Representative:** Assist the Manager in investigating issues and grievances that relate to occupational safety and health matters

TERMINOLOGY:

- **Issue:** An issue may result from any concern or complaint about any work-related problem or employment issue that someone perceives to be unfair, discriminatory, unsafe or unjustified. The source of the issue may be a supervisor, another employee or group of employees, a contractor or a volunteer. Issues resolution takes place informally and at a local level.
- **Grievance:** The term grievance refers to a formal complaint and must be made in accordance with this Procedure. A grievance must be made in writing, given to the immediate manager or CEO and come directly from an employee who has an honest belief, based on reasonable grounds that:
 - An administrative decision adversely affects them; or
 - The behaviour of an employee, whether by action or inaction, constitutes inappropriate workplace behaviour, as set out in the Workplace Behaviour Policy

The grievance must be in writing and be lodged within 12 months of the decision or alleged misconduct occurring. The written letter must specify the following:

- What attempts the employee has made to resolve the grievance informally and locally
- The grounds on which the employee believes they have been adversely affected
- The grounds on which the decision/behaviour is unfair and unreasonable
- The action which the employee believes would resolve the grievance

An employee may not lodge a grievance:

- If the employee has not made reasonable endeavours to resolve the matter informally and locally. The exception to this is where the investigating officer is satisfied that local resolution is not reasonable or appropriate
 - About an act or omission that is subject to another grievance procedure
- **Investigating Officer:** An employee or external person nominated by the Chief Executive Officer or Manager of the Shire of Yilgarn to resolve a grievance concerning allegations of workplace behaviour that may be in breach of this procedure and/or the Act and other Commonwealth legislation concerning discrimination, harassment or Occupational Safety and Health.
 - **Complainant:** The employee(s) lodging a complaint.
 - **Respondent:** The employee(s) against which the complaint is made.
 - **In good faith:** Any person involved in the resolution of an issue or grievance is to act as a 'reasonable person', with sincere belief and motive, free from malice.

PRINCIPLES OF THE MANAGING ISSUES & GRIEVANCES PROCEDURE:

Grievances should be treated seriously, sensitively and the process for addressing them should follow the principles set out below.

Timeliness	<p>Concerns should be raised as early as possible after the incident relating to the issue or grievance that has occurred.</p> <p>On receipt of a formal complaint, the receiving manager/CEO must respond within two working days to commence investigation proceedings.</p> <p>Grievances and complaints are to be dealt with in as short a timeframe as possible without compromising the effectiveness of process and rights of those involved. It is recommended that 21 days is a sufficient amount of time in most circumstances to resolve an issue or grievance.</p>
Honesty	<p>Individuals lodging grievances or complaints and those who may be the subject of a grievance or complaint are to participate in the resolution process in good faith.</p>
Confidentiality	<p>Maintaining confidentiality of the process by not discussing the matter with anyone who is not a party to the grievance or the resolution process. Only the people with a genuine role to play in helping to resolve an issue or grievance should know its details or discuss them. Anyone found to have engaged in gossip or innuendo about an issue or complaint is at risk of disciplinary action from the Shire of Yilgarn and possibly legal action under the laws of defamation.</p> <p>The Shire of Yilgarn considers confidentiality one of the most important aspects of dealing with issues and grievances. However, in some circumstances information may not be able to be kept confidential, such as where physical threats are involved or the law otherwise requires it.</p>

Respectful	<p>Complainants, respondents and witnesses are not to be intimidated or victimised for having lodged a grievance or complaint or for having provided information to a person authorised to investigate or resolve the matter.</p> <p>An employee who is found to have acted in a malicious or vindictive way by lodging a grievance or complaint that is without foundation may be subject to disciplinary action.</p>
Procedural fairness	<p>Procedural Fairness applies in any context in which a decision may adversely affect an individual. In the case of misconduct or poor performance, it requires employers to:</p> <ul style="list-style-type: none"> • Conduct an investigation into the allegations • Allow the employee to have reasonable representation if requested • Provide the employee with the opportunity to respond to the allegations • Ensure that the decision-maker has the benefit of considering all the relevant details that form the basis of the allegation or decision; and • Ensure that the decision maker is free from bias
Fair and impartial	<p>All parties involved will have the opportunity to tell their side of the story. No assumptions will be made and, to the extent possible, no action will be taken until all relevant information has been collected and considered.</p>
Supportive	<p>No action will be taken against anyone making or helping someone to raise an issue or a genuine complaint. The Shire of Yilgarn will take all reasonable steps to support anyone raising an issue or making a complaint, and to ensure that they are not victimised.</p>

COMPLAINT PROCEDURE:

Options for the resolution of issues include:

Self-Resolution	<p><u>Wherever possible this should be the first course of action taken in addressing an issue.</u></p> <p>The complainant may prefer to resolve the issue themselves by arranging a meeting with the persons concerned and speaking with them about it. If this option is selected, the complainant should be offered support and coaching as well as being advised on any other options that may be available in case the self-resolution is unsuccessful.</p>
Mediation	<p>This is where a third party meets with the people involved to assist them in each understanding the issues and then reaching a resolution that everyone agrees to. Mediation is conducted face to face with all persons in the room together. The manager may provide mediation support during the informal process if they seek support and advice from the HR advisor.</p>
Conciliation	<p>This involves meeting with the persons involved individually and then together to reach an agreeable resolution. This is used when either party is reluctant to meet face to face or mediation has not worked. A suitable person with an understanding of the process should be used in this situation.</p>

<p>Support</p>	<p>It is important that all persons involved in the resolution of an issue be offered support by way of counselling, mentoring and coaching. At any stage an employee has the right to have a support person included in the meetings. The role of the support person is to observe quietly, they are not to be involved in any discussions.</p> <p>At any stage an employee has the right to seek advice and council from the Equal Opportunity Commission in relation to complaints of discrimination and harassment, and WorkSafe for complaints of bullying.</p>
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INFORMAL ISSUES RESOLUTION:

Wherever possible, grievances should be resolved through an informal process of discussion and cooperation within the organisation in a way that minimises the potential for detriment to on-going work relationships.

It is important that a person accused of inappropriate behaviour is provided with the opportunity to understand what they have done and the effect of it, and provided with the opportunity to change their behaviour.

Process to be followed by a Complainant when raising an issue:

Step 1: Identify the issue

The **complainant** is to determine the nature of their issue by:

1. Clarifying the issue(s) to be raised in the grievance or complaint. Does it concern the behaviour of an individual or a group of people, or is it about a decision or action that is considered to be discriminatory or constituting harassment?
2. Document the details of the issue including instance(s) to be raised, dates, parties involved, location, names of witnesses etc.
3. Consider the options for addressing the issue
4. Clarifying the outcome sought as a consequence of raising the grievance or complaint (e.g. for the complained of behaviour to stop, for the decision that is considered discriminatory to be reviewed)

Step 2: Meet with your Manager/HR Advisor

1. Meet with your immediate manager, or if this person is not appropriate, the next level of management up; alternatively speak with the HR advisor
2. Discuss your concerns and seek their help to plan your approach to addressing the issue
3. It is encouraged that the complainant meet with the person they have a problem with, to discuss it and find a suitable resolution. It is recognised that this is not always an easy thing to do so options such those listed above could be considered

Step 3: Meet with the respondent

1. Should the complainant decide to approach the person(s) privately and tell them of a concern they should let the person know that they would like to speak to them and arrange a suitable time and location
2. It is suggested that the complainant plan their conversation by writing the details of the issue so they can provide clear and accurate information to the respondent
3. The behaviour of concern should be described and an explanation of why it is a problem and that the person needs to stop or modify their behaviour
4. If it is about a decision that the complainant feels is discriminatory, the grounds of concern should be explained to the person who made the decision
5. Arrange a time to follow up to discuss progress in resolving the issue, allowing a suitable timeframe for change to take place

Step 4: Failure to resolve the issue

1. Should the complainant find that the informal approach has not resolved the issue sufficiently the complainant is to lodge a formal grievance with their Manager or CEO. From this, the issue will become a formal grievance and the grievance resolution process will be applied.
2. The Grievance Record Form is to be used for lodging a formal complaint

FORMAL GRIEVANCE RESOLUTION:

1. On receipt of a written complaint, the receiving Manager or CEO is to initiate a formal investigation into the allegations
2. An independent investigator is to be appointed. This can be an employee trained in the process who is separate from the people involved in the grievance. However an external investigator may be the most appropriate person to complete the investigation.
3. The investigating officer will inform all persons involved that a formal complaint has been made and what they can expect from the process.
4. The investigator will conduct interviews, seek witness statements and examine all the evidence to ascertain what occurred
5. The investigator will present a report to the CEO detailing the outcomes and recommendations for action in addressing the grievance
6. The CEO will determine what course of action to take and undertake this
7. All interviews will be recorded and a record of the investigation will be kept on the personnel file of involved parties

Substantiated complaints

If a grievance accusation is substantiated the Shire of Yilgarn will take appropriate action.

If an employee is found to have breached the Workplace Behaviour policy, disciplinary action may include:

- Being formally performance managed
- Formal counselling
- Compulsory training in relation to unacceptable behaviour
- Other disciplinary action, which may include termination of employment.

Feedback on the outcome of the investigation will be provided to all involved, where appropriate, taking into consideration the Shire of Yilgarn's commitment to maintaining privacy and confidentiality.

The Shire of Yilgarn seeks to promote that all employees are protected and appropriate action is taken whenever issues or complaints are reported.

REFERENCE DOCUMENTS

- Occupational Safety and Health Act 1984, revised 2005
- Occupational Safety and Health Regulations 1996, revised 2005
- Code of Practice Violence, Aggression & Bullying at Work: WorkSafe WA Commission (2006).
- Guidance Notes: Dealing with Bullying at work – A Guide for Workers. WorkSafe WA Commission (2008).

DRAFT

POLICY: DISCIPLINARY POLICY

POLICY NO: 7.22

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

POLICY STATEMENT:

The Shire of Yilgarn may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

APPLICATION:

This policy applies to all employees who work at the Shire of Yilgarn, including contractors, volunteers and any person performing work for or with the Shire of Yilgarn in any capacity.

COMMITMENT:

The Shire of Yilgarn is committed to providing the best possible services and ensuring its employees perform and conduct themselves in accordance with the Shire of Yilgarn's policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

AUTHORITY TO TAKE DISCIPLINARY ACTION:

Disciplinary action may only be taken when authorised by the Executive Manager. The Executive Manager may only approve disciplinary action after consultation with the CEO.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of the Shire of Yilgarn policies and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest; or
- Accepting a prohibited gift; or
- Poor performance such as frequently attending for work late or producing a poor quality of work; or
- Inappropriate behaviour such as theft, violating the Harassment Within the Workplace Policy; or
- Wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

- **Nature of allegation and investigation:** before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
- **Right to a support person:** where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
- **Fair and impartial:** the Shire of Yilgarn strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct pursuant to the Fair Work Regulations 2009 includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Yilgarn's organisation;
- the employee, in the course of the employee's employment, engaging in:
 - theft; or
 - fraud; or
 - assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Yilgarn's Policies, the employee could be disciplined as follows:

- **Verbal warning** - Where an employee engages in an act or omission which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
- **Written warning** - If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.; and
- **Termination of employment with notice** - In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Yilgarn has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Yilgarn's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the Shire of Yilgarn has reporting obligations pursuant to the Corruption and Crime Commission Act 2003 (WA) and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

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Employee Declaration

I have **read, understand and agree** to abide by the terms and conditions of **all** the policies contained **within the Shire of Yilgarn Staff Policy Manual as adopted on the 19st September 2020.**

Signed: _____ Dated: _____

Name (please print in block letters): _____

Witnessed: _____ Dated: _____

Please return this signed & witnessed page only to Human Resources.

Attachment

9.1.5

Wheatbelt
Secondary
Freight
Network



WSFN
WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM
GOVERNANCE
PLAN

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1 Program Governance Outline

1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an “IA Stage 4 Business Case” submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

1.4 Purpose of the Program Governance Plan

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

1.5 Governance and Delivery

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
 - Provide sound governance
 - Overall program management
 - Administration
- Management
 - Design and scoping of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

1.6 Formal Agreement

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

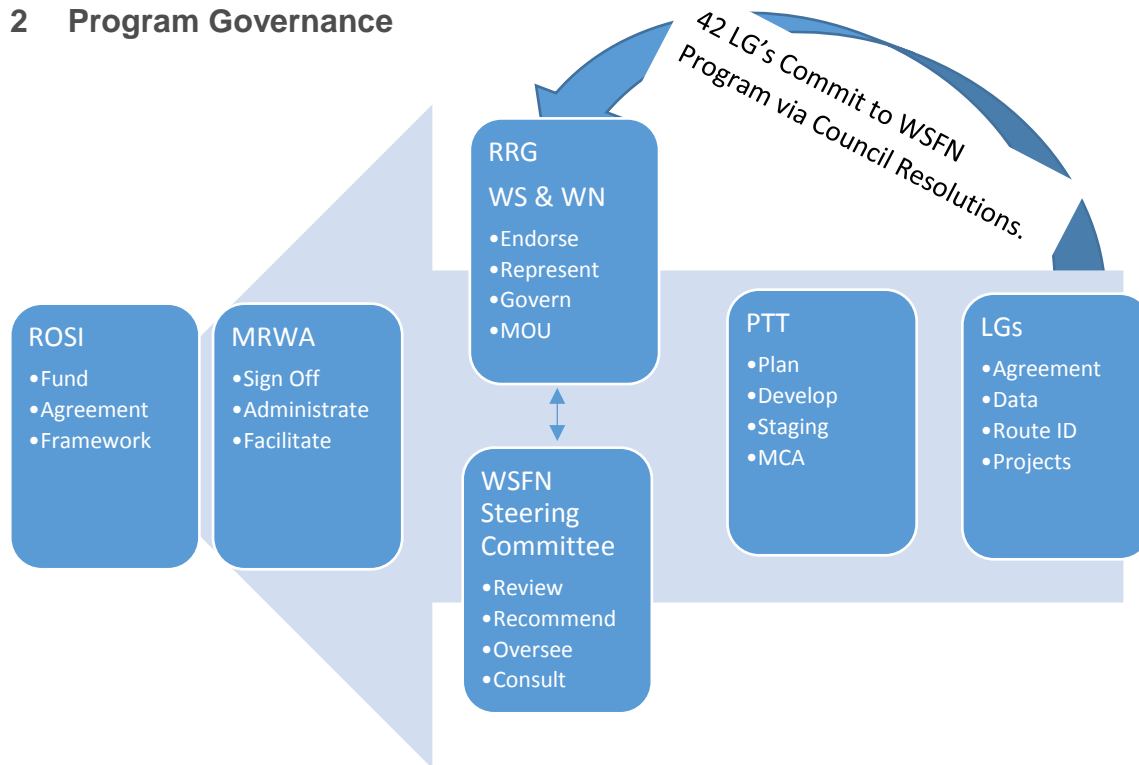
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	WSFN Steering Committee	LG	RRG	MRWA
Formal Agreement	Prepare & Submit	Commit	Approve	Sign Off
Governance Plan	Prepare & Submit	Receive	Approve	Sign Off
Program Delivery Plan	Prepare & Submit	Receive	Endorse	Sign Off
Preliminary MCA	Prepare & Submit	Receive	Approve	Sign Off
Annual Report	Prepare & Submit	Receive	Receive	Receive
Staging Plan	Prepare & Submit	Receive	Endorse	Approve
Annual Program Budget	Prepare & Submit	Receive	Endorse	Sign Off
Specific Projects	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

2 Program Governance



2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

2.3 Wheatbelt North and Wheatbelt South Regional Road Groups

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

2.4 WSFN Steering Committee

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

Voting Delegates

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
 - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
 - Chairperson plus 1 other delegate

Non-Voting Delegates

- WSFN Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSFN Steering Committee meeting following the LG elections.

Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSFN Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

2.5 Program Technical Team

The PTT would be a technical working group consisting of the WSFN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

2.5.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

2.5.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.6 LGs

- 42 Local Governments are to formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSFN program documents:
 - Program Governance Plan
 - Program Delivery Plan
 - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN program.



