

## Attachments

### Minutes

Ordinary Meeting of Council – August 2020

Shire of Yilgarn Roads Committee Meeting-September 2020

Great Eastern Country Zone Meeting-August 2020

Wheatbelt East Regional Organisation of Council Board Meeting-August 2020

Yilgarn History Museum Committee Meeting-September 2020

Shire of Yilgarn Tourism Committee Meeting-September 2020

### Agenda Attachments

9.1.1 Tenagraph Maps and Statement of Proposed Works

9.1.2 Policy Manuals

9.2.1 Statement of Financial Activity-31 August2020

9.2.2 Accounts for Payment-August/September 2020



Shire of  
YILGARN

*“good country for hardy people”*

*Minutes*  
*Ordinary Meeting of*  
*Council*  
*20 August*  
**2020**

---

**DISCLAIMER**

Any Plans or documents in agendas or minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material, as per the Copyright Act 1968.

Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including the resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Yilgarn must obtain, and should rely on, written notice of the Shire of Yilgarn's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done in a Council meeting.

Any advice provided by an employee of the Shire of Yilgarn on the operation of a written law, or the performance of a function by the hire of Yilgarn, is provided in the capacity of an employee, and to the best of the persons knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or representation by the Shire of Yilgarn. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of Yilgarn should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

---

## Table of Content

1 Declaration of Opening/Announcement of Visitors .....	3
2 Announcements from the Presiding Member.....	3
3 Attendance .....	3
4 Presentations, Petitions, Deputations.....	3
5 Declaration of Interest.....	5
6 Public Question Time.....	5
7 Confirmation of Minutes.....	5
8 Delegates' Reports.....	6
9 Officers' Reports.....	7
9.1. Chief Executive Officer .....	7
<b>9.1.1 Western Australian Local Government Association</b>	
<b>Annual General Meeting.....</b>	<b>7</b>
<b>9.1.2 Establishment of Shire of Yilgarn Tourism Advisory Committee</b>	<b>9</b>
<b>9.1.3 Gold Net-Proposal to share VHF Repeater Site-Mt Caudan</b>	<b>12</b>
<b>9.1.4 Wheatbelt Cash for Containers Proposal-Mrs P Guest</b>	<b>14</b>
<b>9.1.5 Southern Cross District High School-</b>	
<b>Waiving of Community Bus Hire Fee.....</b>	<b>19</b>
9.2 Executive Manager Corporate Services.....	22
<b>9.2.1 Financial Reports June 2020</b>	<b>22</b>
<b>9.2.2 Accounts for Payment</b>	<b>24</b>
<b>9.2.3 Budget Amendment - Moorine Rock Tennis Club</b>	
<b>Court Resurfacing.....</b>	<b>26</b>

9.3 Executive Manager Infrastructure.....	29
<b>9.3.1 Supply and Spray Bitumen for 2020/2021 Financial Year.....</b>	<b>29</b>
<b>9.3.2 Disposal of Donga and Two x Fuel Storage Tanks.....</b>	<b>32</b>
9.4 Executive Manager Regulatory Services .....	34
<b>9.4.1 Future OF Bodallin Hall- Consideration of Building Assessment</b>	
<b>And Comments.....</b>	<b>34</b>
<b>9.4.2 Lot 401&amp;403 Garret Road. Moorine Rock</b>	
<b>Subdivision/Amalgamation-WAPC Comment.....</b>	<b>39</b>
10 Application for leave of absence.....	44
11 Motions for which previous notice has been given.....	44
12 New business of an urgent nature introduce by decision of the meeting.....	44
13 Meeting closed to the public-Confidential Items.....	44
14 Closure.....	44

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 4pm

## 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

## 3. ATTENDANCE

Presiding Member	Cr W Della Bosca	Shire President
Members	Cr B Close Cr J Cobden Cr G Guerini Cr P Nolan Cr L Rose Cr S Shaw	Deputy President
Council Officers	P Clarke C Watson R Bosenberg G Hindmarsh Laura Della Bosca	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Executive Manager Regulatory Services Minute Taker
Apologies:	Nil	
Observers:	Mrs. Kay Crafter, Mrs. Robin Stevens, Mr. George Irving, Mr. Derek Carew-Hopkins	
Leave of Absence:	Nil	

## 4. PRESENTATIONS, PETITIONS, DEPUTATIONS

Joshua Thurlow - General Manager Project Development, Ben Bryant - Community Stakeholder Engagement and Jamie Alsop - Project Manager Operational Readiness (Parkers Range) from Mineral Resources Limited attended the meeting to provide Council with an update on the Parkers Range project and also to discuss the proposed haulage of a by-product of Lithium Hydroxide from the Kemerton Lithium Plant to an unused pit at MRL's Koolyanobbing Operations.

Mr Alsop and Mr Bryant gave an overview of the works taking place on the Parker Range project, the mining project has a 4-6 year mine life and it is estimated that 15.4 million tonnes

of iron ore will be mined. Currently there is a 99 man camp under construction along with Parker Range deviation road as previously approved by Council. Work on the Emu Fence Road is due to start in early September 2020 with full mining operations due to commence in early 2021.

Mr Thurlow then gave an overview of a proposal for a by-product, which is produced during the processing of Lithium Hydroxide, to be transported from the Kemerton Lithium plant facility situated near Bunbury to a disused mining pit in Koolyanobbing. The fine clay like material produced has been classified as benign. The placement of the by-product in the pit will be structured and sequenced with rock so the base of the pit will be stable with a small evaporation pit constructed for any runoff. The by-product is to be transported for a period of 3 years, after 3 years a suitable alternate and saleable use for the by product is to be found. The product will be transported in fully enclosed trucks and comes out of processing damp so any dust issue is minimised.

The presentation ended with Mineral Resources committing to improved community consultation in the future due to miscommunication in the past.

Questions were invited.

*Cr Nolan expressed concern, that currently there are three mining operations, that have access from mine sites onto the Marvel Loch road and they are currently operating below average road intersections. Cr Nolan stressed that the bypass for the Parker Range project be fully completed before work starts.*

*Cr Nolan also questioned why a by-product of Lithium Hydroxide which is produced in Kemerton is being transported so far to be stored? If it is safe why not dispose of it closer to the Kemerton site, and what will happen at the end of the 3year transportation when no other solution for the product has been found?*

*Cr Della Bosca questioned if when the trucks drop the product in the Koolyanobbing pit and then it is dozed into place what will be done to minimise dust spread, would there be dust monitors?*

These questions were taken on notice by Mr Thurlow, advising that he would provide the requested information to the CEO prior to Council's next scheduled meeting.

Joshua Thurlow, Ben Bryant and Jamie Aslop thanked Council for their time and left the meeting at 4.31pm.

## 5. DECLARATION OF INTEREST

Peter Clarke, CEO, declared an Impartiality Interest pursuant of Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in Item 9.2.3. Disposal of Donga and Two x Fuel Storage Units, advising that he was a member of the Southern Cross Golf Club.

Cr Wayne Della Bosca declared an Impartiality Interest pursuant of Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in Item 9.2.3-Disposal of Donga and Two x Fuel Storage Units, advising that he was related to the recommended successful tenderer and was also a member of the Southern Cross Golf Club.

## 6. PUBLIC QUESTION TIME

Mrs Kay Crafter attended public question time and posed the following question:

*With the recent wet weather it is noticeable that mine vehicles, travelling from surrounding mine sites into the Southern Cross townsite, are depositing large lumps of mud in the main street when parking. This makes the main street look very unsightly.*

*Is it possible for Council to write to the Mining Company's requesting their workers to spray down their vehicles to remove excess mud before coming into the main areas of the Southern Cross townsite?*

The Shire President took the question on notice.

## 7. CONFIRMATION OF MINUTES

### 7.1 Ordinary Meeting of Council, Thursday 16 July 2020

*113/2020*

*Moved Cr Rose/Seconded Cr Cobden*

*That the minutes from the Ordinary Council Meeting held on 16 July 2020 be confirmed as a true record of proceedings.*

**CARRIED (7/0)**

### 7.2 Wheatbelt North East Sub Regional Road Group (SRRG), Thursday 9 July 2020

*114/2020*

*Moved Cr Guerini/Seconded Cr Close*

*That the minutes from the Wheatbelt North East SRRG meeting held on the 9 July 2020 received*

**CARRIED (7/0)**

## 8. DELEGATES' REPORTS

Cr Della Bosca announce the following:

- Attended the Western Australian Country Health Service (WACHS) – Board Stakeholder Luncheon on the 23 July 2020
- Attended the Central East Aged Care Alliance (CEACA) Board Meeting on the 28 July 2020
- Together with the CEO and EMCS, attended a meeting with CRISP Wireless on the 5 August 2020
- Attended the St John Ambulance Community Meeting on the 18 August 2020

Cr Close announce the following

- Attended the St John Ambulance Community Meeting on the 18 August 2020

Cr Shaw announce the following

- Attended the DHAC meeting on the 18 August 2020

Cr Cobden announce the following

- Attended the LHAC meeting on the 11 August 2020

Cr Nolan announce the following

- Attended the Ag Care meeting on the 20 August 2020

unconfirmed

## 9. OFFICERS REPORTS

### 9.1 Officers Report – Chief Executive Officer

#### 9.1.1 Western Australian Local Government Association – Annual General Meeting

<b>File Reference</b>	<b>1.6.21.12</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To inform Councillors that the Annual General Meeting of the Western Australian Local Government Association will be conducted at Crown Perth on Friday, 25 September 2020.

#### Background

The CEO reported at the July 2020 Ordinary meeting that the CEO of WALGA, Mr Nick Sloan, had written to Council to advise that the AGM of WALGA will be held on Friday, 25 September 2020 at Crown Towers Perth.