WSFN
WHEATBELT SECONDARY
FREIGHT NETWORK

MULTI-CRITERIA ANALYSIS METHODOLOGY

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSFN team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSFN Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSFN program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Seal Width
 - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
 - ROSMA as per RARF data
 - KSI
- Road Condition Data
 - as submitted by LGAs
 - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

Input Data

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
Total		100%	2.4 out of 5

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

Project Funding

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

Additional Pavement Condition Data

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM DELIVERY PLAN

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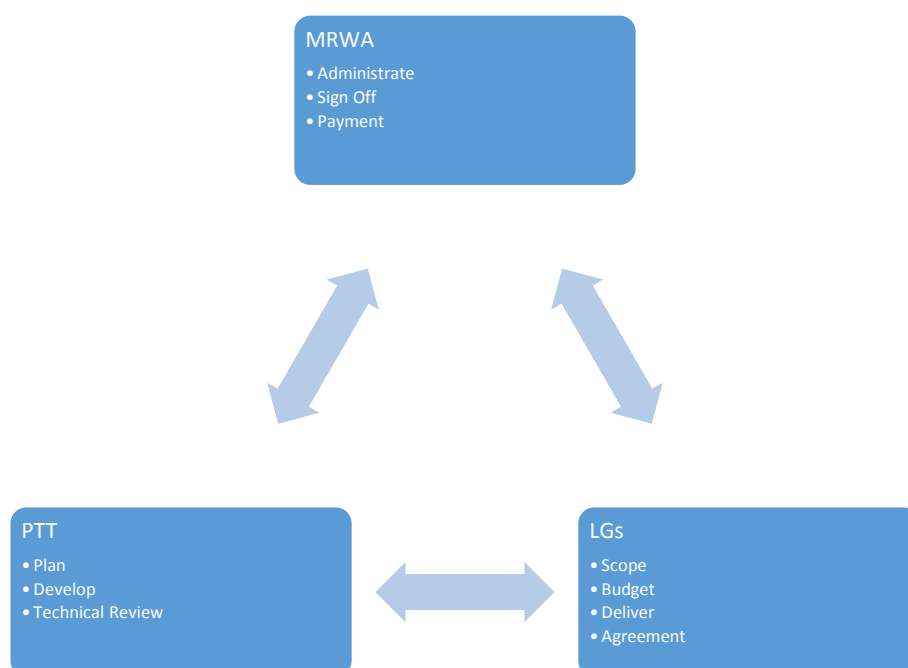
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1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

1.2 Program Technical Team

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

1.2.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

1.2.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

1.3 LGs

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
Regional Economic Development Grant	\$100K	Management
Local Government Co-contribution	\$252K 42 LGs x \$6K each	Management
Federal Government	\$70M	Capital Works
WA State Government	\$11.7M	Capital Works
Local Government	\$5.8M Individual LGs on project by project basis	Capital Works

2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
RED Grant	\$100,000
Local Government Co-contribution	\$252,000
In Kind Contribution (approximately)	\$100,000
Project Management Total	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
Project Manager	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
Project Administration and Communications Officer	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSNF Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.2 Capital Works Funding Administration

2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
Federal (ROSI)	80%	\$70M
State	13.3%	\$11.7M
LGA (Own Source)	6.7%	\$5.8M
Total	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
1. Program Staging Plan	<ul style="list-style-type: none"> ▪ PTT will develop a staging plan for program delivery. ▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LG ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Stage 1 priority projects will be determined via the MCA process. ▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.

	<ul style="list-style-type: none"> ▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required. ▪ PTT will make recommendations to the Steering Committee for endorsement. ▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects. ▪ LGs are to include projects in their annual budget for the proposed year. ▪ LGs to be responsible for all relevant approvals. ▪ PTT to work with LGs to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ PTT to work with LGs to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

Attachment

9.2.1

Financial
Reports



SHIRE OF YILGARN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019

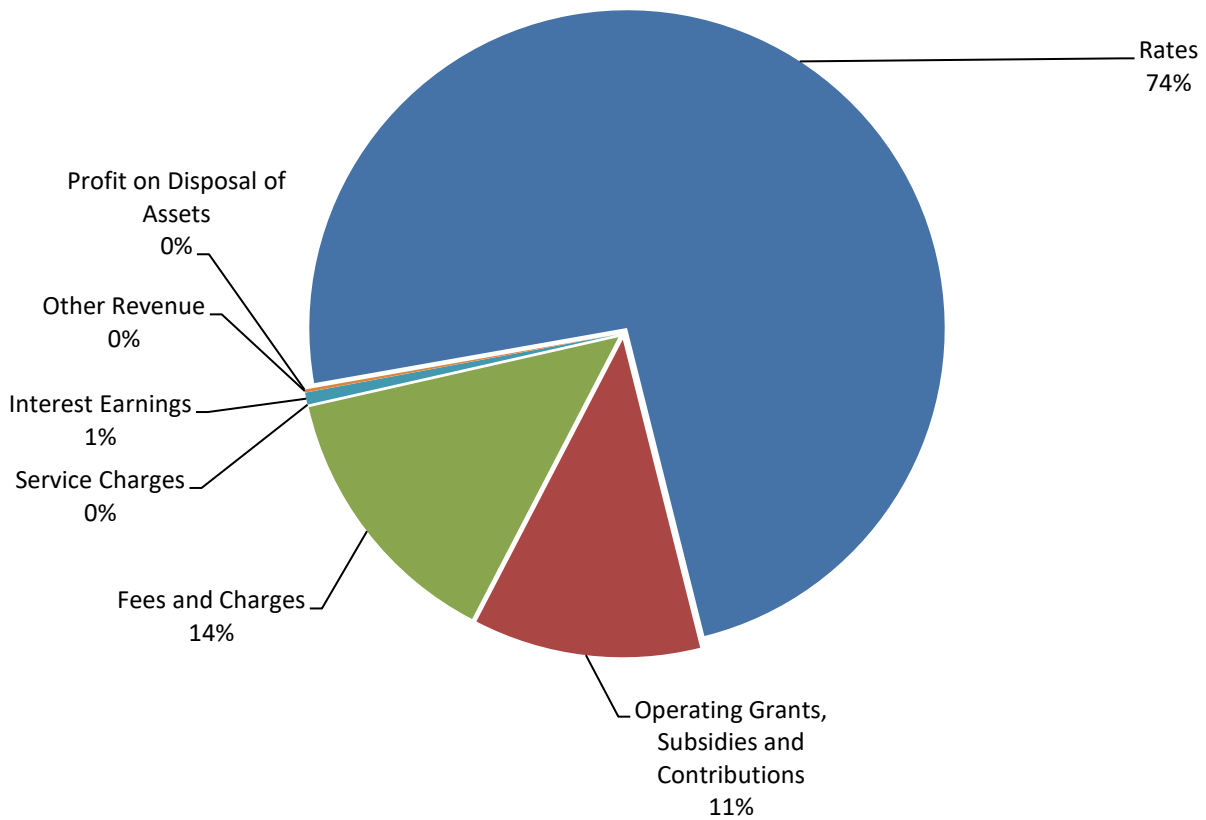
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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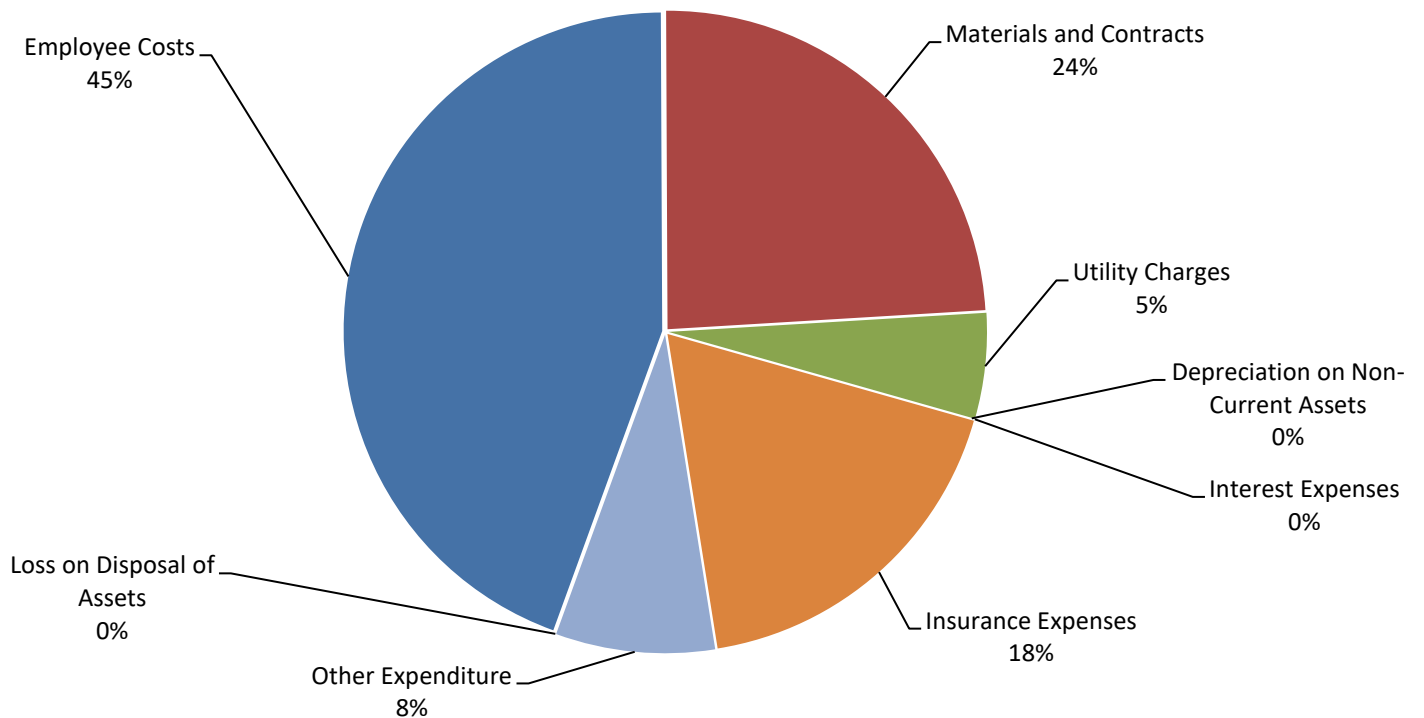
Monthly Summary Information	2 - 3
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SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2019

Operating Revenue



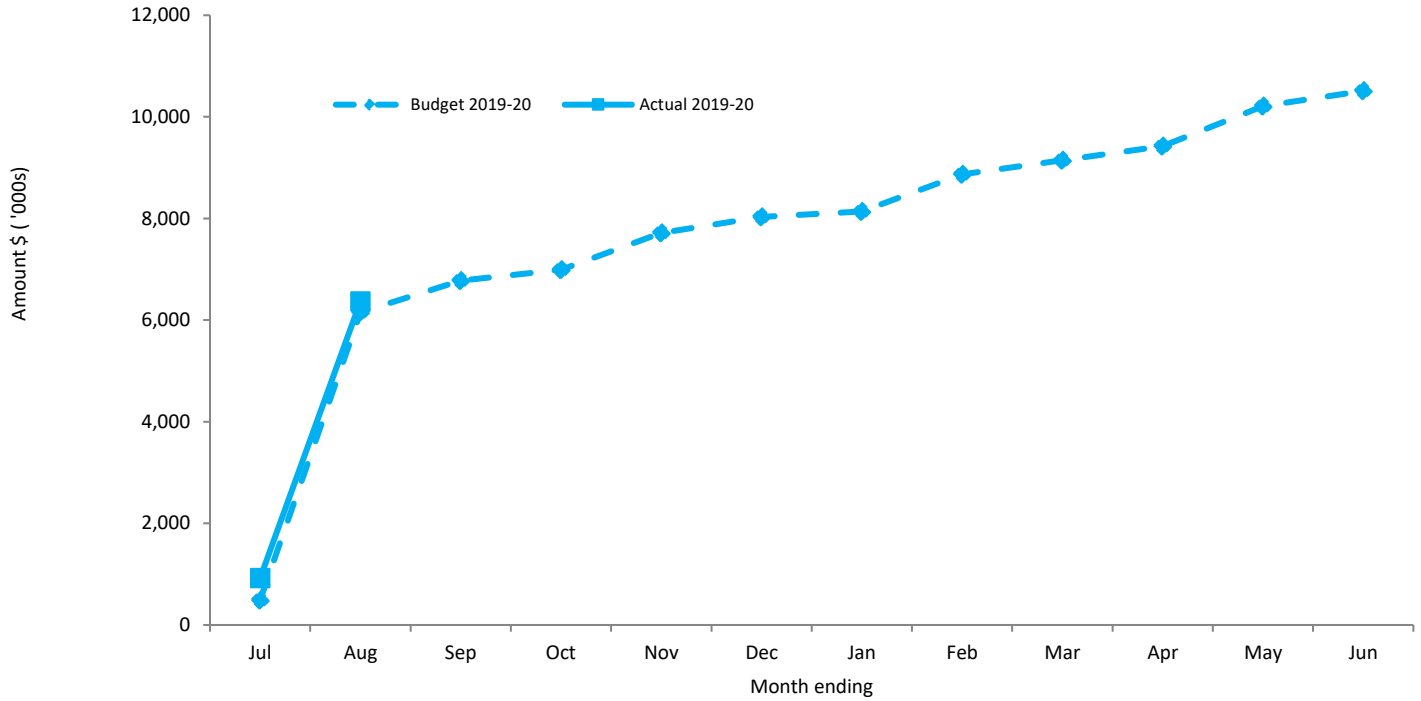
Operating Expenditure



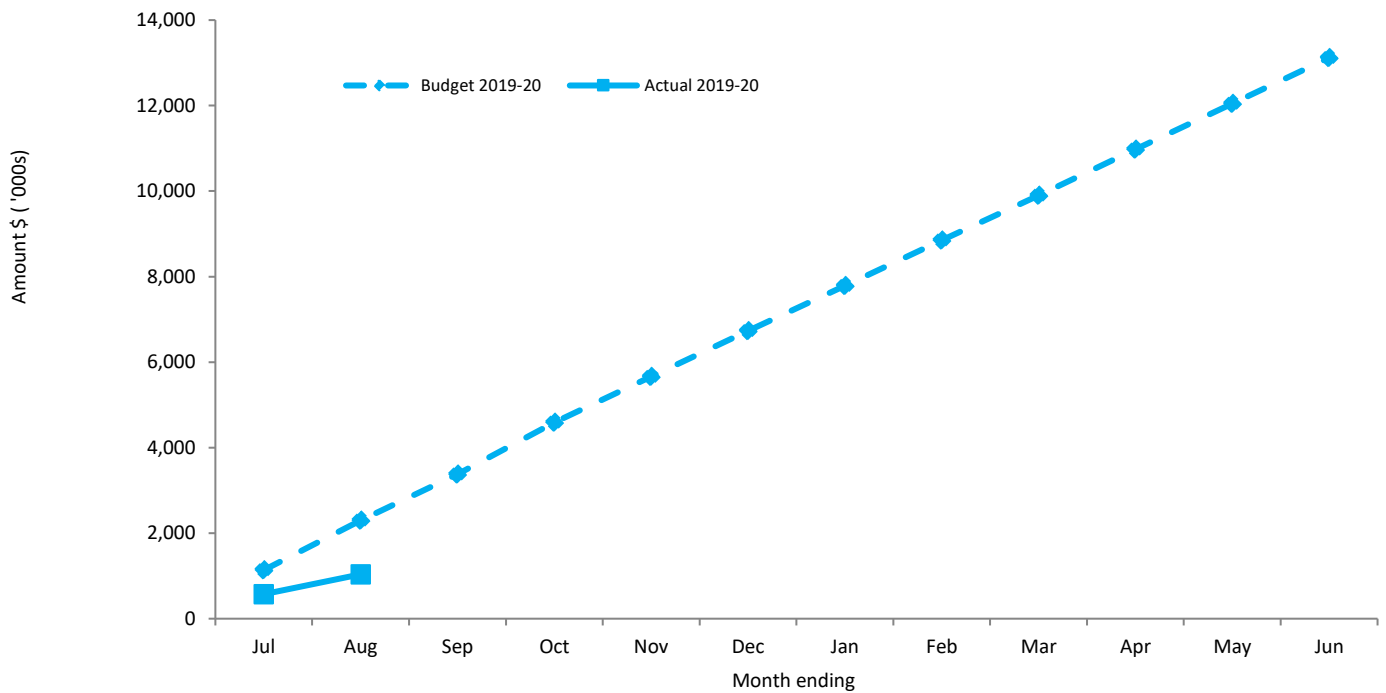
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2019

Budget Operating Revenues -v- Actual (Refer Note 2)



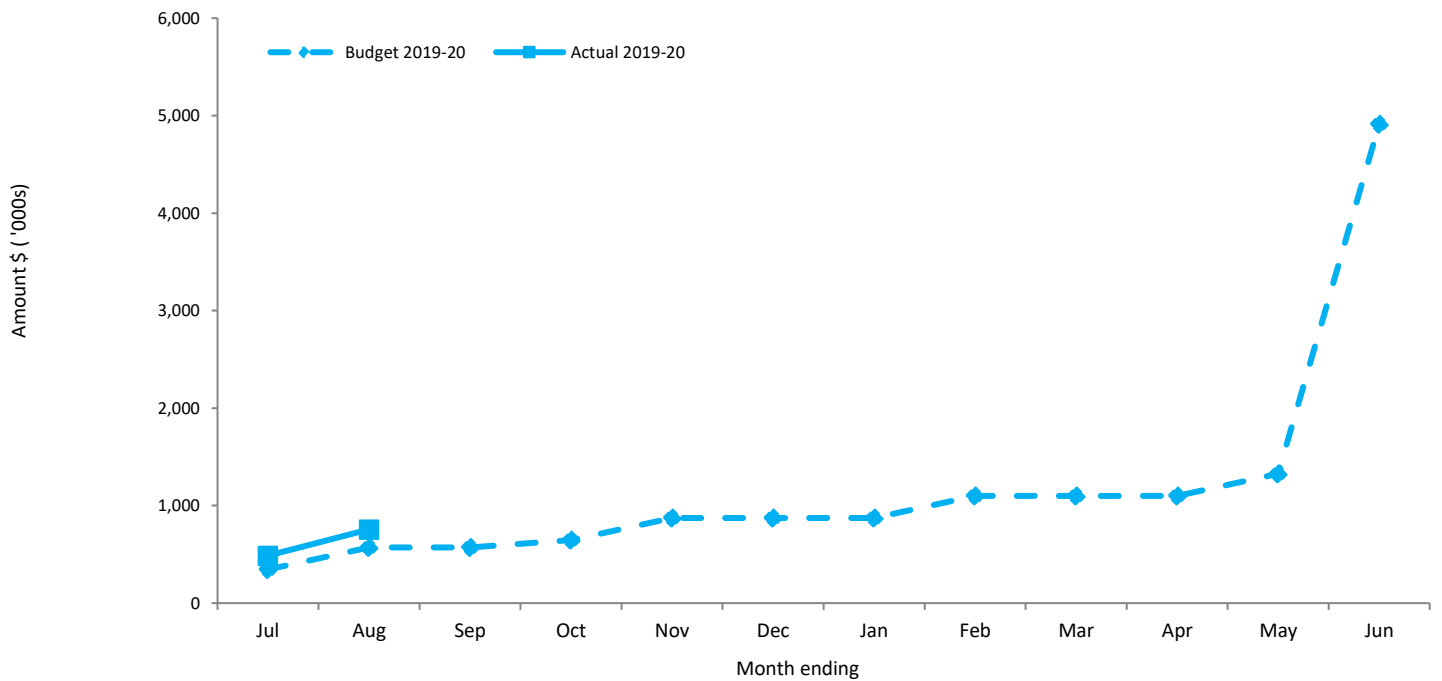
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



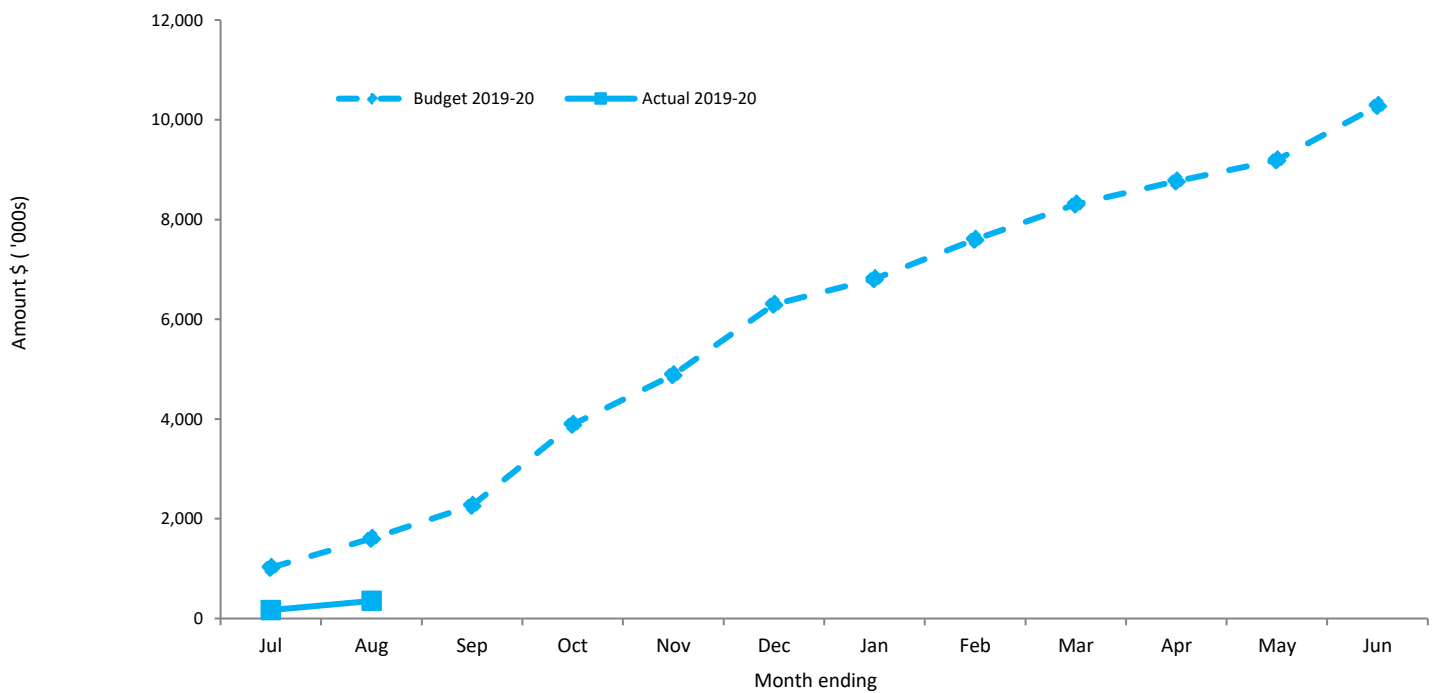
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2019

Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2019

		Amended	Amended YTD	YTD	Var. \$	Var. %	
	Note	Annual Budget	Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	3,378,233	3,378,233	8,656,748	5,278,515	156%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	4,018,009	4,088,009	4,118,115	30,106	1%	
General Purpose Funding - Other		1,873,299	450,378	398,876	(51,502)	(11%)	▼
Law, Order and Public Safety		73,567	15,597	516	(15,081)	(97%)	
Health		1,000	166	534	368	222%	
Education and Welfare		175,932	42,001	42,422	421	1%	
Housing		78,000	12,996	12,921	(75)	(1%)	
Community Amenities		680,544	584,164	581,413	(2,751)	(0%)	
Recreation and Culture		60,700	1,330	1,271	(59)	(4%)	
Transport		78,900	4,746	19,008	14,262	301%	
Economic Services		725,170	361,458	405,439	43,981	12%	▲
Other Property and Services		135,464	21,658	30,433	8,775	41%	
		7,900,585	5,582,503	5,610,947			
Expenditure from operating activities							
Governance		(491,927)	(114,410)	(122,079)	7,669	7%	
General Purpose Funding		(304,155)	(67,994)	(28,766)	(39,228)	(58%)	▼
Law, Order and Public Safety		(512,919)	(85,844)	(57,003)	(28,841)	(34%)	
Health		(282,389)	(45,700)	(36,584)	(9,116)	(20%)	
Education and Welfare		(546,516)	(91,048)	(65,290)	(25,758)	(28%)	
Housing		(376,542)	(65,604)	(21,700)	(43,904)	(67%)	▼
Community Amenities		(1,114,688)	(182,312)	(88,362)	(93,950)	(52%)	▼
Recreation and Culture		(1,814,142)	(306,928)	(173,432)	(133,496)	(43%)	▼
Transport		(6,386,386)	(1,065,990)	(192,499)	(873,491)	(82%)	▼
Economic Services		(1,197,851)	(201,661)	(194,168)	(7,493)	(4%)	
Other Property and Services		(89,327)	(72,627)	(56,925)	(15,702)	(22%)	
		(13,116,842)	(2,300,118)	(1,036,809)			
Operating activities excluded from budget							
Add back Depreciation		6,661,650	1,110,256	0	(1,110,256)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	4,050	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		1,449,443	4,392,641	4,574,138			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	2,610,131	571,777	756,245	184,468	32%	▲
Proceeds from Disposal of Assets	8	286,500	0	16,182	16,182		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(5,265,794)	(805,549)	(30,772)	(774,777)	(96%)	▼
Infrastructure Assets - Roads	13	(2,852,669)	(650,400)	(185,158)	(465,242)	(72%)	▼
Infrastructure Assets - Other	13	(3,401,852)	(501,246)	(11,964)	(489,282)	(98%)	▼
Plant and Equipment	13	(1,056,800)	0	0	0		
Furniture and Equipment	13	(27,500)	(27,500)	(10,430)	(17,070)	(62%)	
Amount attributable to investing activities		(9,707,984)	(1,412,918)	534,103			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	3,586,154	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(1,162,610)	0	(23,029)	23,029		
Amount attributable to financing activities		2,423,544	0	(23,029)			
Closing Funding Surplus(Deficit)	3	(2,619,235)	6,357,956	13,741,960			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2019

		Amended	Amended YTD	YTD	Var. \$	Var. %	
	Note	Annual Budget	Budget	Actual	(b)-(a)	(b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	3,462,912	3,462,912	8,656,748	5,193,836	150%	
Revenue from operating activities							
Rates	9	4,018,009	4,088,009	4,118,115	30,106	1%	
Operating Grants, Subsidies and Contributions	11	2,024,419	694,602	643,586	(51,016)	(7%)	
Fees and Charges		1,329,608	727,070	771,488	44,418	6%	
Service Charges		0	0	0	0		
Interest Earnings		244,799	40,798	33,920	(6,878)	(17%)	
Reimbursements		137,200	17,862	19,198	1,336	7%	
Other Revenue		89,000	14,162	8,458	(5,704)	(40%)	
Profit on Disposal of Assets	8	57,550	0	0	0		
		7,900,585	5,582,503	5,594,765			
Expenditure from operating activities							
Employee Costs		(3,077,786)	(563,789)	(437,671)	(126,118)	(22%)	▼
Materials and Contracts		(2,538,579)	(427,810)	(237,822)	(189,988)	(44%)	▼
Utility Charges		(498,052)	(82,970)	(52,783)	(30,187)	(36%)	▼
Depreciation on Non-Current Assets		(6,661,650)	(1,110,256)	0	(1,110,256)	(100%)	▼
Interest Expenses		0	0	0	0		
Insurance Expenses		(267,332)	(105,125)	(178,405)	73,280	70%	▲
Other Expenditure		(258,993)	(78,483)	(79,636)	1,153	1%	
Loss on Disposal of Assets	8	(61,600)	0	0	0		
		(13,363,992)	(2,368,433)	(986,317)			
Operating activities excluded from budget							
Add back Depreciation		6,661,650	1,110,256	0	(1,110,256)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	4,050	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		1,202,293	4,324,326	4,608,448			
Investing activities							
Grants, Subsidies and Contributions	11	2,610,131	571,777	756,245	184,468	32%	▲
Proceeds from Disposal of Assets	8	286,500	0	16,182	16,182		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(5,265,794)	(805,549)	(30,772)	(774,777)	(96%)	▼
Infrastructure Assets - Roads	13	(2,852,669)	(650,400)	(185,158)	(465,242)	(72%)	▼
Infrastructure Assets - Other	13	(3,401,852)	(501,246)	(11,964)	(489,282)	(98%)	▼
Plant and Equipment	13	(1,056,800)	0	0	0		
Furniture and Equipment	13	(27,500)	(27,500)	(10,430)	(17,070)	(62%)	
Amount attributable to investing activities		(9,707,984)	(1,412,918)	534,103			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	3,586,154	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(1,162,610)	0	(23,029)	(23,029)		
Amount attributable to financing activities		2,423,544	0	(23,029)			
Closing Funding Surplus (Deficit)	3	(2,619,235)	6,374,320	13,776,270			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2019

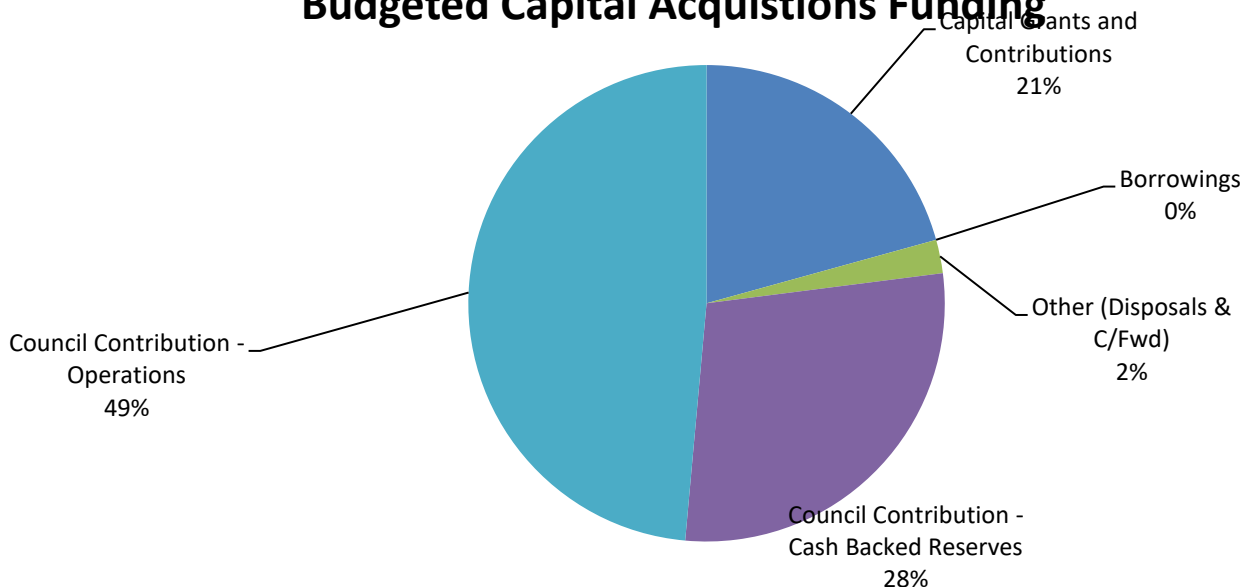
Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0
Land and Buildings	13	1,466	29,306	805,549	5,265,794	30,772	774,777
Infrastructure Assets - Roads	13	185,158	0	650,400	2,852,669	185,158	465,242
Infrastructure Assets - Footpaths	13	0	0	0	78,971	0	0
Infrastructure Assets - Refuse	13	273	0	0	56,200	273	(273)
Infrastructure Assets - Sewerage	13	0	0	4,666	28,000	0	4,666
Infrastructure Assets - Drainage	13	0	0	0	14,172	0	0
Infrastructure Assets - Parks & Ovals	13	0	0	3,248	69,509	0	3,248
Infrastructure Assets - Other	13	11,691	0	493,332	3,155,000	11,691	481,641
Plant and Equipment	13	0	0	0	1,056,800	0	0
Furniture and Equipment	13	10,430	0	10,430	27,500	10,430	0
Capital Expenditure Totals		209,018	29,306	1,967,625	12,604,615	238,324	1,729,301

Capital acquisitions funded by:

Capital Grants and Contributions	571,777	2,610,131	755,995
Borrowings	0	0	0
Other (Disposals & C/Fwd)	0	286,500	0
Council Contribution - Cash Backed Reserves	0	3,586,154	0
Council Contribution - Operations	1,395,848	6,121,830	(517,671)
Capital Funding Total	1,967,625	12,604,615	238,324

Budgeted Capital Acquisitions Funding



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

Critical Accounting Estimates

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 that are 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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

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.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	30 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	15 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	12 years
Sewerage piping	50 years
Water supply piping & drainage systems	50 years
Airfields and runways	30 years
Refuse disposal sites	not depreciated

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 2: 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 budget materially.