Mr Sloan had indicated in his correspondence that as Councillors would be aware, the COVID-19 pandemic has upended much of WALGA's way in doing business and created significant uncertainty about its ability to host large scale events such as WALGA's AGM. Following cancellation of the Local Government Convention, the 2020 AGM has been delayed to September to provide as much time as possible for the meeting to be held in-person.

Mr Sloan advised that if an in-person event is not able to be held due to social distancing restrictions, the meeting will be conducted virtually.

Mr Sloan indicated that the key dates are as follows:-

- **Friday, 28 August** – Registration of voting delegates closes; and
- **Friday, 25 September** – Annual General Meeting, Crown Towers Perth

#### Comment

At the July 2020 Ordinary meeting the Shire President requested that potential attendance of Councillors to the AGM be deferred until this meeting to allow Councillors time to consider whether the date suited their attendance.

It should be noted that WALGA will be scheduling a full day of meetings/forums with a Guest Speaker Breakfast between 7.30am – 9.00am followed by a Political Forum at 9.15am which is open to Mayors/President, their Deputies and CEO's.

Councillors should indicate at this meeting whether they wish to attend the WALGA AGM to allow staff time to undertake registrations and also arrange for accommodation.

Council will also need to appoint Delegates with voting entitlements at the Annual General Meeting. Normally this would be the Shire President and Deputy Shire President if they are attending.

#### **Statutory Environment**

Nil

#### **Strategic Implications**

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership Strategy – Ensure training programs for Elected Members and Staff.

#### **Policy Implications**

Nil

#### **Financial Implications**

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

#### **Officer Recommendation and Council Decision**

*15/2020*

*Moved Cr Shaw/Seconded Cr Nolan*

*That Council:-*

- 1. Authorises the Shire President, Deputy Shire President, and CEO in attending WALGA's Annual General Meeting on 25 September 2020; and*
- 2. The Shire President and Deputy Shire President be appointed as Voting Delegates at the WALGA Annual General Meeting with WALGA be informed accordingly.*

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.2 Establishment of Shire of Yilgarn Tourism Advisory Committee

<b>File Reference</b>	<b>1.3.10.3</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments Nil</b>	<b>Nil</b>

#### Purpose of Report

To advise Council of the progress in the re-establishment of the Shire of Yilgarn Tourism Advisory Committee.

#### Background

During the community consultation phase in the development of the 2020-2030 Shire of Yilgarn Community Strategic Planning process, one of the priorities identified was the need to promote tourism in the district.

Therefore, Council considered that the re-formation of the Tourism Advisory Committee would be the ideal way in which this could be achieved and that community participation on the Committee was integral to meeting this objective.

#### Comment

Following Council adopting the Community Strategic Plan at its June 2020 Ordinary meeting, the CEO advertised in *Crosswords* of Council's intentions to re-form the Tourism Advisory Committee and called for expressions of interest from community members who have an interest in promoting tourism within the district.

At the close of the EOI period, the following 12 residents expressed their interest in being members of the Committee.

- Leonie Gethin, Robin Stevens, Kaye Crafter, Charles Jenkins, Ken Fairless, Kerry Fairless, Gary Kenward, Alison Carnicelli, Shannon Carnicelli, Jess Stephens, Laura Black, Ron Goodhill.

Four (4) Shire employees also expressed an interest but were requested by the CEO to withdraw as a Committee of 16 people would be too unwieldy. These employees would still be able to provide input via the secretariat of the Committee and should any of the above community members decide to withdraw at some stage in the future, the employees would then be invited to participate.

Councillor representation has also yet to be considered and it is requested that Councillors nominate their interest at this meeting.

## Statutory Environment

### *Local Government Act 1995*

#### **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required.*

#### **5.9. Committees, types of**

(1) In this section —

***other person*** means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

#### **5.10. Committee members, appointment of**

(1) A committee is to have as its members —

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* *Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the

committee, the local government is to appoint the mayor or president to be a member of the committee.

- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
- (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

*[Section 5.10 amended: No. 16 of 2019 s. 18.]*

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic – Tourism Opportunities Maximised – Re-establish a Yilgarn Tourism Committee to advise /recommend to Council on actions to promote tourism in the district.

### Policy Implications

Nil

### Financial Implications

Nil

### Officer Recommendation and Council Decision

*116/2020*

*Moved Cr Shaw/Seconded Cr Cobden*

*That Council:-*

- 1. Appoints the following Community members to the Shire of Yilgarn's Tourism Advisory Committee:-*

*Leonie Gethin, Robin Stevens, Kaye Crafter, Charles Jenkins, Ken Fairless, Kerry Fairless, Gary Kenward, Alison Carnicelli, Shannon Carnicelli, Jess Stephens, Laura Black, Ron Goodhill.*

- 2. Appoints Councillors Cobden and Rose as Council's representatives on the above Committee.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.3 Gold Net – Proposal to Share VHF Repeater Site – Mt. Caudan

<b>File Reference</b>	<b>2.4.1.7 &amp; 5.1.5.6</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Certificate of Crown Land Title and Map</b>

#### Purpose of Report

To present to Council for its consideration a proposal by Gold Net to construct a communications tower that would co-exist with a Shire of Yilgarn Bush Fire tower to service mining interests in the southern part of the Shire.

#### Background

Gold Net advise that they have been engaged by Vocus Communications (their business partner) to provide quotations to deliver connectivity to the Parker Range mine site for Mineral Resources Ltd and the Mt. Holland project for Covalent Lithium. Gold Net advise that their current design is based on extending the backbone from the Marvel Loch mine site (Minjar Gold) whom they have already established connectivity to.

Gold Net advise that one possible solution that they hope to investigate is the opportunity to establish a small installation that would potentially co-exist with the Shire of Yilgarn's Bush Fire infrastructure.

#### Comment

The Shire of Yilgarn installation that Gold Net are referring to is located on Reserve Land under a Management Order to the Shire for the purpose of a VHF Repeater Station. Gold Net's proposal would see an additional tower constructed within the confines of the Reserve Land set aside for this purpose.

Gold Net has advised that they would be prepared to negotiate with Council a Lease fee for site usage.

#### Statutory Environment

Reserve 51258 under Crown Land Title 501/DP54991.

Shire of Yilgarn has care, control and management of the above reserve for the purpose of which the land comprising the Reserve is reserved under Section 41 of the *Land Administrative Act 1997*, and for purposes ancillary or beneficial to that purpose to the conditions stated.

**41. Reserving Crown land, Minister's powers as to**

*Subject to section 45(6), the Minister may by order reserve Crown land to the Crown for one or more purposes in the public interest.*

**Strategic Implications**

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic – Business in the Shire remain competitive and viable.

**Policy Implications**

Nil

**Financial Implications**

Negotiation of a lease fee for the use of the land.

**Officer Recommendation and Council Decision**

*117/2020*

*Moved Cr Close/Seconded Cr Guerini*

*That Council advises Gold Net that it has no objections to the installation of a communications tower being erected alongside the Shire of Yilgarn's Bush Fire communication tower on Reserve 51258 under Management Order of Council and that the CEO be authorised to negotiate the siting of the tower along with lease fees associated with use of the land.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.4 Wheatbelt Cash for Containers Proposal – Mrs Pauline Guest

<b>File Reference</b>	<b>4.1.9.9 &amp; 1.3.4.4</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Example of Bag Drop Point Bins</b>

#### Purpose of Report

To submit to Council for consideration a proposal to establish the “Wheatbelt Cash for Containers” scheme as a part of the State Government’s Container Deposit Scheme (CDS).

#### Background

Mrs Pauline Guest, Proprietor of Wheatbelt Cash for Containers, has forwarded the following correspondence to Council:-

*“Containers for Change is Western Australia’s new State-wide container deposit scheme that lets people cash in eligible beverage containers for 10c each and make positive environmental changes at the same time.*

*With the introduction of Containers for Change together we will:*

- *• Reduce litter and landfill;*
- *• Increase recycling;*
- *• Create jobs; and*
- *• Provide opportunities for social enterprise and community organisations.*

*With the disruption caused by COVID-19 the official start date for the scheme was deferred from June 2020 to 1 October 2020.*

*A site has been secured site in Merredin which will serve as the container aggregation point for the Shires of Bruce Rock, Kellerberrin, Merredin, Mukinbudin, Westonia and Yilgarn. In the Shires surrounding Merredin bag drop points are being established so that local residents have the opportunity to bag and tag their containers and receive refunds without having to travel outside of their towns to access the service. This means that I have the opportunity to work with you to provide a service to you and your broader community.*

*I would be delighted to enter into a partnership with the Southern Cross Community Resource Centre to enable you to maximise the benefit to you as an organisation. There are two ways that you can benefit from participation in the scheme; from an annual compensation payment for the provision of a location for placement of “bag drop” infrastructure, and by receiving*

container refunds, either generated by your own fundraising activities or from general donations from others.