The material variance adopted by Council for the 2018/19 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Other	(51,502)	(11%)	▼	Permanent	Greater than expected FAG grants received
Economic Services	43,981	12%	▲	Permanent	Greater than expected Standpipe Water Sales & Skeleton Weed grant received earlier than expected
General Purpose Funding	(39,228)	(58%)	▼	Timing	Expenditure delayed
Housing	(43,904)	(67%)	▼	Timing	Schedule wide expenditure unders
Community Amenties	(93,950)	(52%)	▼	Timing	July and August Depreciation yet to be applied
Recreation and Culture	(133,496)	(43%)	▼	Timing	July and August Depreciation yet to be applied
Transport	(873,491)	(82%)	▼	Timing	July and August Depreciation yet to be applied
Capital Revenues					
Grants, Subsidies and Contributions	184,468	32%	▲	Permanent	Skeleton Weed grant received and 1st installment RRG Grants Claimed
Capital Expenses					
Land and Buildings	(774,777)	(96%)	▼	Timing	Capital Works delayed due to late budget adoption
Infrastructure - Roads	(465,242)	(72%)	▼	Timing	Capital Works delayed due to late budget adoption
Infrastructure - Public Facilities	(489,282)	(98%)	▼	Timing	Capital Works delayed due to late budget adoption

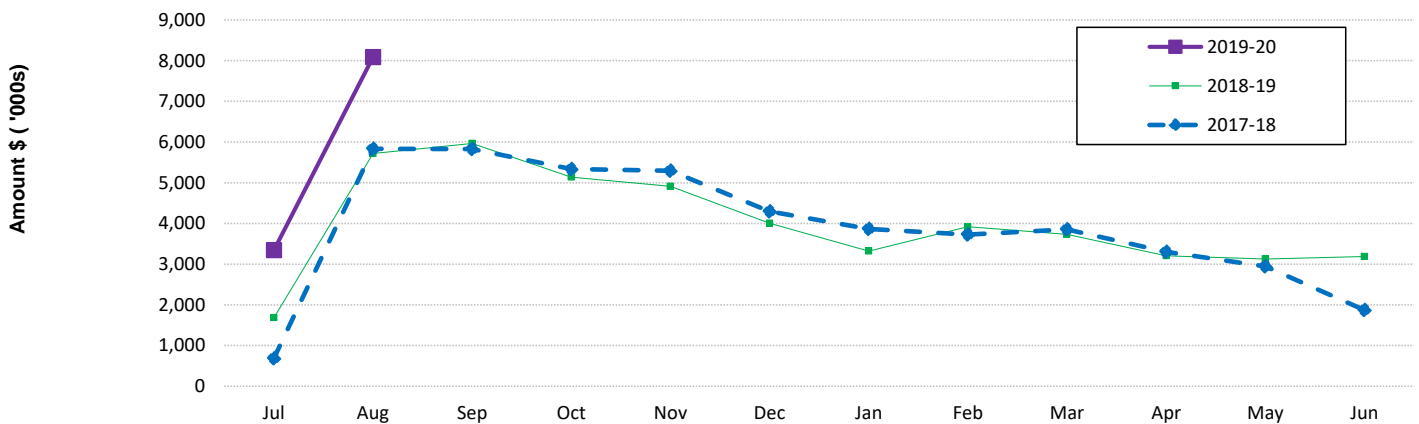
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 3: Net Current Funding Position

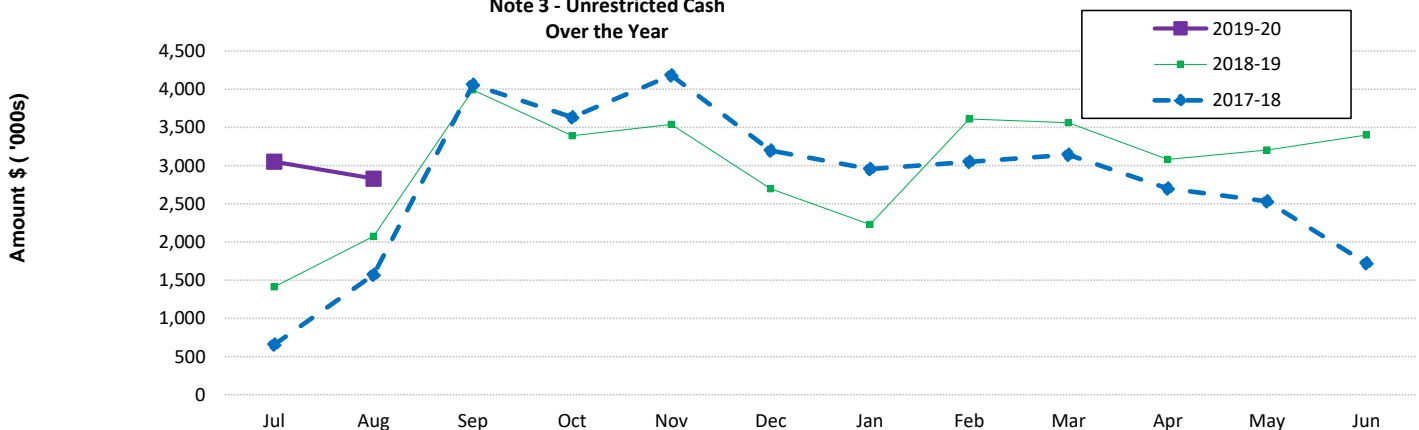
Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2019	This Time Last Year 31 Aug 2018	Current 31 Aug 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,401,053	2,073,343	2,829,766
Cash Restricted	4	6,581,762	6,132,062	6,604,791
Receivables - Rates	6	459,689	4,125,350	5,228,550
Receivables - Other	6	62,763	29,105	738,940
Interest/ATO Receivable/Trust		49,360	(0)	26,477
Loans Receivable-Clubs/Institutions		0	0	(6,000)
Inventories		29,909	13,348	4,130
		10,584,534	12,373,209	15,426,652
Less: Current Liabilities				
Payables		(282,077)	(103,885)	(205,724)
Provisions		(542,078)	(275,176)	(250,734)
		(824,155)	(379,061)	(456,458)
Less: Cash Reserves	7	(6,581,762)	(6,132,062)	(6,604,791)
Less: Loans Receivables - Clubs/Institutions		(6,000)	0	0
Add back Leave Reserve		290,294	199,425	291,344
Net Current Funding Position		3,462,912	6,061,510	8,656,748

Note 3 - Liquidity Over the Year



Note 3 - Unrestricted Cash Over the Year



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Muni Funds - Bank Working Acc	111,342			111,342	Westpac	0.10%	At Call
Muni Funds - Bank Investment Acc	1,374,580			1,374,580	Westpac	0.15%	At Call
Trust Fund Bank			333,980	333,980	Westpac	0.10%	At Call
Cash On Hand	1,350			1,350			
(b) Term Deposits							
Muni Funds - Notice Saver (31 Days)	1,342,494			1,342,494	Westpac	1.90%	31 Days from Call
Muni Funds - Notice Saver (60 Days)				0	Westpac	1.95%	60 Days from Call
Muni Funds - Notice Saver (90 Days)				0	Westpac	2.00%	90 Days from Call
Reserve Funds - Notice Saver (90 Days)		6,604,791		6,604,791	Westpac	2.00%	90 Days from Call
Total	2,829,766	6,604,791	333,980	9,768,536			

Comments/Notes - Investments

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
	Nil						0
	Changes Due to Timing						0
	Nil						0
				0	0	0	0

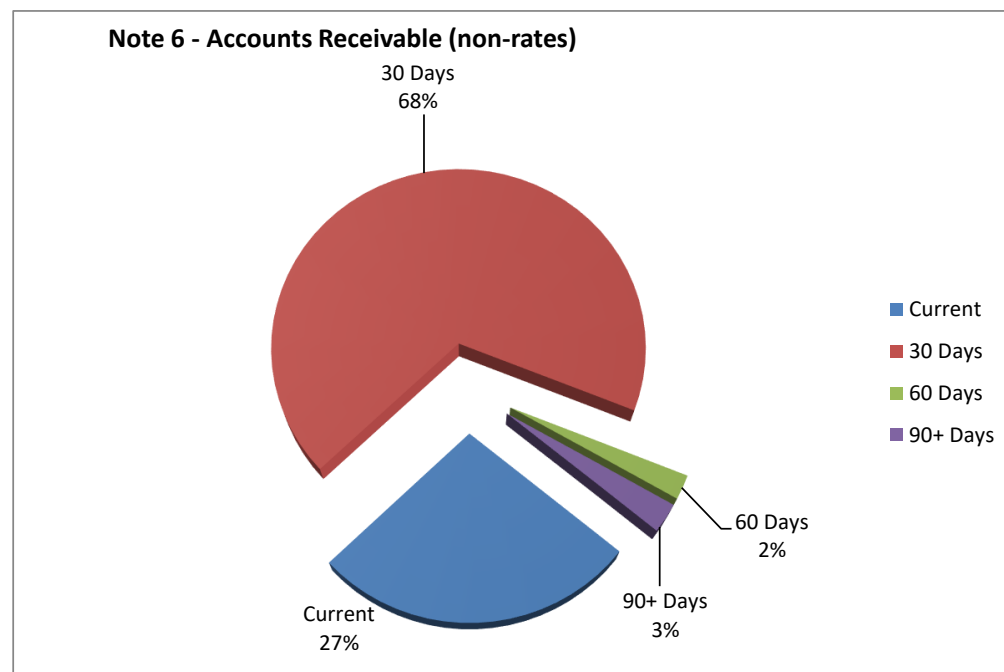
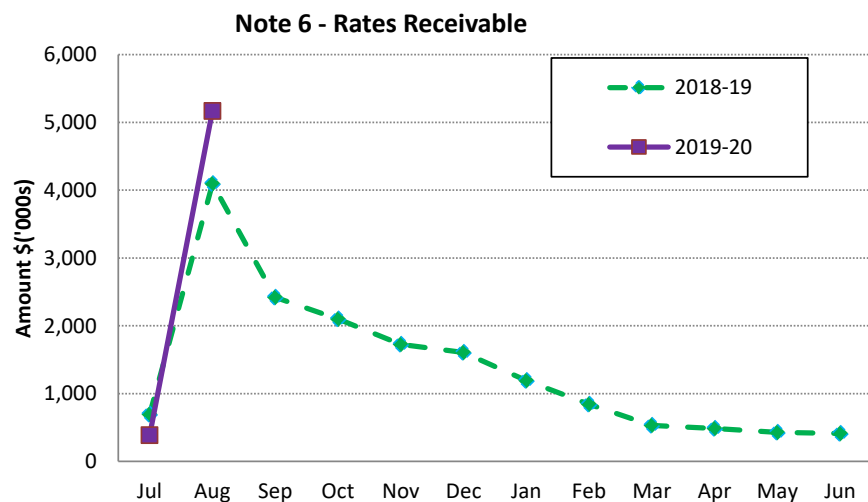
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 6: Receivables

Receivables - Rates Receivable	31 Aug 2019	30 June 2018
	\$	\$
Opening Arrears Previous Years	465,179	776,986
Levied this year	4,118,115	3,901,988
<u>Less</u> Collections to date	651,475	(4,213,795)
Equals Current Outstanding	5,234,769	465,179
Net Rates Collectable	5,234,769	465,179
% Collected	-14.21%	90.06%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	200,193	503,191	16,055	19,501	738,940
Balance per Trial Balance					
Sundry Debtors					738,940
Receivables - Other					0
Total Receivables General Outstanding					738,940

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

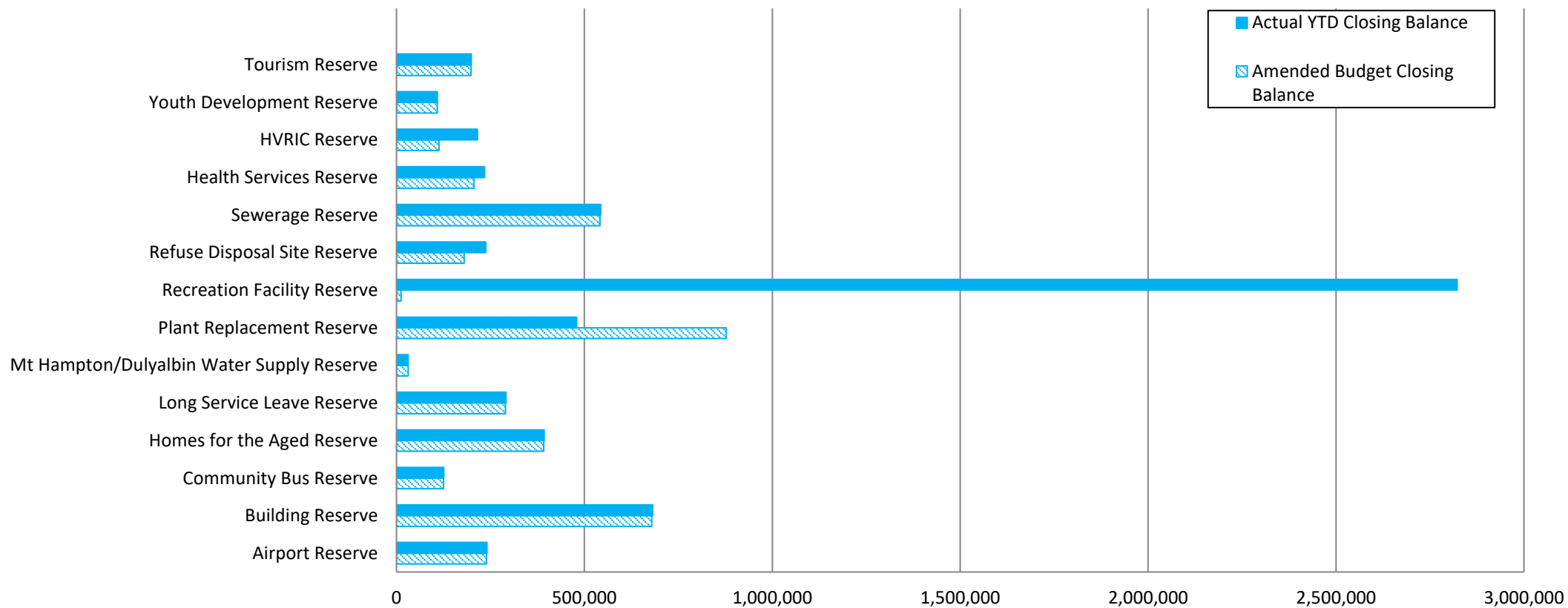
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Airport Reserve	239,753		867	0	0	0	0	239,753	240,620
Building Reserve	679,390		2,458	0	0	0	0	679,390	681,847
Community Bus Reserve	125,339		453	0	0	0	0	125,339	125,792
Homes for the Aged Reserve	391,595		1,417	0	0	0	0	391,595	393,011
Long Service Leave Reserve	290,294		1,050	0	0	0	0	290,294	291,344
Mt Hampton/Dulyalbin Water Supply Reserve	31,277		113	0	0	0	0	31,277	31,390
Plant Replacement Reserve	477,612		1,728	400,000	0	0	0	877,612	479,339
Recreation Facility Reserve	2,811,956		10,172	600,000	0	(3,400,000)	0	11,956	2,822,127
Refuse Disposal Site Reserve	236,542		856	0	0	(56,200)	0	180,342	237,398
Sewerage Reserve	541,713		1,960	0	0	0	0	541,713	543,673
Health Services Reserve	233,803		846	0	0	(28,000)	0	205,803	234,649
HVRIC Reserve	215,451		0	0	0	(101,954)	0	113,497	215,451
Youth Development Reserve	108,521		393	0	0	0	0	108,521	108,914
Tourism Reserve	198,517		718	0	0	0	0	198,517	199,235
	6,581,762	0	23,029	1,000,000	0	(3,586,154)	0	3,995,608	6,604,791

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
1876	ROLLER - CAT VIBRATORY - YL595					191,500	45,000		(146,500)
1877	TRUCK - 2012 MITSUBISHI 8 WHEEL TIP - YL698					219,000	60,000		(159,000)
1851	LOADER - SKID STEER - CAT - YL5302					85,000	30,000		(55,000)
2008	UTE - 2016 TOYOTA HILUX 2.8 DIESEL 4x4 - YL121					32,500	20,000		(12,500)
2016	2017- TOYOTA HILUX 4x4 2.8L DSL D/C 6AT SR5 - YL150					26,400	32,500	6,100	
2009	UTE - 2016 TOYOTA LANDCRUISER 70 SERIES SINGLE CAB - YL333					24,600	38,000	13,400	
2004	CAR - 2015 TOYOTA CAMRY ALTISE -YL290					26,000	12,000		(14,000)
2014	WAGON - 2016 TOYOTA KLUGER AWD V6 WAGON A/T GXL - YL50					24,000	28,500	4,500	
		0	0	0	0	629,000	266,000	24,000	(387,000)

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			Total Revenue
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Non - Rateable	0.0000	129	324,916	0	0	0	0	0	0	0	0
GRV - Residential/Industrial	11.2332	509	3,565,582	441,269	0	0	441,269	383,250	0	0	383,250
GRV - Commercial	7.9074	42	1,010,886	77,588	0	0	77,588	78,349	0	0	78,349
GRV - Minesite	15.8148	7	531,973	83,750	0	0	83,750	83,750	0	0	83,750
GRV - Single Persons Quarters	15.8148	12	781,934	123,491	0	0	123,491	123,493	0	0	123,493
UV - Rural	1.7575	398	104,207,876	1,820,467	0	0	1,820,467	1,826,358	0	0	1,826,358
UV - Mining Tenement	17.3923	583	8,618,039	1,451,042	0	0	1,451,042	1,451,040	0	0	1,451,040
Sub-Totals		1,551	119,041,206	3,997,607	0	0	3,997,607	3,946,240	0	0	3,946,240
Minimum Payment	Minimum										
	\$										
GRV - Residential/Industrial	500.00	117	153,808	0	0	0	0	58,500	0	0	58,500
GRV - Commercial	400.00	7	20,061	2,800	0	0	2,800	2,800	0	0	2,800
GRV - Minesite	400.00	3	2,408	1,200	0	0	1,200	1,200	0	0	1,200
GRV - Single Persons Quarters	400.00	2	1,075	800	0	0	800	800	0	0	800
UV - Rural	400.00	39	289,145	16,400	0	0	16,400	15,600	0	0	15,600
UV - Mining Tenement	400.00	248	275,026	99,600	0	0	99,600	99,600	0	0	99,600
Sub-Totals		416	741,523	120,800	0	0	120,800	178,500	0	0	178,500
		1,967	119,782,729	4,118,407	0	0	4,118,407	4,124,740	0	0	4,124,740
Concession							(292)				(140,000)
Amount from General Rates							4,118,115				3,984,740
Ex-Gratia Rates							0				33,270
							4,118,115				4,018,010

Comments - Rating Information

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 10: Information on Borrowings

(a) Debenture Repayments

The Shire of Yilgarn has no loan borrowings in 2019/20.