*In the Shires of Mukinbudin and Bruce Rock 3.0m x 3.0m garden type sheds with built in donation chutes similar to a "Good Sammy" bin are to be utilised as bag drop points. Individuals register for a scheme identification number and use this to label bags of containers deposited into the bag drop bin. The bags are retrieved, counted, and refund issued to the registered bank account. You can receive funds for containers you have collected or from container refunds donated to you by others via your scheme identification number.*

*The Southern Cross CRC's connection with the Yilgarn community means that you will be well placed to promote the scheme in your community and encourage individuals and community groups in your community to get on board and benefit from obtaining refunds for themselves or for their community groups. Other Community Resource Centres have identified this partnership as an opportunity to improve community engagement statistics through the provision of the service, and recording of the community interactions it will generate via the provision of assistance with scheme identification numbers and the issuing of bags and tags.*

*I am pleased to be able to offer financial compensation of \$3,000 per annum (ex. GST) as a donation to the Southern Cross CRC, acknowledging your role in hosting a bag drop facility for your town. The amount of financial compensation will be reviewed on an annual basis, with high scheme participation potentially resulting in increased compensation.*

*It is estimated that Western Australian use around 4 eligible containers per person per day. With a population of 1,202 (2016 Census data), the Yilgarn community could generate significant income for groups, clubs and individuals. A table representing potential financial returns is shown below:*

<b>Return Rate (per person per day)</b>	<b>Containers/Annum</b>	<b>Refund value/Annum (\$)</b>
1.5	658,095	\$65,809.50
3	1,316,190	\$131,619

*To enable you and your community to get set up to participate in the scheme I will provide you with:*

- *Two lockable sheds (installed) with deposit chutes (size, colour and configuration dependent on the location you have available)*
- *Suitable locks*
- *Informational signage on instructions for use and eligible containers*
- *A weekly collection service for your bag drop site*
- *Ongoing general marketing of the scheme to the Wheatbelt community*
- *A mobile refund service is an option which is being explored - to enable customers to receive on the spot cash refunds, which may be delivered on a fortnightly/monthly basis*

Where applicable, your participation would be focused on:

- *Provision of a safe and publicly accessible location for placement of a bag-drop site*
- *Local promotion of the bag drop site through your regular channels (eg. window advertising, Facebook, newsletter)*
- *Keeping an eye on the bag drop infrastructure, picking up small amounts of litter if necessary, or notifying me that attention is required*
- *Providing assistance to customers with obtaining or using their scheme identification number*
- *Issuing official bags and tags to customers*
- *Working with your community and allies to encourage participation and facilitate donations. Every refunded container means 10c for your community - it adds up quickly!*

*The ideal location could be a car park or other open space, which is conveniently located for easy public access. It should be suitable to park a ute and trailer at on a regular basis; for collection of bags from the bag drop infrastructure and to park and wait at to provide a regular on the spot cash refund service. I look forward to hearing about options you might have available which could be suitable.*

*Wheatbelt Cash for Containers has public liability insurance and can provide police clearances and working with children's checks for all staff. Arrangements will need to be made to ensure that all required insurances and appropriate agreements are in place for public use and for the management of the supplied infrastructure, suited to the tenure and management of the location selected for the bag drop site.*

#### **Comment**

It is the opinion of the CEO that the community would expect to see Council somehow involved in providing this service so residents can benefit from the State Government's Container Deposit Scheme.

The proposal submitted by Mrs Guest appears feasible, as long as CRC staff are only involved in the promotion of the scheme (via *Crosswords*) and the issuing of bags and tags to customers. Other potential providers of CDS were expectant of Council Officers running the scheme without reward.

In discussions with the Executive Managers of Infrastructure and Regulatory Services, they are of the opinion that the most logical site for the Deposit Bins is located on the vacant land between the Tennis Courts and Senior Citizens Centre in the Southern Cross townsite.

### Statutory Environment

Nil.

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Environmental – Satisfaction with waste management services and recycling processes.

### Policy Implications

Nil

### Financial Implications

Nil

### Officer Recommendation and Council Decision

**118/2020**

***Moved Cr Rose/Seconded Cr Shaw***

***That Council advises Mrs Guest, Proprietor of Wheatbelt Cash for Containers, that it agrees to participating in the Container Deposit Scheme proposal as per the following:-***

- 1. That the Southern Cross CRC be the contact point for residents to obtain official bags and tags for the depositing of containers and that in return, the Shire of Yilgarn receives an annual payment of \$3,000 for this service;***
- 2. That the Southern Cross CRC and the Shire of Yilgarn promotes the Wheatbelt Cash for Containers scheme in the local Crosswords Newsletter, Shire website and other social media sites;***
- 3. That Council approves of the "Bag Drop Off Point" sheds being located on the vacant land between the Tennis Courts and Senior Citizens Centre in the Southern Cross townsite; and***
- 4. That Wheatbelt Cash for Containers commits to a weekly collection of the deposited container bags.***

**CARRIED (7/0)**



3.0m



3.0m

**Details**

3.0m wide x 2.0m high shed walls

900mm wide x 500mm high chute

Handle at 1100mm high for accessibility

Signage to be approved by WARRRL Pty Ltd (Scheme Coordinator). Note: Wording is incorrect on ineligible containers sign shown here.

## 9.1 Officers Report – Chief Executive Officer

### 9.1.5 Southern Cross District High School – Waiving of Community Bus Hire Fees

<b>File Reference</b>	<b>8.2.6.27</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Letters from Students</b>

#### Purpose of Report

To submit to Council a request from the Principal of the Southern Cross District High School (SXDHS) for the waiving of Community Bus Hire fees associated with student's attendance at a Country Week Carnival in Perth.

#### Background

The Principal, Ms Karen Tabner, advises that the opportunity for SXDHS students in Years 7-10 to attend the Country Week 2020 Carnival, which is coordinated by School Sport WA, is a fantastic educational opportunity that involved students from District High Schools across WA travelling to Perth to compete against one another in various sports.

The SXDHS has not participated in the event for many years, however, both Principals feel that many of their secondary students would benefit greatly from this opportunity. Throughout the week, students would participate in a number of sporting and non-sporting activities. The aim of this educational experience is to provide the students with the opportunity to further develop their social and cultural competence, whilst being active and encouraging physical activity. In the future and if successful, it is hoped that the school would be able to offer this opportunity on an annual basis.

At the present, the school is trying to fund the Year 7-10 students to journey to Perth from 20 – 25 September to participate in the event. Parents will be expected to contribute financially to the event to enable their child to attend, however, the total cost for the camp far exceeds this amount. As such, students and their families will also be participating in a number of fundraising events over the course of the next few months. Even so, it is going to be very difficult for the school to be able to raise the funds needed to be able to attend.

Ms Tabner advises that whilst we live in an amazing mineral rich area of WA, it has come to the attention that many school children in this area are quite disadvantaged in a social and cultural sense. In addition, junior sports in the Yilgarn region has been significantly impacted by COVID-19 and, as such, many of the students will not have the opportunity to participate in community-based sport during the winter months of 2020.

Should Council feel that it may be in a position to support these students to attend Country Week 2020, any financial contributions in the form of a donation towards the Community Bus hire and transport would be greatly appreciated.

### Comment

Council's Delegation No. LGA30 only allows the CEO to waive hire fees to an amount less than \$500.00. The request by the SXDHS to waive hire fees for the Community Bus would be between \$800 - \$900.

The Shire of Yilgarn supports the SXDHS in many ways throughout the course of the school year, from donating Book Prizes, waiving Hall Hire fees for rehearsals and annual school concerts, preparing ovals for sport carnivals and waving of minor fees for other events. Quite often, the Shire is the first organisation that the school approaches when financial assistance is required.

It is pleasing to see the school community being active in fundraising to enable students to attend the Country Week 2020 event to lessen the financial burden on parents.

### Statutory Environment

#### Delegation No: LGA30

#### Donations and Discount Hire Fees

<b><i>Date Adopted:</i></b>	17 March 2016
<b><i>Date Last Reviewed:</i></b>	20 February 2020
<b><i>Policy Reference:</i></b>	

<b><i>Delegate:</i></b>	CEO
<b><i>On-Delegated:</i></b>	No
<b><i>Chief Executive Instruction/Procedure:</i></b>	

#### Legal (Parent):

1. Local Government Act 1995, Section 5.42.

#### Legal (Subsidiary):

1. Local Government Act 1995, Sections 6.12

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.

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Social – Maintain/increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.

### Policy Implications

Nil

### Financial Implications

Requested Donation/Waiving of Hire Fees between \$800 - \$900

### Officer Recommendation

*That Council advises the Principal of the Southern Cross District High School that Council is prepared to support the School and its parents to assist the students in attending the Country Week 2020 event in Perth by waiving 50% of the anticipated Community Bus Hire fees (\$400-\$450).*

### Council Decision

118/2020

*Moved Cr Nolan/Seconded Cr Guerini*

*That Council advises the Principal of the Southern Cross District High School that Council is prepared to support the School and its parents to assist the students in attending the Country Week 2020 event in Perth by waiving 100% of the anticipated Community Bus Hire fees (\$800-\$900).*

**CARRIED (7/0)**

### REASON FOR ALTERATION TO RECOMMENDATION

Council considered that the whole Community Bus hire fee should be waived on this occasion as the students would benefit greatly from their attendance at the Country Week Carnival.

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.1 Financial Reports

<b>File Reference</b>	<b>8.2.3.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Financial Reports</b>

#### Purpose of Report

To consider the Financial Reports

#### Background

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

The following reports are attached and have been prepared as at the 31 July 2020.

- 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

*119/2020*

*Moved Cr Rose/Seconded Cr Cobden*

*That Council endorse the various Financial Reports as presented for the period ending 31 July 2020*

**CARRIED (7/0)**

unconfirmed

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.2 Accounts for Payment

<b>File Reference</b>	<b>8.2.1.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Accounts for Payment</b>

#### Purpose of Report

To consider the Accounts for Payment

#### Background

Municipal Fund – Cheque Numbers 40929 to 40936 totalling \$8804.71, Municipal Fund-EFT Numbers 10269 to 10371 totalling \$642,130.87, Municipal Fund – Cheque Numbers 1636 to 1647 totalling \$278,025.82, Municipal Fund Direct Debit Numbers 14837.1 to 14837.11 totalling \$18,776.45, Municipal Fund Direct Debit Numbers 14885.1 to 14885.11 totalling \$19,463.96, Municipal Fund Direct Debit Numbers 14912.1 to 14912.11 totalling \$19,271.77, Trust Fund – Cheque Numbers 402515 to 402521 totalling \$2340.05, Trust Fund – Cheque Numbers 6239 to 6244 (DPI Licensing), totalling \$41,159.95 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**

**120/2020**

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

***Municipal Fund – Cheque Numbers 40929 to 40936 totalling \$8804.71, Municipal Fund-EFT Numbers 10269 to 10371 totalling \$642,130.87, Municipal Fund – Cheque Numbers 1636 to 1647 totalling \$278,025.82, Municipal Fund Direct Debit Numbers 14837.1 to 14837.11 totalling \$18,776.45, Municipal Fund Direct Debit Numbers 14885.1 to 14885.11 totalling \$19,463.96, Municipal Fund Direct Debit Numbers 14912.1 to 14912.11 totalling \$19,271.77, Trust Fund – Cheque Numbers 402515 to 402521 totalling \$2340.05, Trust Fund – Cheque Numbers 6239 to 6244 (DPI Licensing), totalling \$41,159.95 are presented for endorsement as per the submitted list.***

**CARRIED (7/0)**

unconfirmed

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.3 Budget Amendment – Moorine Rock Tennis Club - Court Resurfacing

<b>File Reference</b>	<b>8.2.5.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

This report seeks Councils approval for an amendment to its 2020/2021 budget to allow for expenditure from its municipal fund for the resurfacing of the Moorine Rock Tennis Courts and corresponding donation income.

#### Background

Council has included in its current budget, a contribution of \$40,000 ex GST allocated to the Moorine Rock Tennis Club which is intended as support for the refurbishment of three tennis court surfaces. This contribution was to be made as a cash contribution directly to the Moorine Rock Tennis Club.

The contribution is included in the budget allocation for GL Account E04119 – Support to Community Groups within schedule 4 – Governance / Members of Council.

#### Comment

Due to their status of not being registered for GST, the Moorine Rock Tennis Club have requested that, if Council is willing to, incur the costs associated with the refurbishment of the tennis courts with the Club donating to Council the cost difference.

The Moorine Rock tennis facilities are included on Councils asset register and are insured by Council. With Council incurring the cost of these court upgrades, then both the asset register and the insurance valuation can be updated immediately and not when the asset is next revalued.

The Moorine Rock Tennis Club have received a quote for the upgrade works totalling \$82,280 ex GST and have indicated that they are in a financial position to donate the amount of \$42,280. It will be proposed to make the following amendments to the 2020/2021 Budget:

<i>Sub-Program</i>	<i>Account / Job</i>	<i>Current Budget</i> \$	<i>Budget Adjustment</i> \$	<i>Proposed Budget</i> \$
<i>Expenditure</i>				
041. Members of Council	E04119 - Support to Community Groups	62,250	( 40,000 )	22,250
113. Other Recreation & Sport	SPRT11 - Moorine Rock Tennis Club - L & B	-	82,280	82,280
			42,280	
<i>Income</i>				
113. Other Recreation & Sport	R11311 - Contributions, Reimbursements & Donations	-	42,280	42,280
	<i>Total Cost to Council</i>		-	

## Statutory Environment

### Local Government Act 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
  - is authorised in advance by resolution\*; or
  - is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

The recommendation that follows is consistent with the legislative requirements.

## Strategic Implications

### Strategic Goal

Social Objective - An inclusive, secure and welcoming community that encourages families, youth and the aged to remain and contribute to our Shire in the long term.

### Strategic Outcome

Social Outcome 1.1 - Maintain / increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.

### Strategy

1.1.2 - Provide and maintain high quality community infrastructure (recreation centre, oval, bowls, swimming pool, library, community centre, halls).

1.1.5 - Provide support to local sport, recreation and community groups.

## Policy Implications

There are no policy implications as a result of this report

### Financial Implications

If the recommendation below is endorsed, there will be no change to the budgets bottom line.

### Officer Recommendation and Council Decision

**121/2020**

**Moved Cr Rose/Seconded Cr Cobden**

**That Council approves the following budget amendments:**

<i>Sub-Program</i>	<i>Account / Job</i>	<i>Current Budget \$</i>	<i>Amended Budget \$</i>
<i>Expenditure</i>			
041. Members of Council	E04119 - Support to Community Groups	62,250	22,250
113. Other Recreation & Sport	SPRT11 - Moorine Rock Tennis Club - L & B	-	82,280
<i>Income</i>			
113. Other Recreation & Sport	R11311 - Contributions, Reimbursements & Donations	-	42,280

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

### 9.3 Reporting Officer– Executive Manager for Infrastructure

#### 9.3.1 Supply and Spray Bitumen for 2020-/2021 Financial Year

<b>File Reference</b>	<b>6.6.8.9</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

Supply and Spray Hot Bitumen for 2020/2021 Financial Year Road Construction Program

#### Background

Quotations were invited through WALGA Preferred Supply Contract for the supply and spraying of hot bitumen for the 2020/2021 Financial Year Road Construction Program. Bitumen required for the 2020/2021 Road Construction Program is for, Cramphorne Road, Bodallin South Road, Moorine South Road, Koorda Bullfinch Road (M40), Koolyanobbing Road and Acheneer Street.

It is estimated 370,500 litres of bitumen is required for 2020/2021 of which 295,000 litres will be sprayed in lots of above 25,000 litres and the remaining 75,500 litres will be sprayed in lots off between 10,000 to 25,000 litres.

Included in the quotation request is a requirement to submit a cost per tonne to carry out pre-coating of 3000 tonnes of aggregate.

#### Comment

Three companies were invited to submitted quotations (Boral, Bitumen Surfacing and Bitutek) to supply and spray bitumen for 2020-2021 Financial Year, Bitutek and Boral supplied quotes, Bitumen Surfacing did not submit a quote.

#### 1. Bitutek (GST exclusive)

<u>Hot Sprayed Bitumen</u>	<u>95/5-Primer Seal</u>	<u>98/2-Seal</u>
up to 10,000	\$ 1.25 per litre	\$ 1.25 per litre
10,000 - 25,000	\$ 1.05 per litre	\$ 1.05 per litre
over 25,000	\$ 1.00 per litre	\$ 1.00 per litre

*Pre-coating Aggregate \$ 2.50 per tonne*

#### Expected total cost to Council's Construction Program

75,500 litres in job lots of 10,000 to 25,000 litres of 95/5:	\$ 79,275.00
295,000 litres in job lots above 25,000 litres of 98/2:	\$295,000.00
adhesive agent	\$ 4,157.00
3000 tonnes aggregate x \$2.50 per tonne	<u>\$ 7,500.00</u>
Total	<u>\$385,932.00</u>

Rates for pre-coating are based on the following:

Shire of Yilgarn to supply at no cost to Bitutek:

- 1) Loader
- 2) Wetting agent (diesel) for the pre-coating

Bitutek have also included an hourly rate for spreader trucks: \$125.00/hour

**2. Boral (GST exclusive)**

<u>Hot Sprayed Bitumen</u>	<u>95/5-Primer Seal</u>	<u>98/2-Seal</u>
up to 10,000	\$ 1.30 per litre	\$ 1.29 per litre
10,000 - 25,000	\$ 1.13 per litre	\$ 1.12 per litre
over 25,000	\$ 1.08 per litre	\$ 1.06 per litre

*Pre-coating Aggregate \$ 2.92 per tonne*

**Expected total cost to Council's Construction Program**

75,500 litres in job lots of 10,000 to 25,000 litres of 95/5:	\$ 85,315.00
295,000 litres in job lots above 25,000 litres of 98/2:	\$312,700.00
adhesive agent	\$ 2,037.75
3000 tonnes aggregate x \$2.92 per tonne	\$ 8,760.00
Total	<u>\$408,812.75</u>

Rates for pre-coating are based on the following:

Shire of Yilgarn to supply at no cost to Boral:

- 3) Loader
- 4) Wetting agent (diesel) for the pre-coating

Council utilized Bitutek for the supply and spraying of bitumen in the 2019/2020 Financial Year. The service and quality of goods supplied was to a good standard.

When setting the 2020/2021 Financial Year Construction Budget an estimated monetary allocation of \$418,700 (*GST exclusive*) was allowed for in council's construction program for the supply and spray of hot bitumen and pre-coating of aggregate.

**Strategic Implications**

2020/2021 Construction Program

**Policy Implications**

In line with Council's Policy, "*Finance 3.5 Purchasing Quotes and Tenders*"

### Financial Implications

Monetary costs associated for the supply, and spraying of hot bitumen has been allowed for in Council's 2020/2021 Construction Program Budget

### Officer Recommendation and Council Decision

*122/2020*

*Moved Cr Cobden/Seconded Cr Guerini*

*That Council accepts the Quotation submitted by Bitutek for the supply and spraying of hot bitumen and pre-coating of aggregate for the 2020/2021 Financial Year.*

**CARRIED (7/0)**

unconfirmed

Peter Clarke, CEO, declared an Impartiality Interest pursuant of Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in Item 9.2.3. Disposal of Donga and Two x Fuel Storage Units, advising that he was a member of the Southern Cross Golf Club.

Cr Wayne Della Bosca declared an Impartiality Interest pursuant of Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in Item 9.2.3-Disposal of Donga and Two x Fuel Storage Units, advising that he was related to the recommended successful tenderer and was also a member of the Southern Cross Golf Club.

In declaring an Impartiality Interest, it does not require for the CEO or Cr Della Bosca to vacate the Chamber and that Cr Della Bosca is required to exercise his vote on the matter.

### 9.3 Reporting Officer– Executive Manager for Infrastructure

#### 9.3.2 Disposal of Donga and Two x Fuel Storage Tanks

<b>File Reference</b>	<b>6.6.9.1</b>
<b>Disclosure of Interest</b>	<b>Peter Clarke-Member of Southern Cross Gold Club</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To consider the disposal of a Donga and two x fuel storage tanks

#### Background

Recently Council purchase a block of land and shed at 25 Procyon Street Southern Cross. Located on the block and included in the purchase price was two x 2,500 litre Fuel Storage tanks on stands and a Donga. The Fuel Storage tanks have been emptied for a number of years and are showing their age. The Donga is well aged with minor damaged both external and internal. Council has no use for the above listed items.