(b) New Debentures

The Shire of Yilgarn has not budgeted to raise any new budgeted funds during 2019/20.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$			\$	\$	\$
General Purpose Funding											
Grants Commission - General	WALGGC	Operating	0	835,000	0	208,750	835,000	835,000	195,649	(195,649)	0
Grants Commission - Roads	WALGGC	Operating	0	765,000	0	191,250	765,000	765,000	164,739	(164,739)	0
Law, Order and Public Safety											
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	54,967	0	13,741	54,967	54,967	0	0	0
FESA Grant - Capital Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Non-operating	0	0	47,000	0	47,000	47,000	0	0	0
Education & Welfare											
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	0	102,252	0	25,563	102,252	102,252	25,563	(25,563)	0
Centrelink Commissions	Centrelink	Operating	0	5,000	0	5,000	5,000	5,000	5,864	(5,864)	0
Sport & Recreation Grant - Kidsport	Dept. Sport & recreation	Operating - Tied	0	1,000	0	166	1,000	1,000	0	0	0
Grant - Seniors Week	Council on the Aged	Operating - Tied	0	800	0	132	800	800	0	0	0
Community Amenities											
Grants - Various Community Development Programs	Various	Operating	Various	1,000	0	0	1,000	1,000	0	0	0
Recreation and Culture											
Sport & Recreation Grant - Swimming Pool	Dept. Sport & recreation	Non-operating	0	0	525,000	0	525,000	525,000	0	0	0
Transport											
Main Roads - Direct Grant	Main Roads WA	Non-operating	0	0	345,050	345,050	345,050	345,050	345,050	(345,050)	0
HVRIC - WA Salt	WA Salt	Non-operating	0	0	45,000	0	45,000	45,000	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	906,911	226,727	906,911	906,911	114,477	(114,477)	0
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	741,170	0	741,170	741,170	296,468	(296,468)	0
								0	0	0	0
Economic Services											
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	0	250,000	0	250,000	250,000	250,000	250,000	(89,781)	160,219
TOTALS			0	2,015,019	2,610,131	1,266,379	4,625,150	4,625,150	1,397,810	(1,237,591)	160,219
SUMMARY											
Operating	Operating Grants, Subsidies and Contributions			1,606,000	0	405,000	1,606,000	1,606,000	366,252	(366,252)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions			0	409,019	0	289,602	409,019	275,563	(115,344)	160,219
Non-operating	Non-operating Grants, Subsidies and Contributions			0	0	2,610,131	571,777	2,610,131	755,995	(755,995)	0
TOTALS			0	2,015,019	2,610,131	1,266,379	4,625,150	4,625,150	1,397,810	(1,237,591)	160,219

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Police Licensing	5,757	630,880	(630,880)	5,757
Builders Levy	5,340	3,127	(1,749)	6,718
Transwa Bookings	3,789	14,685	(13,620)	4,854
Staff Personal Dedns	42,937	45,438	(71,226)	17,149
Housing Tenancy Bonds	10,660	1,180	(440)	11,400
Hall Hire Bonds And Deposits	3,108	0	(3,108)	0
Security Key System - Key Bonds	1,530	700	(2,180)	50
Skeleton Weed	53,887	0	0	53,887
Clubs & Groups	2,754	3,550	(2,355)	3,949
Third Party Contributions	6,548	883	(1,083)	6,348
Rates Overpaid	15,756	8,418	(14,329)	9,845
Medical Services Provision	107,093	0	0	107,093
YBTC Sinking Fund	26,664	6,666	0	33,330
SXFC Sinking Fund	2,000	1,000	0	3,000
Museum Trust	15,813	14,574	(2,691)	27,696
	303,636	731,101	(743,661)	291,076






SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<div><div></div><div>Level of completion indicator, please see table at the end of this note for further detail.</div></div>								
Land & Buildings								
Law & Order								
<div></div>	Fire Shed Construction - Land & Building Capital - Mt Hampton Fire Appl Shed	E05252	0	0	0	(47,000)	0	0
	Law & Order Total		0	0	0	(47,000)	0	0
Health								
Medical Services								
<div></div>	Medical Centre - Land & Building Capital	E07451	0	0	0			
<div></div>	Install Automatic Doors		0	0	0	(20,000)	0	0
<div></div>	New Cabinetary in Treatment Room		0	0	0	(8,000)	0	0
	Health Total		0	0	0	(28,000)	0	0
Housing								
<div></div>	2 Libra Place - Electrical Rewire - Full House	E09251	0	0	0	(10,500)	0	0
<div></div>	120 Antares Street -Replace North side of Asbestos Fence	E09413	0	0	0	(20,806)	0	0
<div></div>	91A Antares Street - Update Kitchen & Bath, Paint and Replace Floor coverings	E09551	0	0	0	(11,000)	0	0
	Housing Total		0	0	0	(42,306)	0	0
Community Amenities								
<div></div>	Construction of Public Toilets - Construction Unisex Toilet Constelation Park	E10750	0	0	0	(30,000)	0	0
<div></div>	Reserve 9895(Old Shire Depot) Men's Shed -Install Kitchenette	J10712	0	0	0	(16,878)	0	0
	Community Amenities Total		0	0	0	(46,878)	0	0
Recreation And Culture								
Swimming Areas and Beaches								
<div></div>	Swimming Pool - Land & Building Capital - Facility Design & Project Management	E11250	0	0	0	(1,434,682)	(239,112)	239,112
<div></div>	Swimming Pool - Infrastructure Capital	E11251	0	0	0	(2,960,000)	(493,332)	493,332
Other Recreation & Sport								
<div></div>	Yilgarn Bowls & Tennis Club - Land & Building Capital - Replace Soft Fall Surface	E11341	0	0	0	(50,000)	(8,332)	8,332
<div></div>	SX Sports Complex Building - Replace Asbestos Roof, Various internal Repairs	SPRT10	0	0	0	(365,059)	0	0
Heritage								
<div></div>	Yilgarn History Museum - Replace Toilet with Ambulant Toilet, paint rooms	J11502	0	(29)	(29)	(106,016)	0	(29)





















SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Recreation And Culture Total	re Total	0	(29)	(29)	(4,915,757)	(740,776)	740,747	
Transport								
 Depot - Capital Works - Upgrade Nursery Shed, Old Depot Office Painting	J14602	0	(29,277)	(29,277)	(64,773)	(64,773)	35,496	
Transport Total		0	(29,277)	(29,277)	(64,773)	(64,773)	35,496	
Economic Services								
 Caravan Park Improvements	J13203	(1,466)	0	(1,466)	(79,576)	0	(1,466)	
Economic Services Total		(1,466)	0	(1,466)	(79,576)	0	(1,466)	
Other Property & Services								
 Administration Centre - Land & Building - Replace Facades & Exterior Paint	J14601	0	0	0	(41,504)	0	0	
Other Property & Services Total	Total	0	0	0	(41,504)	0	0	
Land & Buildings Total		(1,466)	(29,306)	(30,772)	(5,265,794)	(805,549)	774,777	
Furniture & Office Equip.								
Other Property & Services								
 Depot - Furniture & Equipmment	E12352	(10,430)	0	(10,430)	(27,500)	(13,750)	3,320	
Other Property & Services Total		(10,430)	0	(10,430)	(27,500)	(13,750)	3,320	
Furniture & Office Equip Total		(10,430)	0	(10,430)	(27,500)	(13,750)	3,320	
Plant , Equip. & Vehicles								
Recreation And Culture								
 YL 121 Toyota Hilux - 2.8 Diesel 4x4 - Replace Asset 2008	E11357	0	0	0	(52,500)	0	0	
Recreation And Culture Total		0	0	0	(52,500)	0	0	












SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			Strategic Reference / Comment
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Transport								
	YL 595 - Roller Cat - Vibe Steel - Replace Asset 1876	E12350		0	0	(236,500)		0
	YL 698 - Mitsubishi -Truck 8 wheel - Replace Asset 1877	E12350		0	0	(279,000)		0
	YL 5302 - Cat - Skid Steere Loader - Replace Asset 1851	E12350		0	0	(115,000)		0
	YL150 - Toyota Hilux SR5 - 4x4 Ute (EMI)- Replace Asset 2016	E12350		0	0	(58,900)		0
	Upgrade Asset 1874 - Line Marker SP	E12350		0	0	(14,500)		0
	New Asset - Water Tank	E12350		0	0	(28,500)		0
	YL 333- Toyota LandCruiser - 4x4 Ute(Works) - Replace Asset 2009	E12350		0	0	(62,600)		0
	YL 363- Mazda BT - 50 2WD Traytop - Ute - Replace Asset 1891	E12350		0	0	(35,300)		0
	Depot Tools & Minor Plant	E12351		0	0	0	0	0
Transport Total			0	0	0	(830,300)	0	0
Economic Services								
Skeleton Weed Eradication Committee								
	Skeleton Weed - Plant & Equipment Capital - Replace of Lease Vehicle	E13750		0	0	(50,000)		0
	Replacement of Boom Spray				0	(46,500)		0
Economic Services Total			0	0	0	(96,500)	0	0
Other Property & Services								
	YL 50 - Toyota Kluger - AWD V6 Wagon A/T GXL(EMCS) - Replace Asset 2014	E14750		0	0	(52,500)		0
	Fixed Back up Generator				0	(25,000)		0
Other Property & Services Total			0	0	0	(77,500)	0	0
Plant , Equip. & Vehicles Total			0	0	0	(1,056,800)	0	0
Infrastructure - Roads (Non Town)								
	R2030 - M40 - 10 Mm Bitumen Reseal - Slk 9.0 - 15.0(19/20)	RRG10	0	0	0	(187,251)	0	0
	R2030 - Koolyanobbing Road - Construct to 7 mSeal - slk 8.0 - 11.0(19/20)	RRG11	(74,435)	0	(74,435)	(593,163)	(593,163)	518,728
	R2030 - Koolyanobbing Road -10 Mm Reseal - slk 5.0 - 8.0(19/20)	RRG12	0	0	0	(98,221)	0	0
	R2030 - Moorine South Rd 10Mm Bitumen Reseal - Slk 8.5 - 16.5(19/20)	RRG13	0	0	0	(263,119)	0	0
	R2R - Crampthorn Road - Bitumen Seal- slk 7.0 - 8.5(19/20)	R2R16	0	0	0	(51,131)	0	0
	R2R - Crampthorn Road - Formation & Gravel Overlay - slk 19.3 - 21(19/20)	R2R17	(4,741)	0	(4,741)	(114,477)	(57,237)	52,496
	R2R - Bodallin South Road - Bitumen Reseal - slk 0.0 - 2.7(19/20)	R2R18	0	0	0	(89,248)	0	0
	R2R - Bodallin South Road - Construct to 7M Seal - slk 4.9 - 6.0(19/20)	R2R19	0	0	0	(390,582)	0	0
	R2R - Southern Cross South Rd- Formation & Gravel Overlay slk 13.4 -16.4(19/20)	R2R20	(6,000)	0	(6,000)	(142,375)	0	(6,000)








SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

Assets		Account	YTD Actual			Amended Budget			Strategic Reference / Comment
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
			\$	\$	\$	\$	\$	\$	
	R2R - Gatley Road - Formation & Gravel Overlay - slk 0.0 -2.5(19/20)	R2R21	(5,000)	0	(5,000)	(119,098)	0	(5,000)	
	Rru - Kent Road - Formation & Gravel -slk 18.3-20.3(19/20)	RRU12	0	0	0	(93,157)	0	0	
	Rru - Nulla Nulla Sth Road - Formation & Gravel -slk 35.5-37.5(19/20)	RRU13	(94,982)	0	(94,982)	(93,527)	0	(94,982)	
	Rru - Cockatoo Tank Road - Formation & Gravel Overlay - slk 5.0 -7.0(19/20)	RRU14	0	0	0	(108,745)	0	0	
	Rru - Emu Fence Road - Formation & Gravel Overlay - slk 135.5 - 137.5(19/20)	RRU15	0	0	0	(97,745)	0	0	
	Rru - Koolyanobbing Road Bitumen Reseal - Slk 25.0 - 27.0(19/20)	RRU16	0	0	0	(56,733)	0	0	
Infrastructure - Roads (Non Town) Total			(185,158)	0	(185,158)	(2,498,572)	(650,400)	465,242	
Infrastructure - Roads (Non Town) Total			(185,158)	0	(185,158)	(2,498,572)	(650,400)	465,242	
Infrastructure - Roads (Town)									
	TRU - Achener Street - Bitumen Reseal, Altair - Spica St (19/20)	TRU05	0	0	0	(59,757)	0	0	
	TRU - Antares St - Sealing & Kerbing Corner Parking Area(19/20)	TRU06	0	0	0	(32,859)	0	0	
Infrastructure - Roads (Town) Total			0	0	0	(92,616)	0	0	
Infrastructure - Roads (Town) Total			0	0	0	(92,616)	0	0	
Infrastructure - HVRIC									
	HVRIC - Three Boys Road - Construct To 7M Seal -Slk 1.9 -3.3(19/20)	HVRIC7	0	0	0	(261,481)	0	0	
Infrastructure - HVRIC Total			0	0	0	(261,481)	0	0	
Infrastructure - HVRIC Total			0	0	0	(261,481)	0	0	
Infrastructure - Road Total			(185,158)	0	(185,158)	(2,852,669)	(650,400)	465,242	
Infrastructure - Footpaths									
Transport									
	Concrete Footpath - Lennenberg St - Marvel Loch	J12100	0	0	0	(37,816)	0	0	
	Concrete Footpath -Spica Street - Southern Cross	J12101	0	0	0	(41,155)	0	0	
Infrastructure - Footpaths Total			0	0	0	(78,971)	0	0	
Infrastructure - Footpaths Total			0	0	0	(78,971)	0	0	