At July 2020 Ordinary Meeting of Council, it was resolved to dispose of these items in accordance to the following resolution:

96/2020

*Moved Cr Rose/Seconded Cr Cobden*

*That Council endorses the disposal of items listed below, to highest bidder at public auction, being via written expression of interest, with notice of public auction given via the Shire's Crossword publication*

*Items listed for disposal included:*

1. *One x donga*
2. *Two x 2,500 litre fuel storage tanks on stands"*

### Comment

The Donga and two x 2,500 litre Fuel Storage tanks were advertised in the 23<sup>rd</sup> July 2020 edition of the local Crosswords with the closing date being Friday 7<sup>th</sup> August.

The following expression of interest to purchase the Donga were received (*GST inclusive*):

Stuart Anthony Shac Electrical	\$3000.00
Brad Auld Bradelli Farm	\$6875.00
Vern Strange West Australian Prospectors	\$3000.00
David York	\$2000.00

Council did not receive any offers to purchase the two fuel storage tanks, but the Southern Cross Golf Club have indicated that they would like to have both donated to them for the storage of oil used to treat the sand greens with.

### Statutory Environment

*In accordance to the Local Government Act 1995 Section 3.58 Disposing of Property*

### Strategic Implications

Nil

### Policy Implications

*"Finance Policy 3.1 Financial Treatment of Assets"*

### Financial Implications

*Income received for items go into general revenue*

### Officer Recommendation and Council Decision

*123/2020*

*Moved Cr Guerini/Seconded Cr Shaw*

*That Council accepts the expression of interest received from Brad Auld - Bradelli Farm of \$6,875.00 (GST inclusive) for the purchase of the Donga*

*and that*

*as there was no financial offer for the two Fuel Storage tanks Council donates these tanks to the Southern Cross Golf Club*

**CARRIED (7/0)**

## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.1 Future of Bodallin Hall – Consideration of Building Assessment and Comments

<b>File Reference</b>	<b>1.3.2.1</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Bodallin Hall Building Condition Report &amp; Asset Data</b>

#### Purpose of Report

To consider a building condition report on the Bodallin Hall and comments from the Bodallin Community regarding the future of the Bodallin Hall.

The intention of the building condition report is to identify the current defects, how the building complies with the legislation and short to long-term maintenance costs. Following placing a value on these parameters, Council can make a decision on the future of the hall against the value of any unmet need of the community for such a facility in the Bodallin Community

#### Background

The Bodallin Halls future came under Consideration by Council in 2015, including value to the community and its condition, however no formal resolution ensued.

The Bodallin Hall, completed in 1971 has had very little use in recent years by the local community and due to attrition has fallen into disrepair. The Shire had the power disconnected from the main hall approximately three years ago.

Council Officers have more recently noted the immediate and future maintenance concerns and compliance with public building legislation. This was brought to the attention of Council in the discussion session at the June 2020 ordinary Council meeting. Following this meeting, Council Officers sought feedback from the community and a professional assessment of the building condition by independent third party at the direction of Council.

Mr Chris Roves from SW 19 Building Consultants and the EMRS undertook the building condition inspection on the 6 July 2020. The report received from SW 19 on the 13 July 2020 as tabled in this report as attachment details the immediate and ongoing maintenance requirements and costings for the next ten years.

Feedback has been sought from the community via correspondence to residents and landowners within the Bodallin postcode of 6424 requesting comment regarding the future of the Bodallin Hall. Forty-one residents and landowners were contacted by mail requesting

comment by 31 July 2020. Furthermore, the same correspondence was disseminated in the Yilgarn Shire newsletter the Crosswords.

The Shire has received eight (8) comments from members of the Bodallin Community as follows-

- Mr Jackson Kelly
- Ms Claire Birtles
- Ms Helen Granich and Mr Mark Granich
- Mr Raymond Birtles and Rhonda Abbott
- Bodallin Community Group
- Mr Steve Rose and Ms Linda Rose
- Ms Mary Lidell
- Mr George Irving

One of the responses received is from the Bodallin Community Group, which as a collective has undertaken its own survey within the community. The correspondence received by the Shire from the Group tables their own summary of feedback they received via the survey. The comments received have been appendicised in full including the individual responses.

Of the eight responses received, seven of them supported the retention and repair of the public building; one supported the demolition of the Bodallin hall and tennis courts.

#### Comment

Council has a responsibility to maintain its public buildings to comply with the legislation. The Bodallin Hall building requires immediate and ongoing maintenance should Council consider the option to retain the building for the use of the local community and public.

Alternatively, Council has the option to demolish the building or simply lock the building up and not put any further resources towards the building for the medium term future.

Whilst there is some non-compliances that are not high risk and can be made good in future budget allocations the expenditure to cover immediate concerns is approximately \$23,000.

This expenditure does not include immediate repairs to the current septic system. The current system is functional with only infrequent use of the toilets, however with higher use may need to have a leach drain installed and/or new septic tanks. This cost of complete replacement was omitted from the report at the request of the EMRS when on site with the SW 19 representative. It is pertinent to note the \$6,000 allocated for the repair of the septic system in the report is only for a single leach drain to the existing concrete baffle tank.

Gauging from the sentiment of the Bodallin Community, there is much support to retain and ameliorate the building. Many of the immediate non-compliance issues raised in the report are

dealing with electrical compliance of the building, so it is pertinent to expedite these repairs as a priority.

Following the ordinary Council meeting and pending Council decision, shire officers are tentatively meeting the local electrician on site on the 21 August 2020. The budget allocation of \$20,000 for demolition could be utilised for these immediate public building non-compliances as far as practicable.

### Statutory Environment

*Health (Public Building) Regulations 1992*

### Strategic Implications

#### Goal

An inclusive, secure and welcoming community that encourages families, youth and the age to remain and contribute to our Shire in the long term.

#### Outcome

Maintain/ increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.

#### Strategy

Continue to provide and maintain high quality community infrastructure (recreation centre, oval, bowls, tennis facilities, swimming pool, library, community centre, halls)

### Policy Implications

4.4 Maintenance of Buildings under Council Control

6.8 Asset Management Policy

### Financial Implications

Should Council make resolution to repair and maintain the hall there will be an immediate cost of circa \$23,000 for maintenance, which has no current budget allocation. Notwithstanding, the allocation in the current budget for demolition of \$20,000 could be utilised for immediate maintenance costs.

The ten year maintenance costs envisaged in the report total \$342,000 including a significant refurbishment spending in year 4 and year 6. The costs and maintenance types taken from the report are as follows-

10 Year Plan Estimates by Maintenance Types

Maintenance Types	Year	1	2	3	4	5	6	7	8	9	10	TOTAL
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Defect		\$10,080	\$6,444	\$0	\$5,026	\$0	\$0	\$0	\$0	\$0	\$0	\$21,550
Maintenance		\$8,472	\$2,952	\$2,472	\$3,924	\$2,472	\$8,904	\$2,472	\$2,472	\$2,472	\$31,314	\$67,926
Capex		\$4,812	\$2,520	\$0	\$77,842	\$0	\$149,100	\$0	\$0	\$0	\$18,108	\$252,382
Total		\$23,364	\$11,916	\$2,472	\$86,791	\$2,472	\$158,004	\$2,472	\$2,472	\$2,472	\$49,422	\$341,857

**Officer Recommendation and Council Decision**

**124/2020**

**Moved Cr Cobden/Seconded Cr Della Bosca**

**That in light of the Bodallin community feedback for the retention of the Hall, Council acknowledges this response and endorses the following-**

- 1. Allocated funds for demolition of the Bodallin Hall in the current 2020/2021 budget (\$20,000) be reallocated to immediate non-compliance issues indicated in the SW 19 Report as per current legislation requirements and direction by Council Officers.**
- 2. Following the above works being completed by Council to render the Hall functional, the Bodallin community provides an undertaking to Council that it will establish a Hall Committee to manage the Halls usage, and in conjunction with Council, undertake any future works of an urgent nature based on a co-contribution basis.**
- 3. That Council in consultation with the Bodallin community, reassess the future of the Hall based on usage and ongoing capital and maintenance cost in 2023 for potential inclusion of such agreed percentage of expenditure in the 2024/2025 Budget.**
- 4. The Bodallin Hall committee maintain a verifiable usage log and provides a written report to Council on an annual basis.**

**LOST (3/4)**

**Council Decision**

**125/2020**

**Moved Cr Nolan/Seconded Cr Guerini**

**That the Bodallin Hall be demolished.**

**LOST (2/5)**

## Council Decision

**126/2020**

*Moved Cr Della Bosca/Seconded Cr Cobden*

*That in light of the Bodallin community feedback for the retention of the Hall, Council acknowledges this response and endorses the following-*

- 1. Allocated funds for demolition of the Bodallin Hall in the current 2020/2021 budget (\$20,000) be reallocated to immediate non-compliance issues indicated in the SW 19 Report as per current legislation requirements and direction by Council Officers.*
- 2. Following the above works being completed by Council to render the Hall functional, the Bodallin community provides an undertaking to Council that it will establish a Hall Committee to manage the Halls usage, and in conjunction with Council, undertake any future works of an urgent nature based on a co-contribution basis.*
- 3. That Council in consultation with the Bodallin community, reassess the future of the Hall based on usage and ongoing capital and maintenance cost in 2021 for potential inclusion of such agreed percentage of expenditure in the 2022/2023 Budget.*
- 4. The Bodallin Hall committee maintain a verifiable usage log and provides a written report to Council on an annual basis.*

**CARRIED (5/2)**

### **REASON FOR ALTERATION TO THE RECOMMENDATION**

Rather than imposing a three (3) timeframe on the community utilisation of the Hall, Council considered that a period of 12 months be given to the community and if the upgrading works and usage is not achieved, then Council will re-consider the future of the Hall at this time.