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

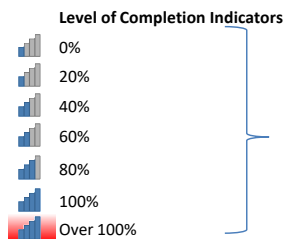
Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
Infrastructure - Refuse								
Community Amenities								
	SX Refuse Disposal Site - Capital -Concrete pad For Recycle,Washdown Shower	J10107	(273)	0	(273)	(56,200)	(273)	
Infrastructure - Refuse Total		(273)	0	(273)	(56,200)	0	(273)	
Infrastructure - Refuse Total		(273)	0	(273)	(56,200)	0	(273)	
Infrastructure - Sewerage								
Community Amenities								
	SX Sewerage Scheme - Capital - Access Chamber Upgrade	E10350	0	0	0	(17,500)	(2,916)	2,916
	ML SewerageScheme - Capital - Access Chamber Upgrade	E10450	0	0	0	(10,500)	(1,750)	1,750
Infrastructure - Sewerage Total		0	0	0	(28,000)	(4,666)	4,666	
Infrastructure - Sewerage Total		0	0	0	(28,000)	(4,666)	4,666	
Infrastructure - Drainage								
Community Amenities								
	Southern Cross Drainage - Upgrades	J10901	0	0	0	(14,172)	0	0
Infrastructure - Drainage Total		0	0	0	(14,172)	0	0	
Infrastructure - Drainage Total		0	0	0	(14,172)	0	0	
Infrastructure - Parks & Ovals								
Community Amenities								
	Rotary Park- Replace 3x Picnic settings/Seating & Install Water Fountain	J10711	0	0	0	(19,509)	(3,248)	3,248
Recreation & Culture								
	Toddler Playground Equipment - Constellation Park	E11352	0	0	0	(50,000)	0	0
Infrastructure - Parks & Ovals Total		0	0	0	(69,509)	(3,248)	3,248	
Infrastructure - Parks & Ovals Total		0	0	0	(69,509)	(3,248)	3,248	
Infrastructure - Other								
Recreation & Culture								
Public Halls & Civic Centres								
	Southern Cross War Memorial - Capital Infrastructure - Other	J11151	0	0	0	(50,000)	0	0
Public Halls & Civic Centres Total		0	0	0	(50,000)	0	0	

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
	Swimming Areas and Beaches							
	Swimming Pool - Infrastructure Capital	E11251	0	0	0	(2,960,000)	(493,332)	493,332
	Swimming Areas and Beaches Total		0	0	0	(2,960,000)	(493,332)	493,332
	Economic Services							
	Tourism & Area Promotion							
	Caravan Park Infrastructure - Capital - Storm Water Drainage Improvements	E13256	0	0	0	(25,000)	0	0
	Tourism & Area Promotion Total		0	0	0	(25,000)	0	0
	Economic Services							
	Standpipe Upgrade - Automated Controllers	E13401	(11,691)	0	(11,691)	(120,000)	0	(11,691)
	#REF!		(11,691)	0	(11,691)	(120,000)	0	(11,691)
	Infrastructure - Other Total		(11,691)	0	(11,691)	(3,155,000)	(493,332)	481,641
	Capital Expenditure Total		(209,018)	(29,306)	(238,324)	(12,604,615)	(1,970,945)	1,732,621



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Attachment

9.2.2

Accounts
for
Payment

Date: 09/09/2019
Time: 2:20:57PM

SHIRE OF YILGARN

USER: Kayla Cuffe
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
40817	16/08/2019	BUTTER AND FORK	18 X CUPCAKES - GOING AWAY MORNING TEA	A		60.00
40818	16/08/2019	LGRCEU	Payroll deductions	A		20.50
40819	16/08/2019	SHIRE OF YILGARN	Payroll deductions	A		1,365.00
40820	16/08/2019	SHIRE OF YILGARN	CHEMIST LEASE RETAINED IN TRUST - JULY 2019	A		550.00
40821	16/08/2019	TELSTRA	PHONE - JULY 2019 - MC ALARM	A		1,761.33
40822	22/08/2019	SHIRE OF YILGARN	FLOAT - COMEDY GOLD, EARTH DINOSAUR SHOW (23RD & 24TH AUGUST). TO BE RE-COUPED 26TH AUGUST	A		200.00
40823	26/08/2019	SHIRE OF YILGARN	END OF YEAR PAYMENT FOR 18/19 ERRONEOUSLY MADE MUSEUM EXPENDITURE WAS NOT OVER BY \$2691.10. MOST OF THE EXPENDITURE WAS RELATED TO A TRANSFER OF PRIOR YEARS INCOME INTO THEIR TRUST ACCOUNT WHICH WAS INCORRECTLY MADE FROM THE EXPENSE ACCOUNT. ONCE RECONCILED, THE MUSEUM HAD NOT SPENT OVER THE BUDGETED AMOUNT AND THE AMOUNT RECOUPED BY THE SHIRE IS TO BE PAID BACK TO THE MUSEUM TRUST (T1110)	A		2,691.10
40824	30/08/2019	LGRCEU	Payroll deductions	A		20.50
40825	30/08/2019	SHIRE OF YILGARN	Payroll deductions	A		1,365.00
40826	30/08/2019	SHIRE OF YILGARN	100% RATES DEDUCTION - INVOICE 60 - MARK CULLEN - A150, A1560 - AS PER CORRESPONDENCE	A		1,150.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	9,183.43
TOTAL		9,183.43

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Time: 2:22:37PM

SHIRE OF YILGARN

USER: Kayla Cuffe
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9124	16/08/2019	ALL-WAYS FOODS	JUMBO TOILET ROLLS ROCHE P6700V	A		368.45
EFT9125	16/08/2019	AMD AUDIT & ASSURANCE PTY LTD	2019 FINANCIAL MANAGEMENT SYSTEMS REVIEW & REGULATION 17 REVIEW	A		19,250.00
EFT9126	16/08/2019	AMPAC DEBT RECOVERY (WA) PTY LTD	COSTS FOR THE MONTH OF JULY	A		421.93
EFT9127	16/08/2019	ANALYTICAL REFERENCE LABORATORY	EFFLUENT WATER SAMPLES	A		297.00
EFT9128	16/08/2019	AUSTRALIA POST	POST CHARGES - JULY 2019 - ADMIN	A		501.55
EFT9129	16/08/2019	AVON WASTE	RECYCLABLE COLLECTION	A		12,515.90
EFT9130	16/08/2019	BLACKMAN FABRICATIONS	REPAIR TOOL BOXES FOR BUILDERS UTE	A		472.56
EFT9131	16/08/2019	BOC GASES	CYLINDER SWAPS: OXYGEN D2, OXYGEN G	A		139.78
EFT9132	16/08/2019	CAMERON WATSON	PHONE BUNDLE REIMBURSEMENT - JULY 2019	A		88.50
EFT9133	16/08/2019	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		484.34
EFT9134	16/08/2019	CIVIC LEGAL PTY LTD	LITTER ACT PROSECUTION ADVICE	A		1,039.50
EFT9135	16/08/2019	AUSTRALIAN TAXATION OFFICE	JULY 2019, BAS, PAYG, GST LIABILITY AND GST CREDITS	A		75,965.00
EFT9136	16/08/2019	COURIER AUSTRALIA	FREIGHT CHARGES 29/07/19, 31/07/19 & 03/08/19	A		99.88
EFT9137	16/08/2019	GERALDTON CENTRAL REGIONAL TAFE	FESS FOR CERT II IN HORTICULTURE	A		2,593.24
EFT9138	16/08/2019	CUTTING EDGES EQUIPMENT PARTS	GB7858HT CURV (RED)	A		5,708.51
EFT9139	16/08/2019	DONOVAN PAYNE ARCHITECTS	SOUTHERN CROSS AQUATIC CENTRE UPGRADE TENDER T14-2018/2019 / COUNCIL RESOLUTION 75/2019	A		37,015.00
EFT9140	16/08/2019	E FIRE AND SAFETY	FIRE EQUIPMENT SERVICE	A		2,622.40

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9141	16/08/2019	INDUSTRIAL AUTOMATION GROUP P/L	STANDPIPE CONTROLLER SUPPORT FEES 1/07/2019 to 31/12/2019	A		2,956.25
EFT9142	16/08/2019	IT VISION AUSTRALIA PTY LTD	RATES TRAINING - TUESDAY 14TH MAY	A		1,122.00
EFT9143	16/08/2019	JASON SIGNMAKERS	1 X 3600X1670 - MARVEL LOCH - GT EASTERN HWY - SOUTHERN CROSS WITH DIRECTIONAL ARROWS AND ANTI GRAFFITI COATING	A		3,368.37
EFT9144	16/08/2019	JTAGZ PTY LTD	1000 X 95MM WRAP STRAP CUSTOM - AS PER QUOTE 10842	A		420.20
EFT9145	16/08/2019	WESFARMERS KLEENHEAT GAS PTY LTD	LPG BULK - JULY REFILL	A		1,461.42
EFT9146	16/08/2019	LGISWA	EXCESS APPLICABLE ON CLAIM: LI0016425 DATED 25/09/19 - DEFAMATION	A		5,000.00
EFT9147	16/08/2019	LISA CHRISTINA BOSO	REFUND - DEPARTMENT OF TRANSPORT PAYMENT 8TH AUGUST 2019 - PLEASE SEE ATTACHED DOCUMENTS LISA ATTENDED DPI TRAINING AND THE SHIRE APPLIED FOR REIMBURSEMENT OF COSTS WITHOUT TRAVEL AS LISA USED HER OWN CAR THE DEPARTMENT REIMBURSED LISA FOR HER TRAVEL COSTS AS PER THEIR POLICY THE DEPARTMENT WAS UNABLE TO SPLIT THE PAYMENT BETWEEN THE SHIRES ENTITLEMENT AND LISAS ENTITLEMENT AND PAID THE SHIRE IN ONE LUMP SUM THIS IS LISA'S PORTION OF THAT PAYMENT.	A		759.54
EFT9148	16/08/2019	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	DOOR LOCK CY322DUA/CP LAZY SCREEN DOOR LOCK	A		3,087.40
EFT9149	16/08/2019	MERREDIN COMMUNITY RESOURCE CENTRE	1/4 PAGE ADVERTISEMENT IN PHOENIX EDITION 2/8/19	A		140.00
EFT9150	16/08/2019	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT AS PER CONTRACT - PER WEEK	A		2,825.00
EFT9151	16/08/2019	MODUS AUSTRALIA RESTROOMS & TOILET BUILDINGS - PERTH	BURTON-1 TOILET BUILDING - DEEP OCEAN SHEETING AND MONUMENT TRIM - AS PER PROPOSAL MA4088-A	A		17,614.30

Date: 09/09/2019
Time: 2:22:37PM

SHIRE OF YILGARN

USER: Kayla Cuffe
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9152	16/08/2019	MOORE STEPHENS	RECONCILE TRIAL BALANCE TO AUDITED STATEMENTS	A		2,059.20
EFT9153	16/08/2019	OFFICE NATIONAL	AVERY FRIDGE MAGNET A4 PACK OF 30	A		121.62
EFT9154	16/08/2019	IXOM OPERATIONS PTY LTD	70 LITRE CHLORINE GAS CYLINDER	A		1,277.19
EFT9155	16/08/2019	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE - NIC WARREN - PRE TAX	A		505.38
EFT9156	16/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY/SUPPORT SERVICES - 2019/2020 SHIRE OFFICE - 30/07/19, 07/08/19	A		510.00
EFT9157	16/08/2019	R MUNNS ENGINEERING CONSULTING SERVICES	ENGINEERING SERVICES TO CHECK ROADWEST DESIGN PLANS ON BULLFINCH EVANSTON ROAD	A		701.80
EFT9158	16/08/2019	SHAC ELECTRICAL SERVICES	INSTALL NEW MHI 7.8-9KW REVERSE CYCLE AIRCONDITIONER	A		6,139.00
EFT9159	16/08/2019	SHIRE OF MERREDIN	2019/20 CONTRIBUTION TO THE CENTRAL WHEATBELT VISITORS CENTRE AS PER 2018-21 MOU	A		2,500.00
EFT9160	16/08/2019	DAIMLER TRUCKS PERTH	QFLC A18-63160-000 ACTUATOR - LOCK DOOR 24H LH	A		690.75
EFT9161	16/08/2019	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		126.00
EFT9162	16/08/2019	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - JULY 2019	A		662.54
EFT9163	16/08/2019	SRW PUBLISHING	PURCHASE OF RAILWAY HOTELS OF AUSTRALIA VOL 4 BOOK (FEATURING YILGARN HISTORY)	A		60.00
EFT9164	16/08/2019	MOORINE ROCK AG SUPPLIES	SKELETON WEED CHEMICAL ORDER	A		73,271.00
EFT9165	16/08/2019	SOUTHERN CROSS GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL EXAMINATION - INCLUDING SPIRO, AUDIO, INSTANT D+A - HASSETT	A		352.00
EFT9166	16/08/2019	SOUTHERN CROSS HARDWARE AND NEWS	27492 DOOR BRUSH SEALS X 8 , HD DOOR CLOSER X 8 J11101	A		3,865.46
EFT9167	16/08/2019	SOUTHERN CROSS MOTOR MART	SUPPLY 1 ONLY HT103 POLE PRUNER	A		2,111.55

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9168	16/08/2019	SOUTHERN CROSS TYRE SERVICES	C7541 HYDRAULIC HOSE FUEL BOWSER J12206	A		3,591.06
EFT9169	16/08/2019	WESTRAC EQUIPMENT PTY LTD	6Y-5230 SCARIFIER POINT	A		1,240.57
EFT9170	16/08/2019	WHEATBELT STEEL SUPPLIES	STEEL, FIXINGS, FLASHINGS AS LISTED	A		1,881.63
EFT9171	16/08/2019	YILGARN AGENCIES	214330 SKELETON WEED ITEMS E13712	A		2,032.92
EFT9172	16/08/2019	YILGARN AUTO ELECTRICS	TDR02120 20A BATTERY CHARGER	A		275.00
EFT9173	16/08/2019	YILGARN PLUMBING AND GAS	DOG PARK WATER BUBBLER - INCREASE FLOW AS UNABLE TO DRINK FROM TOP	A		110.00
EFT9174	30/08/2019	ANALYTICAL REFERENCE LABORATORY	500ML EFFLUENT SAMPLES	A		297.00
EFT9175	30/08/2019	BERNIE'S MOBILE MECHANICAL SERVICE	A1522 AIR FILTER	A		445.65
EFT9176	30/08/2019	BUNNINGS GROUP LTD	PINE, SCREWS, GAP FILLER, PAINT ACCESSORIES E09412	A		2,563.68
EFT9177	30/08/2019	AN & A CARNICELLI	GRAVEL PURCHASE 6000M2 SOUTHERN CROSS SOUTH ROAD - R2R20 (BLOCK LOCATION # 387)	A		12,100.00
EFT9178	30/08/2019	CEMETERIES & CREMATORIA ASSOC OF WA	ORDINARY MEMBERSHIP 2019/2020	A		125.00
EFT9179	30/08/2019	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		488.63
EFT9180	30/08/2019	CARAVAN INDUSTRY ASSOCIATION WA	ADVERTISEMENT IN CARAVAN & CAMPING WA GUIDE	A		363.00
EFT9181	30/08/2019	COPIER SUPPORT	PHOTOCOPIER METRE READINGS 26/07/19 - 26/08/19 - FRONT COPIER	A		2,045.36
EFT9182	30/08/2019	COURIER AUSTRALIA	FREIGHT CHARGES 14/08/19	A		383.96
EFT9183	30/08/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 1ST QTR CONTRIBUTION 2019/20 ESL QTR 1 IN ACCORDANCE WITH DFES ACT 1998	A		32,750.70
EFT9184	30/08/2019	GILBA DOWNS	22/8/2019 ROAD TRAIN HIRE KOOLYANOBING ROAD	A		6,352.50

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9185	30/08/2019	GREAT EASTERN FREIGHTLINES	FREIGHT CHARGES - 01/08/2019 - EX CUTTING EDGES	A		815.93
EFT9186	30/08/2019	J.R.& A.HERSEY	GUIDE POSTS X 100 J12202	A		2,716.96
EFT9187	30/08/2019	IAN DEREK CHRISTIE	REMOVE AND REPLACE REAR BOUNDARY FENCE AT 3 LIBRA PLACE	A		5,090.97
EFT9188	30/08/2019	JASON SIGNMAKERS	6 X 1500 X 900 BOXED EDGE SIGNS (GRADER AHEAD, REDUCE SPEED AND UHF CH 40) AS PER ATTACHED	A		759.00
EFT9189	30/08/2019	STATE LIBRARY OF WESTERN AUSTRALIA	ANNUAL INVOICED COST LOST AND DAMAGED STATE-OWNED PUBLIC LIBRARIES MATERIALS FOR 2019-20	A		220.00
EFT9190	30/08/2019	LOCAL PEST CONTROL	14/8/19 TERMITE TREATMENT EXTERIOR 37 TAURUS STREET ESTIMATE	A		1,562.00
EFT9191	30/08/2019	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT AS PER CONTRACT - PER WEEK	A		1,550.00
EFT9192	30/08/2019	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE - NIC WARREN - PRE TAX	A		505.38
EFT9193	30/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	IT CONSULTANCY/SUPPORT SERVICES - 2019/2020 OFFICE - 15/08/2019	A		382.50
EFT9194	30/08/2019	RAILWAY TAVERN	CARTON CARLTON DRY	A		241.00
EFT9195	30/08/2019	WA CONTRACT RANGER SERVICES	PROVISION OF TWICE MONTHLY RANGER DUTIES 8TH AUGUST 2019 & 22ND AUGUST 2019	A		2,296.80
EFT9196	30/08/2019	THE GOODS AUSTRALIA	CLEANING DISPOSABLES	A		507.38
EFT9197	30/08/2019	SHAC ELECTRICAL SERVICES	LABOUR AND TRAVEL ESTIMATE PER JOB	A		6,434.00
EFT9198	30/08/2019	DAIMLER TRUCKS PERTH	QFLC A18-67226-003 REGULATOR ASSY DS PWR WI	A		1,410.25
EFT9199	30/08/2019	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		132.00
EFT9200	30/08/2019	SOUTH WEST FIRE	EMLED LIGHT	A		110.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9201	30/08/2019	TUTT BRYANT EQUIPMENT-WA	05571242 OUTER MIRROR	A		162.49
EFT9202	30/08/2019	WATER CORPORATION.	WATER - AUGUST 2019 -	A		39,179.69
EFT9203	30/08/2019	WESTRAC EQUIPMENT PTY LTD	1769170 GAS STRUT STEERING	A		731.28
EFT9204	30/08/2019	WHEATBELT STEEL SUPPLIES	EST 5043 - WOODLAND GREY GUTTERING, ENDS, RIVETS, CLIPS,DOWNSPIPE, STRAPPING. SHARE DELIVERY COST E09412	A		1,400.09
EFT9205	30/08/2019	TELSTRA	PHONE - JULY 2019 - WHISPIR	A		161.10
EFT9206	30/08/2019	WURTH AUSTRALIA PTY LTD	0890108719 BRAKE CLEANER 20LT	A		266.10
EFT9207	30/08/2019	YILGARN AUTO ELECTRICS	N150 BATTERY	A		482.83

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	427,455.92
TOTAL		427,455.92

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1539	07/08/2019	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 06.08.19	A		103,799.47
1540	06/08/2019	MOTORCHARGE LIMITED	FUEL ACCOUNT - JULY 2019	A		1,186.72
1541	08/08/2019	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE - AUGUST 2019	A		333.96
1542	12/08/2019	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - AUGUST 2019	A		250.00
1543	14/08/2019	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES JULY 2019	A		1,319.38
1544	15/08/2019	WESTPAC BANKING CORPORATION	CEO CREDIT CARD JULY 2019	A		179.34
1545	15/08/2019	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2019	A		1,007.57
1546	21/08/2019	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 20.08.19	A		86,509.24
1547	02/09/2019	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2019	A		6,600.00
1548	04/09/2019	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 03.09.19	A		88,340.47

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	289,526.15
TOTAL		289,526.15

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD13830.1	06/08/2019	WALGS PLAN	Payroll deductions	A		13,100.50
DD13830.2	06/08/2019	AUSTRALIAN SUPER	Payroll deductions	A		422.09
DD13830.3	06/08/2019	PRIME SUPER	Payroll deductions	A		378.89
DD13830.4	06/08/2019	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		673.50
DD13830.5	06/08/2019	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		948.85
DD13830.6	06/08/2019	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		414.46
DD13830.7	06/08/2019	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		388.89
DD13830.8	06/08/2019	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		608.89
DD13830.9	06/08/2019	BT SUPERWRAP	Superannuation contributions	A		1,642.28
DD13830.10	06/08/2019	HESTA SUPER FUND	Superannuation contributions	A		759.20
DD13830.11	06/08/2019	VISION SUPER SAVER	Superannuation contributions	A		798.57

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	20,136.12
TOTAL		20,136.12
GRAND TOTAL		59,810.79

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD13864.1	20/08/2019	WALGS PLAN	Payroll deductions	A		12,643.97
DD13864.2	20/08/2019	AUSTRALIAN SUPER	Payroll deductions	A		457.95
DD13864.3	20/08/2019	PRIME SUPER	Payroll deductions	A		378.89
DD13864.4	20/08/2019	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		754.30
DD13864.5	20/08/2019	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		953.20
DD13864.6	20/08/2019	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		415.17
DD13864.7	20/08/2019	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		388.89
DD13864.8	20/08/2019	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		608.89
DD13864.9	20/08/2019	BT SUPERWRAP	Superannuation contributions	A		1,647.87
DD13864.10	20/08/2019	HESTA SUPER FUND	Superannuation contributions	A		802.33
DD13864.11	20/08/2019	VISION SUPER SAVER	Superannuation contributions	A		766.96

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,818.42
TOTAL		19,818.42

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD13935.1	03/09/2019	WALGS PLAN	Payroll deductions	A		12,658.75
DD13935.2	03/09/2019	AUSTRALIAN SUPER	Payroll deductions	A		573.81
DD13935.3	03/09/2019	PRIME SUPER	Payroll deductions	A		377.63
DD13935.4	03/09/2019	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		766.08
DD13935.5	03/09/2019	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		910.71
DD13935.6	03/09/2019	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		415.17
DD13935.7	03/09/2019	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		388.89
DD13935.8	03/09/2019	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		608.26
DD13935.9	03/09/2019	BT SUPERWRAP	Superannuation contributions	A		1,642.28
DD13935.10	03/09/2019	HESTA SUPER FUND	Superannuation contributions	A		819.95
DD13935.11	03/09/2019	VISION SUPER SAVER	Superannuation contributions	A		694.72

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,856.25
TOTAL		19,856.25

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402433	19/08/2019	JENNIFER GEMUND	HOUSING BOND REFUND 13 LIBRA PLACE	E		220.00
402434	02/09/2019	SHIRE OF YILGARN	2019/2020 RATES - A3550	E		4,915.25
402435	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A1560	E		3,445.06
402436	02/09/2019	SHIRE OF YILGARN	RATES 2019-2020 - A290	E		2,199.59
402437	02/09/2019	SHIRE OF YILGARN	RATES 2019-2020 - A910	E		2,274.35
402438	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A1890	E		1,134.30
402439	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2540	E		2,526.67
402440	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A400	E		1,863.15
402441	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2990	E		1,807.09
402442	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A4560	E		2,807.02
402443	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A100434	E		2,890.00
402444	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A3740	E		1,890.00
402445	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2080	E		1,582.80
402446	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A180	E		2,565.00
402447	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2020	E		550.00
402448	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2630	E		2,031.37
402449	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A101095	E		1,252.74
402450	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A1640	E		1,350.00

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402451	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A690	E		1,353.89
402452	02/09/2019	SHIRE OF YILGARN	RATES 2019/2020 - A2520	E		589.97
402453	05/09/2019	SHIRE OF YILGARN	2019/2020 RATES - A1170	E		1,500.00
402454	05/09/2019	H.A.Y. COMMITTEE H.A.Y. COMMITTEE	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	E		50.00
402455	05/09/2019	RONALD GEORGE SYMES	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	E		84.42
402456	05/09/2019	LANCE WILLIAM DIXON	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	E		50.00
402457	06/09/2019	SHIRE OF YILGARN	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	E		2,895.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	43,827.67
TOTAL		43,827.67

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
6190	09/08/2019	DEPARTMENT OF TRANSPORT	LICENSING 05.08.19 - 09.08.19	E		3,628.35
6191	16/08/2019	DEPARTMENT OF TRANSPORT	LICENSING 12.08.19 - 16.08.19	E		13,642.40
6192	23/08/2019	DEPARTMENT OF TRANSPORT	LICENSING 19.08.19 - 23.08.19	E		9,187.30
6193	30/08/2019	DEPARTMENT OF TRANSPORT	LICENSING 26.08.19 - 30.08.19	E		7,228.45

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	33,686.50
TOTAL		33,686.50

SHIRE OF YILGARN
Accounts for Payment – September 2019

Chq Number	Payee	Description	Amount	Date
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Municipal Cheques

1539	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 06.08.19	\$103,799.47	07/08/2019
1540	MOTORCHARGE LIMITED	FUEL ACCOUNT - JULY 2019	\$1,186.72	06/08/2019
1541	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE - AUGUST 2019	\$333.96	08/08/2019
1542	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - AUGUST 2019	\$250.00	12/08/2019
1543	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES JULY 2019	\$1,319.38	14/08/2019
1544	WESTPAC BANKING CORPORATION	CEO CREDIT CARD JULY 2019	\$179.34	15/08/2019
1545	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2019	\$1,007.57	15/08/2019
1546	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 20.08.19	\$86,509.24	21/08/2019
1547	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2019	\$6,600.00	02/09/2019
1548	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 03.09.19	\$88,340.47	04/09/2019
Total			\$289,526.15	

Trust Cheques

402433	JENNIFER GEMUND	HOUSING BOND REFUND 13 LIBRA PLACE	\$220.00	19/08/2019
402434	SHIRE OF YILGARN	2019/2020 RATES - A3550	\$4,915.25	02/09/2019
402435	SHIRE OF YILGARN	RATES 2019/2020 - A1560	\$3,445.06	02/09/2019
402436	SHIRE OF YILGARN	RATES 2019-2020 - A290	\$2,199.59	02/09/2019
402437	SHIRE OF YILGARN	RATES 2019-2020 - A910	\$2,274.35	02/09/2019
402438	SHIRE OF YILGARN	RATES 2019/2020 - A1890	\$1,134.30	02/09/2019
402439	SHIRE OF YILGARN	RATES 2019/2020 - A2540	\$2,526.67	02/09/2019
402440	SHIRE OF YILGARN	RATES 2019/2020 - A400	\$1,863.15	02/09/2019
402441	SHIRE OF YILGARN	RATES 2019/2020 - A2990	\$1,807.09	02/09/2019
402442	SHIRE OF YILGARN	RATES 2019/2020 - A4560	\$2,807.02	02/09/2019
402443	SHIRE OF YILGARN	RATES 2019/2020 - A100434	\$2,890.00	02/09/2019
402444	SHIRE OF YILGARN	RATES 2019/2020 - A3740	\$1,890.00	02/09/2019
402445	SHIRE OF YILGARN	RATES 2019/2020 - A2080	\$1,582.80	02/09/2019
402446	SHIRE OF YILGARN	RATES 2019/2020 - A180	\$2,565.00	02/09/2019
402447	SHIRE OF YILGARN	RATES 2019/2020 - A2020	\$550.00	02/09/2019
402448	SHIRE OF YILGARN	RATES 2019/2020 - A2630	\$2,031.37	02/09/2019
402449	SHIRE OF YILGARN	RATES 2019/2020 - A101095	\$1,252.74	02/09/2019

SHIRE OF YILGARN
Accounts for Payment – September 2019

Chq Number	Payee	Description	Amount	Date
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402450	SHIRE OF YILGARN	RATES 2019/2020 - A1640	\$1,350.00	02/09/2019
402451	SHIRE OF YILGARN	RATES 2019/2020 - A690	\$1,353.89	02/09/2019
402452	SHIRE OF YILGARN	RATES 2019/2020 - A2520	\$589.97	02/09/2019
402453	SHIRE OF YILGARN	2019/2020 RATES - A1170	\$1,500.00	05/09/2019
402454	H.A.Y. COMMITTEE H.A.Y. COMMITTEE	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	\$50.00	05/09/2019
402455	RONALD GEORGE SYMES	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	\$84.42	05/09/2019
402456	LANCE WILLIAM DIXON	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	\$50.00	05/09/2019
402457	SHIRE OF YILGARN	REFUND MONIES HELD IN TRUST AS PER INSTRUCTIONS FROM AUDITORS	\$2,895.00	06/09/2019
Total			\$43,827.67	

DPI Cheques

6190	DEPARTMENT OF TRANSPORT	LICENSING 05.08.19 - 09.08.19	\$3,628.35	09/08/2019
6191	DEPARTMENT OF TRANSPORT	LICENSING 12.08.19 - 16.08.19	\$13,642.40	16/08/2019
6192	DEPARTMENT OF TRANSPORT	LICENSING 19.08.19 - 23.08.19	\$9,187.30	23/08/2019
6193	DEPARTMENT OF TRANSPORT	LICENSING 26.08.19 - 30.08.19	\$7,228.45	30/08/2019
Total			\$33,686.50	

Attachment

9.4.2

Disability
Access and
Inclusion Plan
2019-2024

SHIRE OF YILGARN DISABILITY ACCESS AND INCLUSION PLAN 2019 - 2024



IMAGE: SOUTHERN CROSS SENIOR CITIZEN'S CENTRE

This document can be made available in alternative formats upon request including in standard and large print, in audio format on CD, electronically by email and on the Shire of Yilgarn website.

Reviewed September 2019

Our Goals for the Community:

- Protecting, utilising and enhancing our beautiful natural heritage
- An inclusive, secure and welcoming community that encourages
- families, youth and the aged to remain and contribute to our Shire in the long term
- A prosperous future for our community
- Dynamic and visionary leadership guiding our community into the future



IMAGE: SOUTHERN CROSS GENERAL PRACTICE – ACCESSIBLE RAMP AND HANDRAILS

Feedback

The Shire of Yilgarn is continually looking to improve its access and inclusion documentation and action, please feel free to provide any feedback or suggestions you may have via:

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Version	Reviewed Type	Undertaken By	Date

Our Shire

The Shire of Yilgarn is located in Western Australia's Eastern Wheatbelt region. The main town in the Yilgarn, Southern Cross, is located on the Great Eastern Highway 370 kms east of Perth and 220 kms west of Kalgoorlie.

Our Shire covers 30,720 square kilometres, which compares to approximately half of the size of the State of Tasmania, and is almost the same land mass area as the whole of The Netherlands. The area of the Shire of Yilgarn is approximately 19% of the total Wheatbelt region.

The Shire has a population of approximately 1,200 people (2016 census), however it serves well over 2,000 people due to the resources industry in the Shire and the fly in fly out / drive in drive out nature of work. The Shire is well known as the Gateway between the Wheatbelt and the Goldfields.

The name 'Yilgarn' is aboriginal for 'white stone' or 'quartz'. Southern Cross is the main centre, and houses the administration of the Shire, however, there are numerous other smaller townsites throughout the Shire, including, Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

In 1891, the Yilgarn Road Board was gazetted, and in 1918, it merged with the Municipality of Southern Cross. In 1961 it became the Shire of Yilgarn following changes to the Local Government Act 1960.

Agricultural production and a continual increase in mining activities are the main primary industries for the Shire. Mining employees make up an increasing percentage of the workforce and the sector generates approximately \$80 - \$90 million worth of royalties for the state of Western Australia.

Distance to Perth and the regional centres of Kalgoorlie and Merredin is one of our biggest challenges and this challenge is often at the forefront of decisions the Shire of Yilgarn makes on behalf of our community to ensure we have access to facilities and services.

Responsibility for Planning Process

It is a requirement of the Western Australian Disability Act that all local and state government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disabilities have equal access to its facilities and services.

A progress report on the DAIP strategies is to be forwarded to the Disability Services Commission by 31st July each year, plus each DAIP is to be reviewed every 5 years and lodged with the Disability Services Commission.

Other legislation underpinning access and inclusion includes the WA Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful. While Action Plans are not compulsory under the DDA, they can assist organizations become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA's requirements for Action Plans.



IMAGE: EMU PARK DISABLED ACCESS PARK BENCHES

Functions, Facilities and Services Provided by the Shire of Yilgarn

The Shire provides a range of functions, facilities and services in Southern Cross including:

Services to property include: construction and maintenance of roads and footpaths; stormwater drainage; deep sewer system; domestic/commercial waste collection and disposal, including recycling of certain domestic waste; waste motor oil collection facility; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; animal control; and maintenance of parks and gardens.

Recreation Services to the community include: provision and maintenance of playing areas for football, basketball/netball, the public swimming pool facility, children's playground, and skate park; plus, provision and maintenance of the sporting complex with its social lounge/bar facilities and an indoor hall which caters for basketball/badminton. The Shire owns but does not maintain the tennis courts, bowling green, and golf course.

General Services to the community include: providing a doctor service at its Medical Centre; supports a chemist; support Senior Citizens Centre activities, a public library; Community Resources Centre; History Museum; provide and take bookings for the community bus; a caravan park; and cemetery.

Local Government Regulatory Services to the community include: planning processes; building control; environmental health; public health; and animal control services.

Local Government Administration Services to the community include: provision of general information to the public; lodging and resolution of complaints; collection of rates and vehicle licensing.

Processes of Local Government include: ordinary and special council and committee meetings; electors' meetings and election of council members.

Access and Inclusion Policy Statement

The Shire of Yilgarn is committed to ensuring that the community is an accessible and inclusive community for people with disabilities, their families and carers.