## 9.4 Reporting Office – Executive Manager Regulatory Services

### 9.4.2 Lot 401 & 403 Garratt Road Moorine Rock Subdivision/Amalgamation – WAPC Comment

<b>File Reference</b>	<b>1.6.23.1</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

Council has received correspondence from the Western Australian Planning Commission (WAPC) requesting comments and recommendation regarding a subdivision and amalgamation application.

The WAPC is seeking any comment from the Yilgarn Shire among several other state departments such as Public Transport Authority, Western Power, Department of Water and Environment and Main Roads.

#### Background

Mr Peter Gow (Licenced Surveyor) has made application to the WAPC to delete the existing boundaries between Lot 401 and 403 and excise 60.1 hectares from Lot 401 Garratt Road.

The newly created lot of 60 hectares has existing outbuildings or sheds and a dwelling currently not occupied. The larger created block will have an aggregate of 847.64 hectares and no infrastructure.

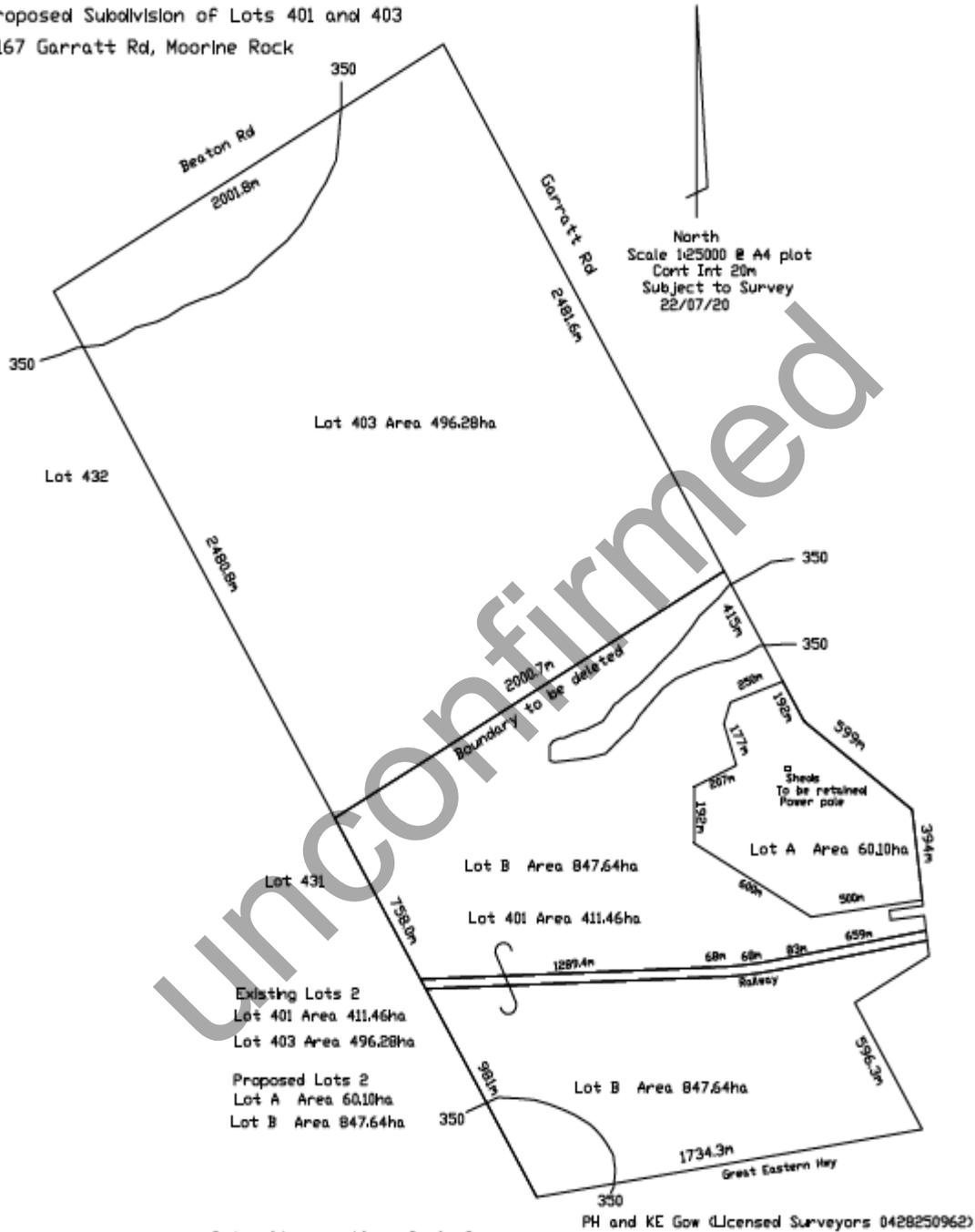
#### Comment

The proposed lots zoned Rural/Mining pursuant to the Shire of Yilgarn Town Planning Scheme are predominantly cleared. The current property owners have undertaken gypsum mining spasmodically over many years, however, the past and present land use is in keeping with the Scheme objectives.

The following depictions illustrate the amalgamation and subdivision proposed-



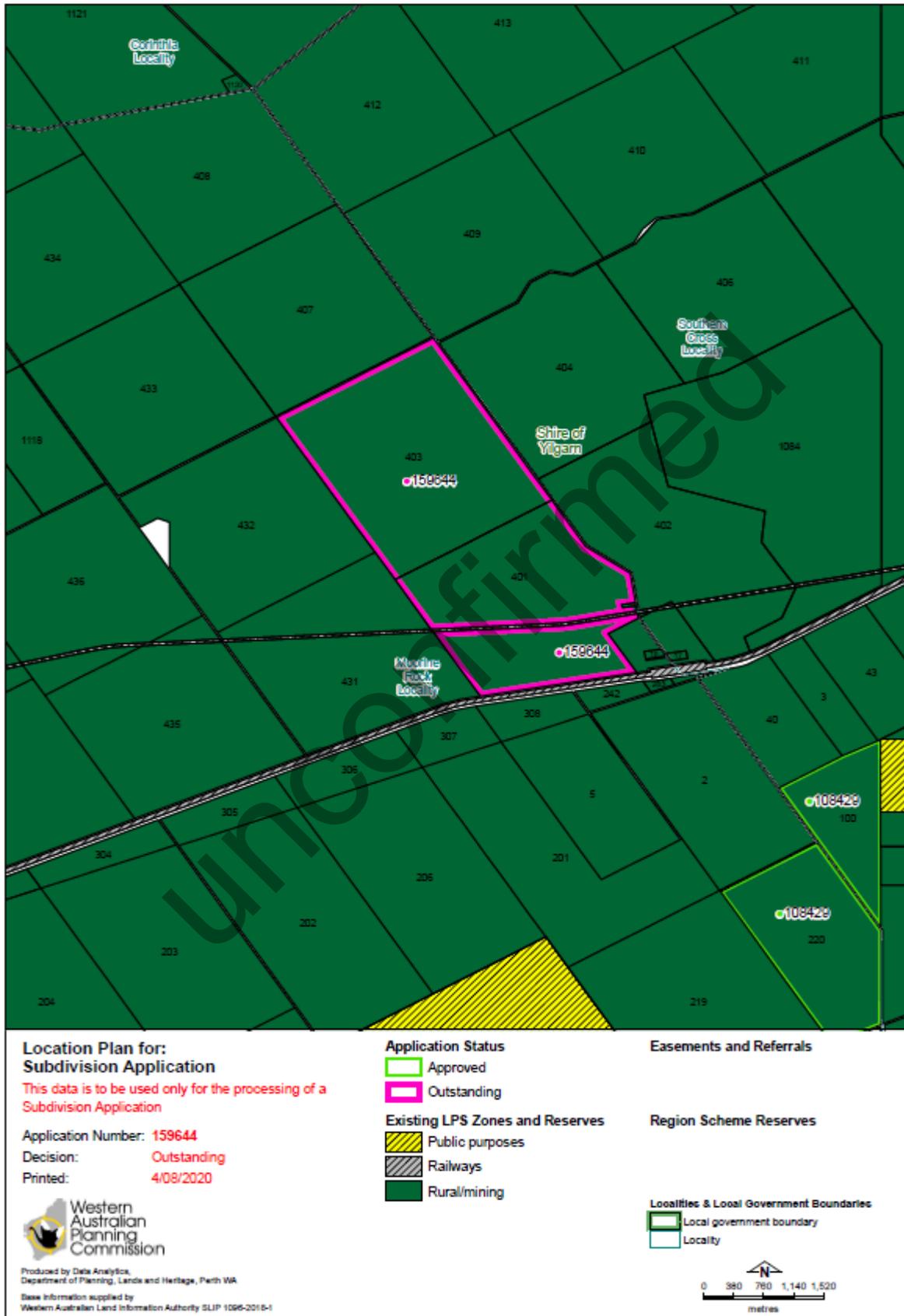
**Proposed Subdivision of Lots 401 and 403**  
 167 Garratt Rd, Moorine Rock



Portion of land is identified as Bushfire Prone  
 However proposal does not increase intensity of development  
 Therefore BAL is not required

PH and KE Gow (Licensed Surveyors 0428250962)

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
04-Aug-2020	159644



## Statutory Environment

*Shire of Yilgarn Town Planning Scheme  
Town Planning and Development Act 2005*

## 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 and Support initiatives progressed by the local business community.