The Shire of Yilgarn interprets an accessible and inclusive community as one in which all Shire of Yilgarn functions, facilities, and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

The Shire of Yilgarn recognizes that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognizes its diversity and supports the participation and inclusion of all its members makes for a richer community life.

The Shire of Yilgarn believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

Community Consultation Process

In February 2019, the Shire undertook a round of local Community Consultation, with advertisements in the local “Crosswords” newsletter, Shire website and community notice board, giving public notice that the DAIP was being reviewed and seeking submissions, especially from people with a disability, family and friends of people with a disability, carers, agencies and service providers.

The Shire of Yilgarn received no submissions during the four-week consultation process, however this was viewed as a positive, in that there were no grievances from members of the public in relation to our actions in relation to accessibility and inclusiveness.

The finalised DAIP, once endorsed by Council, is to be advertised in the local “Crosswords” newsletter, advising residents that the document has been endorsed by Council, but still seeking feedback, as the document is thought to be a fluid document, that can be reviewed and amended as needed to meet the changing needs of the community.

The Shire continually welcomes feedback and comments in relation to our DAIP, and are happy to review the document if and when submissions are received within the 5-year mandatory review period.

People with Disabilities in the Shire of Yilgarn

Taken from the Australian Bureau of Statistics (ABS), the population of the Shire of Yilgarn is 1169 (2018 Census) with 2.5% of the local population require assistance with core activities (2016 Census). It is therefore estimated that 30 people living in the Yilgarn area require assistance with core activities. From the 2015 Survey of Disability, Ageing and Carers (SDAC), it is stated that 18.3% of people are living with a disability, equating to 214 people in the Shire of Yilgarn who have a disability.

Due to the size of the population and its proximity to the Shire of Merredin, which is a regional centre, not all facilities are provided in the Yilgarn Shire for people living with disabilities and people may need to travel to Merredin or a larger centre (Perth or Kalgoorlie).

Southern Cross has a hospital, plus a local doctor who operates from the Medical Centre. A local chemist is able to fill most prescriptions. Child Health Nurses work out of the Medical Centre and carry out all infant and child vaccinations. A locum Occupational Therapist, Podiatrist & Optometrist visits Southern Cross regularly. HACC services are also arranged through a coordinator who works from the hospital.

Carinaville is a 4 bed plus 1 respite frail aged lodge attached to the hospital. If required there are 1-2 beds kept in the hospital for frail aged or respite people. Through HACC’s services local residents who do not have transport can arrange for transport to drive them to Merredin for medical appointments if they have no other means of getting there.

The public toilet facilities in the CBD, Rotary Park, and the outside toilets at the Sporting Complex all have facilities suitable for people with mobility disabilities. There are 12 aged accommodation units available within Southern Cross consisting of six duplex units (4 units of which were renovated in 2004 and are suitable for people with movement disabilities). Several of the other 8 units have grab rails installed in the shower recess and toilet room, and the difference in floor levels from the front pathway to the front verandah to the front door have been levelled to make access easier.

Disability Access and Inclusion Progress

The Shire of Yilgarn is committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services. To meet this goal, the Shire of Yilgarn reviewed its 1996 Disability Access Plan to address barriers for people with disabilities. Since adopting the plan, the Shire of Yilgarn has implemented a number of initiatives as follows:

- Library has increased the number of audio books and large print books located at accessible levels.
- Accessible public toilet facilities in Moorine Rock, Bodallin, Southern Cross CBD & Rotary Park.
- A new town hall was built to be fully accessible for people with disabilities.
- Community Resource Centre relocated to more accessible building on School grounds, all on one level and has an accessible toilet facility.
- Southern Cross Sports Complex had ablution facility altered in 2003 to include an accessible toilet with grab rails.
- A unisex disabled toilet installed at the rear of the Masonic Lodge building in 2003;
- Four Homes for the Aged units were renovated in 2004 to accommodate people with movement disabilities. With the bathroom/toilet/laundry rooms removed and replaced with one room with these facilities, plus new kitchen cupboards and

appliances were installed with room for a wheelchair foot to fit under the cupboards, rocker light switches and power points were installed throughout, and any steps to the front and rear verandahs were removed so that access is all on one level.

- The front verandah on the Yilgarn History Museum was renovated in 2006 to include an access ramp.
- In 2008 a new Senior Citizens Centre was installed in Southern Cross which is fully accessible to people with movement disabilities.
- A new clubhouse for the Yilgarn Bowls and Tennis Club was constructed in 2011/2012 with accessible ablution facilities, access onto the new synthetic bowling green, and also the existing tennis courts via access ramps and hand rails. (A vision impaired bowls club have visited the site on numerous occasions).
- In 2014 a new accessible ramp and handrails at the Southern Cross Medical Centre was installed.
- Access ramps from footpaths to road surface have been provided and are monitored to ensure that road subsidence does not cause a “lip” to form, and if found, these are repaired so they are functional.
- On election days the Shire ensures that buildings used are accessible and that modified booths are provided where required otherwise an alternative solution is provided.
- Automatic door installed at Shire Administrative building.
- Accessible Park benches installed at caravan park camp kitchen.
- Four accessible 2x1 units built in 2016 for the aged and disabled
- Two accessible 2x1 units being built through the Central East Aged Care Alliance group being constructed for completion in 2019.



IMAGE: ACCESSIBLE RAMP AT MUSEUM



IMAGE: ACCESSIBLE PARKING BAY AT CBD TOILETS

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

Outcome 1

People with disabilities have the same opportunities as other people to access the services of, and any events organised or sponsored by Shire of Yilgarn.

Strategies	Timeline
Review existing and future funding opportunities to maximize access options that meet individual needs of people with disabilities.	Ongoing
Ensure that people with disabilities are provided with an opportunity to comment on access services provided by the Shire of Yilgarn.	Ongoing
Monitor and review the Shire of Yilgarn's DAIP to ensure that it supports equitable access to services by people with disabilities throughout the various functions of the Shire of Yilgarn.	Ongoing
Install a copy of the Shire of Yilgarn's DAIP on website and allow people to make comment on the DAIP via E-mail.	Ongoing
Ensure Shire events are accessible to people with disabilities.	Ongoing
Ensure that Shire of Yilgarn staff, agents, and contractors are aware of the relevant requirements of the Disability Services Act.	Ongoing

Outcome 2

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by Shire of Yilgarn.

Strategies	Timeline
Ensure that all buildings and facilities are physically accessible to people with disabilities.	Ongoing
Ensure that all new or redevelopment works provide	Ongoing

access to people with disabilities, where practicable.	
Install semi-automatic door opener on front door to the Southern Cross Medical Centre.	2019/2020
Remove un-even footpath surfaces.	Ongoing
Ensure that the sloped access from footpath to road surface has a minimal or no trip lip, and that the curb is clearly marked.	Ongoing
Include accessibility means for persons with a disability to access new swimming pool.	2019/2020
Install an accessible unisex toilet facility at Constellation park as part of new development.	2019/2020

Outcome 3

People with disabilities receive information from the Shire of Yilgarn in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Improve community awareness that Shire of Yilgarn information can be made available in alternative formats upon request.	Ongoing
Improve staff awareness of accessible information needs and how to obtain information in other formats.	Ongoing
Ensure that Shire of Yilgarn's website meets contemporary good practice.	Ongoing
Provide documentation regarding services, facilities & customer feedback in an appropriate format using clear concise language.	Ongoing

Outcome 4

People with disabilities receive the same level and quality of service as other people receive from the staff of the Shire of Yilgarn.

Strategies	Timeline
Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disabilities.	Ongoing
Improve the awareness of new staff and new Councillors about disability and access issues.	Ongoing
Improve community awareness about disability and access issues	Ongoing
Ensure that Shire contractors are aware of DAIP requirements	Ongoing

Outcome 5

People with disabilities have the same opportunities as other people to make complaints to the Shire of Yilgarn.

Strategies	Timeline
Ensure that current grievance mechanisms are accessible for people with disabilities.	Ongoing
Improve staff knowledge so they can facilitate the receipt of complaints from people with a disability.	Ongoing

Outcome 6

People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Yilgarn.

Strategies	Timeline
Ensure and promote that Shire consultative processes are inclusive and address the requirements of people with disability to be involved.	Ongoing
Develop means of consulting a broader range of people with disabilities including the use of local community networks.	Ongoing
Make all Shire public consultation documentation available in alternative formats upon request.	Ongoing

Outcome 7

People with disabilities have the same opportunities as other people to obtain and maintain employment within a public authority.

Strategies	Timeline
Promote the Shire as an inclusive workplace of choice.	Ongoing
The Shire will use inclusive recruitment practices when advertising and interviewing to fill a staff vacancy.	Ongoing
Improve methods of attracting, recruiting and retaining people with disabilities within Shire work force.	Ongoing
Continue to facilitate volunteer workplace experience for community members with a disability	As required

IMPLEMENTATION PLAN

Outcome One: People with disabilities have the same opportunities as other people to access the services of, and any events organized or sponsored by the Shire of Yilgarn.

Strategies	Task	Timeline	Responsibility
Review existing and future funding opportunities to maximize access options that meet individual needs of people with disabilities.	<ul style="list-style-type: none"> Shire administration staff to monitor grant funding available and make submissions where appropriate. 	Ongoing	EMRS CEO EMCS
Ensure that people with disabilities are provided with an opportunity to comment on access services provided by the Shire of Yilgarn.	<ul style="list-style-type: none"> Ensure any community consultation is undertaken in a manner that is inclusive of all community members, especially in relation to the DAIP 	Ongoing	CEO EMRS
Monitor and review the Shire of Yilgarn's DAIP to ensure that it supports equitable access to services by people with disabilities throughout the various functions of the Shire.	<ul style="list-style-type: none"> Shire administration staff to monitor and review DAIP annually. Shire administration staff to consult with local people living with disabilities for comment on the DAIP. 	Ongoing	EMRS
Install a copy of the Shire of Yilgarn's DAIP on Shire website and allow people to make comment on the DAIP via E-mail.	<ul style="list-style-type: none"> Shire to arrange for Reviewed and Council adopted DAIP to be installed on the Shire of Yilgarn website. Include on Shire of Yilgarn website information requesting people's comments on the DAIP and the means by which to make comment. 	2019/2020	EMRS
Ensure Shire events are accessible to people with disabilities.	<ul style="list-style-type: none"> Ensure all Shire of Yilgarn events are planned and implemented in a manner that allows access to people with disabilities. 	Each event	Events Coordinator, EMRS
Ensure that Shire of Yilgarn staff, agents, and contractors are aware of the relevant requirements of the Disability Services Act.	<ul style="list-style-type: none"> Promote Shire of Yilgarn DAIP to agents and contractors, and include it in the induction process for new staff. 	Ongoing	EMRS HR Officer

Outcome Two: People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Yilgarn.

Strategies	Task	Timeline	Responsibility
Ensure that all buildings and facilities are physically accessible to people with disabilities.	<ul style="list-style-type: none"> ○ Biannual checks of Shire buildings. 	Ongoing	EMRS
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	<ul style="list-style-type: none"> ○ Apply the requirements of the Building Code of Australia, Australian Standards on Access (mandatory and recommended) when new building work is undertaken. ○ Include appropriate specifications in tender documents. 	Ongoing	EMRS
Install semi-automatic door opener on front door to the Southern Cross Medical Centre.	<ul style="list-style-type: none"> ○ Seek quote/s for automatic door. ○ Engage contractor to install. 	2019/2020	EMRS
Remove un-even footpath surfaces along streets.	<ul style="list-style-type: none"> ○ Identify sections of footpaths that are uneven and include these in the Shire of Yilgarn Footpath Program either as a capital item if extensive work is required, or as maintenance if a small area of work is required. ○ Allocate funds for the repair or maintenance of footpaths in Annual Budget figures. 	Ongoing	EMI
Ensure that the sloped access from footpath to road surface has a minimal or no trip lip, and ensure the curb is clearly marked.	<ul style="list-style-type: none"> ○ Identify sloped ramps between footpaths and road surfaces that have a "lip" of more than 5mm, 	Ongoing	EMI

	<p>plus those where the curb needs to be clearly marked, and include these in the annual Shire Works Program.</p> <ul style="list-style-type: none"> ○ Allocate funds in Annual Budget figures to carry out works to reduce this “lip” and identify curbs. 		
Include accessibility means for persons with a disability to access new swimming pool.	<ul style="list-style-type: none"> ○ Include in tender specification for build; ○ Ensure award of tender includes disabled access 	2019/2020	EMRS
Install an accessible unisex toilet facility at Constellation park as part of new development.	<ul style="list-style-type: none"> ○ Install already obtained accessible sanitary unit. 	2019/2020	EMRS

Outcome Three: People with disabilities receive information from the Shire of Yilgarn in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that information can be made available in alternative formats upon request.	<ul style="list-style-type: none"> Advertise in the Shire of Yilgarn newsletter that information can be made available in alternative formats upon request. 	Ongoing	EMRS
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> Advise staff of the various alternative information formats that can be produced in-house, and those that need to be done by others. 	Ongoing	EMRS
Ensure that Shire of Yilgarn website meets contemporary good practice.	<ul style="list-style-type: none"> Ensure website is continually updated. Ensure that forms and applications are available electronically. 	Ongoing	EMRS
Provide documentation regarding services, facilities & customer feedback in an appropriate format using clear concise language.	<ul style="list-style-type: none"> Adopt State Government Guidelines for Information, Services and Facilities, and incorporate into general practice by Shire of Yilgarn staff. 	Ongoing	EMRS

Outcome Four: People with disabilities receive the same level and quality of service as other people receive from the staff of the Shire of Yilgarn.

Strategies		Timeline	
Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disabilities.	<ul style="list-style-type: none"> Where practicable and relevant, conduct regular training of staff in A&I issues. 	Ongoing	EMRS
Improve the awareness of new staff and new Councillors about disability and access issues.	<ul style="list-style-type: none"> Advise new staff and Councillors about A&I issues upon commencement. 	Ongoing	EMRS
Improve community awareness about disability and access issues	<ul style="list-style-type: none"> Where practicable and relevant, provide community updates on A&I issues. 	Ongoing	EMRS
Ensure that Shire contractors are aware of DAIP requirements	<ul style="list-style-type: none"> Advise contractors about the DAIP and A&I issues. 	Ongoing	EMRS

Outcome Five: **People with disabilities have the same opportunities as other people to make complaints to the Shire of Yilgarn.**

Strategies	Task	Timeline	Responsibility
Ensure that current grievance mechanisms are accessible for people with disabilities.	<ul style="list-style-type: none">○ Continue to monitor grievance mechanisms to ensure best practice, in terms of A&I, is being achieved.	Ongoing	EMRS
Improve staff knowledge so they can facilitate the receipt of complaints from people with a disability.	<ul style="list-style-type: none">○ Incorporate good practice in handling complaints from people with disabilities into induction and disability awareness training.	Ongoing	EMRS

Outcome Six: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Yilgarn.

Strategies	Task	Timeline	Responsibility
Ensure and promote that Shire consultative processes are inclusive and address the requirements of people with disability to be involved.	<ul style="list-style-type: none"> ○ Ensure community consultation processes and inclusive. ○ Where community meetings are to be held, ensure an accessible facility is utilized. 	Ongoing	EMRS
Develop means of consulting a broader range of people with disabilities including the use of local community networks.	<ul style="list-style-type: none"> ○ Investigate new ways to undertake consultation to ensure a broad range of people are reached. 	Ongoing	EMRS
Make all Shire public consultation documentation available in alternative formats upon request.	<ul style="list-style-type: none"> ○ Review current procedures and implement recommendations. 	Ongoing	EMRS

Outcome Seven: People with disabilities have the same opportunities as other people to obtain and maintain employment within a public authority.

Strategies	Task	Timeline	Responsibility
Promote the Shire as an inclusive workplace of choice.	<ul style="list-style-type: none"> ○ Continue to promote internally and externally. 	Ongoing	EMRS
The Shire will use inclusive recruitment practices when advertising and interviewing to fill a staff vacancy.	<ul style="list-style-type: none"> ○ Continue to use inclusive recruitment processes. 	Ongoing	EMRS
Improve methods of attracting, recruiting and retaining people with disabilities within Shire work force.	<ul style="list-style-type: none"> ○ Continue to review and evolve recruitment processes. 	Ongoing	EMRS
Continue to facilitate volunteer workplace experience for community members with a disability	<ul style="list-style-type: none"> ○ Continue to facilitate and welcome new workplace experiences for community members with a disability. 	Ongoing	EMRS