## Policy Implications

Nil

## Financial Implications

Nil

## Officer Recommendation and Council Decision

*127/2020*

*Moved Cr Shaw/Seconded Cr Close*

*Council advise the Western Australian Planning Commission (WAPC) it supports the application for subdivision and amalgamation of Lot 401 and 403 (No 167) Garratt Road Moorine Rock as per plan.*

**CARRIED (7/0)**

## 10 APPLICATION FOR LEAVE OF ABSENCE

*129/2020*

*Moved Cr Shaw/Seconded Cr Cobden*

*That Cr Rose be granted Leave of Absence from the September 2020 Ordinary Meeting of Council.*

**CARRIED (7/0)**

## 11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

## 13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

### **CONFIDENTIAL ITEM**

*130/2020*

*Moved Cr Shaw/Seconded Cr Guerini*

*That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the Local Government Act 1995 as the matter affects an employee or employees.*

**CARRIED (7/0)**

*131/2020*

*Moved Cr Nolan/Seconded Cr Rose*

*That the meeting be opened for normal business.*

**CARRIED (7/0)**

## 14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5.29pm.

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 20 August 2020, are confirmed on Thursday, 17 September 2020 as a true and correct record of the August 2020 Ordinary Meeting of Council.

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

Shire of Yilgarn

Roads Committee  
Meeting Minutes

9 September 2020

# MINUTES

## SHIRE OF YILGARN ROADS COMMITTEE WEDNESDAY, 9 SEPTEMBER 2020 @ 3.30pm

---

Minutes of the meeting of the Shire of Yilgarn Roads Committee meeting held on Wednesday, 9 September 2020 at 3.30pm in the Pioneer Meeting Room.

The CEO declared the meeting opened at 3.30pm.

### 1. ATTENDANCE & APOLOGIES

Crs B Close, G Guerini and P Nolan

P Clarke, CEO

R Bosenberg, Executive Manager Infrastructure (EMI)

### 2. ELECTION OF CHAIRPERSON

The CEO advised that at this was the first meeting of the Roads Committee it was necessary for members to elect a Chairperson.

*It was agreed that Cr Guerini be elected as Chairperson of the Roads Committee.*

Cr Guerini took the Chair.

### 3. Mineral Resources (MRL) Mt. Caudan Project – Proposed Haulage Routes

The CEO advised Members that they would be aware that MRL had initially sought Council approval for the haulage of ore from the above mine to its Koolyanobbing Operations. The route approved by Council is:-

- Parker Range Road, which includes a deviation;
- Emu Fence Road to GEH;
- Emu Fence Road north to Southern Cross- Koolyanobbing Road; and
- Southern Cross- Koolyanobbing Road to MRL's Koolyanobbing operations.

Due to time constraints in achieving the upgrading works and sealing of the roads associated with the above route, MRL is seeking the approval of Council to utilise an alternative route as per the following:-

- Parker Range Road, which includes a deviation;
- Emu Fence Road to GEH;
- GEH to Three Boys Road;
- Three Boys Road junction with Southern Cross-Bullfinch Road; and
- Cameron Road junction with Southern Cross-Bullfinch Road to Southern Cross- Koolyanobbing Road to MRL's Koolyanobbing operations

# MINUTES

## SHIRE OF YILGARN ROADS COMMITTEE WEDNESDAY, 9 SEPTEMBER 2020 @ 3.30pm

---

The CEO further advised that following meetings with MRL representatives, MRL was requested to submit to Council a proposal, which included the following points for Council to consider approval:-

### **GEH/Three Boys Road/Southern Cross-Bullfinch/Cameron**

1. It is imperative that MRL liaise with MRWA Northam Office (Gren Putland) for them to determine what road treatments are required at the “T” junction of GEH/Three Boys Road, “T” junctions of Southern Cross-Bullfinch Road and Three Boys and Cameron Roads.
2. Council would require a 50m section of the Three Boys Road that intersects with GEH to have an asphalt overlay to strengthen the road surface
3. As discussed with yourselves, the section of Three Boys Road immediately after the western corner and then past the CBH Bin terminating at Southern Cross-Bullfinch Road requires total reconstruct and seal to the Shire of Yilgarn’s satisfaction.
4. The Cameron Road intersection with Southern Cross-Bullfinch Road will require upgrade works and widening to accommodate sufficient road-train turning. This is also subject to MRWA approval.
5. The entire length of Cameron Road would require monitoring for pavement damage during the carting campaign and if works are required, these would be at the cost of MRL.

The EMI indicated that MRL had suggested the possibility of using the following road as an alternative route:-

### **Polaris Street North**

The EMI indicated to MRL that Council would not support this route.

The EMI also advised that he had suggested that Rogers Road would be favourably considered by Council with the following provisos:-

### **Rogers Road**

1. The full length of this road would have to be upgraded to a bitumen road.
2. At the intersection of GEH, MRWA would need to be consulted regarding proposed treatments.
3. Where Rogers Road intersects with Koolyanobbing-Southern Cross Road, a sweeping bend exists and this would need to be eliminated and brought into a “T” junction for safety purposes.

The EMI has requested that Main Roads Heavy Vehicle Operations (HVO) Division defer any decision on this proposed Route Determination until the above issues are addressed by MRL or an amicable solution can be agreed upon by all concerned

# MINUTES

**SHIRE OF YILGARN  
ROADS COMMITTEE  
WEDNESDAY, 9 SEPTEMBER 2020 @ 3.30pm**

---

The CEO and EMI advised Members of the following points to consider:-

- It is understood that MRL's haulage contractor is endeavouring to secure land in the SX townsite as a service depot which raised the issue of parking etc.
- Potential dust, however MRL has advised that all trucks will be covered.
- If approval is granted to proposed alternative route, could this lead to a permanent route for the life of the project based on the road upgrades that would need to be undertaken.
- MRWA HVO have advised that MRL's haulage contractor has requested the route to be a RAV 7.3 configuration, which is a triple road train.
- To accommodate RAV 7 configurations, sections of the proposed route would require upgrading from RAV 5 to RAV 7.

## **RECOMMENDATION TO COUNCIL**

*Moved Cr Close Seconded Cr Nolan that:-*

1. *Council advises MRL that the preferred route for the transportation of ore is that what was initially granted approval for, being;*

*Parkers Range Road, Emu Fence Road (north and south of the Great Eastern Highway) and Southern Cross Koolyanobbing Road to MRL's Koolyanobbing Operations;*

2. *That should an interim alternative route be considered, Council advises MRL that it supports the following;*

*Parkers Range Road, Emu Fence Road (south of Great Eastern Highway), Great Eastern Highway, Rogers Road and Southern Cross-Koolyanobbing Road to MRL's Koolyanobbing Operations;*

3. *That Council does not support a truck service centre being established by MRL's haulage contractor in the Southern Cross townsite as this would create significant parking problems.*

**CARRIED**

#### **4. Covalent Lithium – Potable Water Pipeline**

The CEO advised that both the CEO and EMI have been in discussions with Covalent Lithium regarding the proposed potable water pipeline to be constructed to service the Mt. Holland project.

The CEO indicated that that Covalent Lithium have indicated their preferred route and will be seeking formal approval of Council for the water pipeline to be

# MINUTES

## SHIRE OF YILGARN ROADS COMMITTEE WEDNESDAY, 9 SEPTEMBER 2020 @ 3.30pm

---

constructed along the following roads, most likely at the October 2020 Ordinary meeting of Council. Prior to Covalent Lithium submitting its formal approval to Council, the CEO and EMI were seeking the Committee's position on the proposed pipeline route:-

- From Moorine Rock along Parkers Range Road to Armanasco Road;
- Armanasco Road to Southern Cross South Road to Merenda North Road;
- Left on Merenda North Road to King Ingram Road;
- King Ingram Road to Marvel Loch-Forrestania Road to Covalent's Mt Holland operations.

A number of issues have been raised regarding the laying of the pipeline, particularly the following:-

- Alignment of pipeline to be at least 1.5 metres from the running surface
- Depth of pipeline – 1 metre if possible;
- Offending trees and requests to trench certain sections of road down the centre of the running surface;
- Whether to support Horizontal Direct Drilling on road crossings or allow trenching with reinstatement works to be undertaken by Covalent Lithium.

In respect to the issue of offending trees, it was suggested by Members that Covalent Lithium liaise with Council officers to identify the species to determine their significance and whether off-sets could be a consideration.

### **RECOMMENDATION TO COUNCIL**

*Moved Cr Guerini Seconded Cr Close that prior to Covalent Lithium submitting a formal proposal to Council in respect to the Potable Water Pipeline route, Council provides the CEO and EMI with the following directions to allow them to further liaise with Covalent Lithium:-*

- 1. That Council rejects the proposal to trench down the middle of gravel roads running surface;*
- 2. That Council would have no objections to trenching the pipeline on gravel road crossings on the proviso that the pipeline is embedded in a sleeve and that Covalent Lithium is responsible for reinstatement works to the satisfaction of the EMI.*
- 3. That Council does not support trenching on bitumen road crossings and advises Covalent Lithium that it would only support Horizontal Direct Drilling in these locations.*

**CARRIED**

# MINUTES

**SHIRE OF YILGARN  
ROADS COMMITTEE  
WEDNESDAY, 9 SEPTEMBER 2020 @ 3.30pm**

---

## **5. Covalent Lithium – Proposed Ore Haulage Route**

The CEO advised that Covalent Lithium have been liaising with both the CEO and EMI regarding proposed routes and had now arrived at a defined route. Covalent Lithium have yet to formally submit this proposal to Council and again, the above Officers were seeking Council's instructions to ensure that Covalent Lithium's final proposal is supported by Council.

From the mining operations at Mt. Holland, the following route (450,00 tpa) and possibility of backloading is proposed:-

- Marvel Loch- Forrestania Road to Parkers Range Road;
- Parkers Range Road to Moorine Rock

## **RECOMMENDATION TO COUNCIL**

*Moved Cr Close Seconded Cr Nolan that prior to Covalent Lithium submitting a formal proposal to Council in respect to the proposed Ore Haulage Route, Council provides the CEO and EMI with the following directions to allow them to further liaise with Covalent Lithium:-*

- 1. That Council supports the proposed route, being:-*

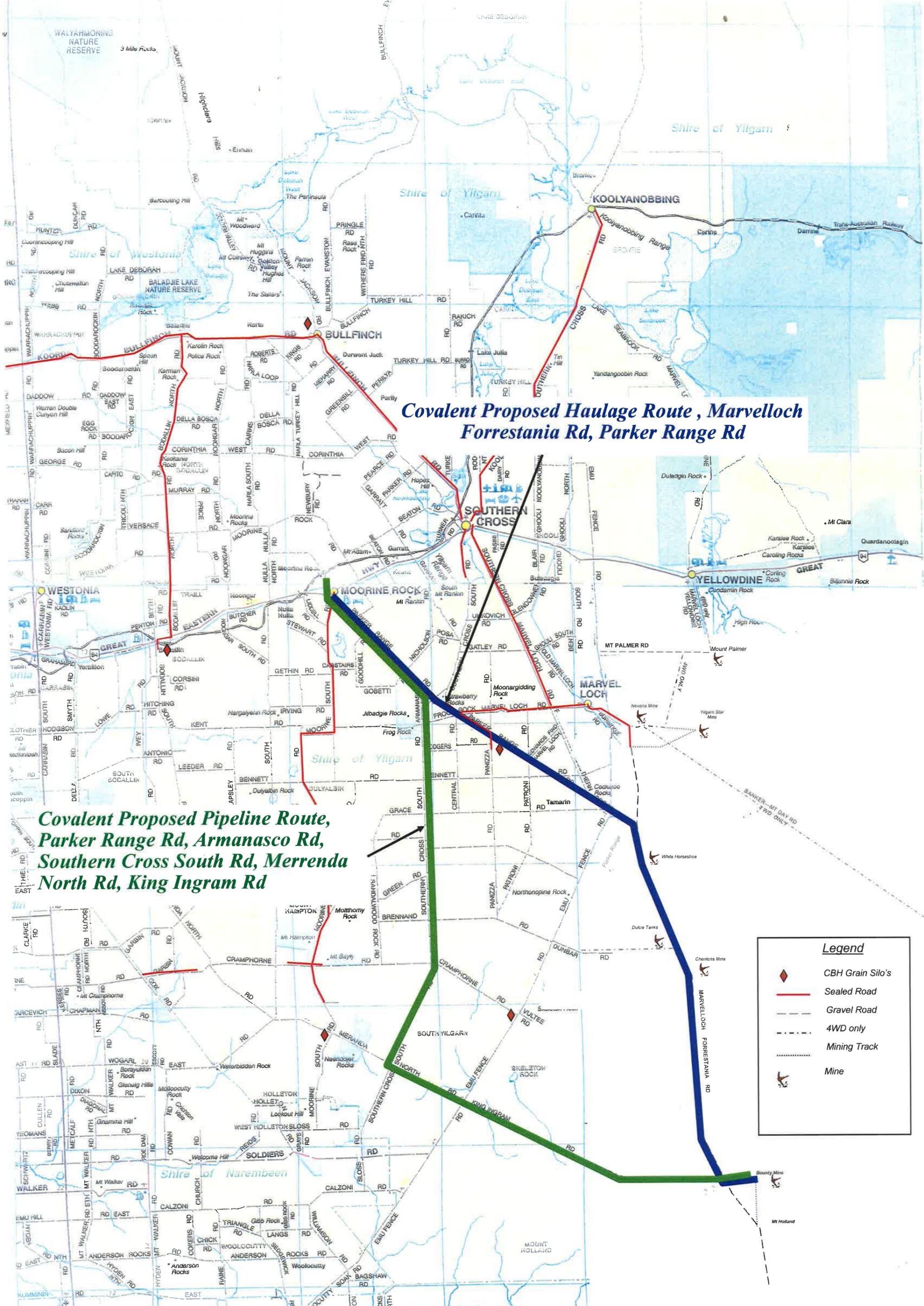
*Marvel Loch-Forrestania Road to Parkers Range Road and Parkers Range Road to Moorine Rock;*

- 2. That the above route is supported on the proviso that the section of Parkers Range Road from the Emu Fence Road intersection to Panizza Road is sealed and that a reasonable financial contribution be negotiated for future maintenance beyond the life of the haulage operations.*
- 3. That in respect to the gravel sections of the proposed haulage route, Council staff negotiates with Covalent Lithium regarding maintenance responsibilities during the course of the haulage operations.*

**CARRIED**

## **6. Meeting Closure**

There being no further business to discuss, the meeting was declared closed at 4.50pm.



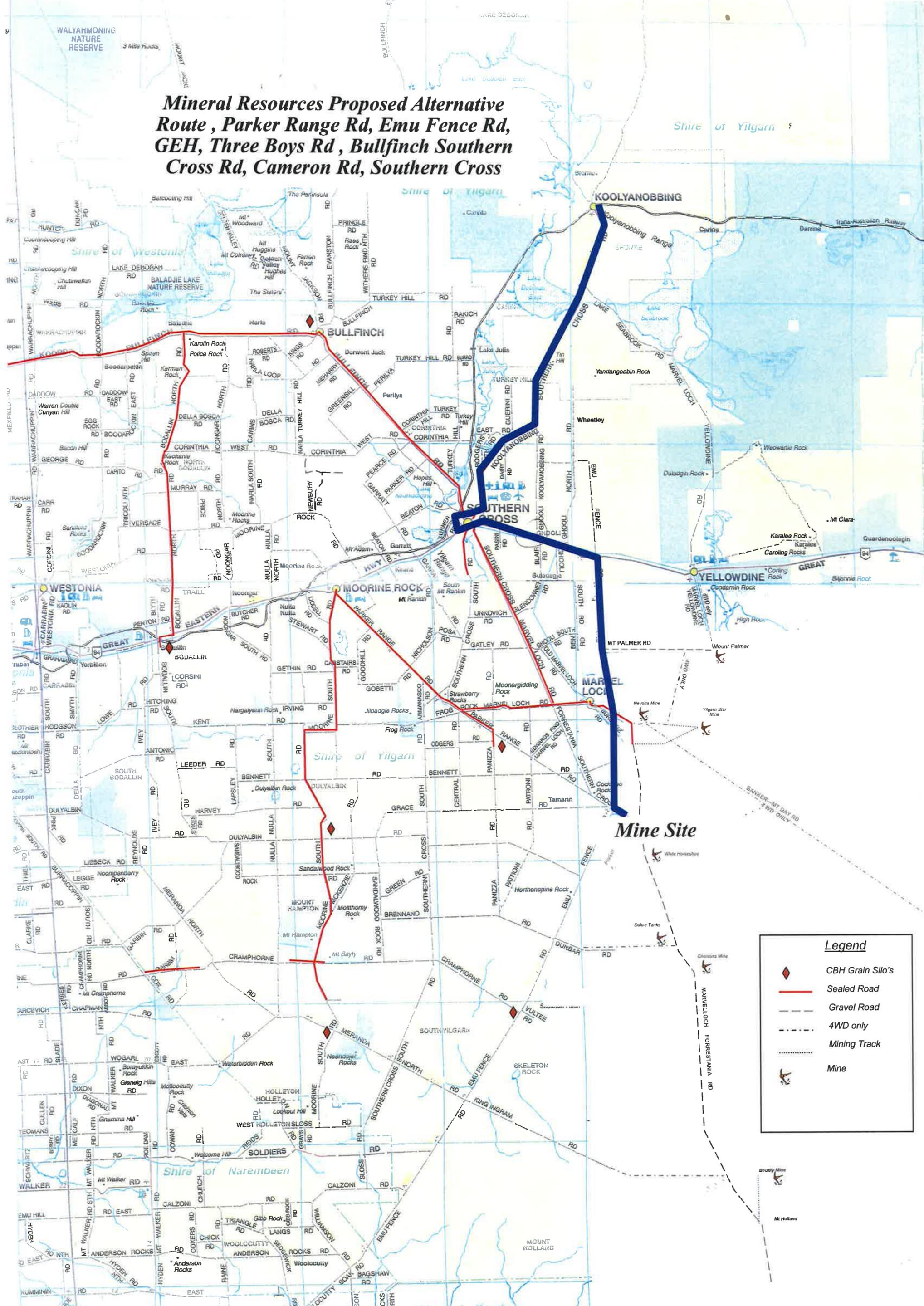
**Covalent Proposed Haulage Route , Marvelloch Forrestania Rd, Parker Range Rd**

**Covalent Proposed Pipeline Route, Parker Range Rd, Armanasco Rd, Southern Cross South Rd, Merrenda North Rd, King Ingram Rd**

**Legend**

-  CBH Grain Silo's
-  Sealed Road
-  Gravel Road
-  4WD only
-  Mining Track
-  Mine

**Mineral Resources Proposed Alternative Route , Parker Range Rd, Emu Fence Rd, GEH, Three Boys Rd , Bullfinch Southern Cross Rd, Cameron Rd, Southern Cross**



**Legend**

-  CBH Grain Silo's
-  Sealed Road
-  Gravel Road
-  4WD only
-  Mining Track
-  Mine



# Great Eastern Country Zone

## Minutes

Held at Kellerberrin Leisure Centre

Commenced at 9:30am  
Thursday 27 August 2020

## Table of Contents

<b>1.</b>	<b>OPENING AND WELCOME .....</b>	<b>3</b>
<b>2.</b>	<b>ATTENDANCE AND APOLOGIES.....</b>	<b>3</b>
<b>3.</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>5</b>
<b>4.</b>	<b>ANNOUNCEMENTS .....</b>	<b>5</b>
<b>5.</b>	<b>GUEST SPEAKERS / DEPUTATIONS.....</b>	<b>5</b>
5.1	Drought Funding Update – Mark Batty.....	5
<b>6.</b>	<b>MINUTES .....</b>	<b>5</b>
6.1	Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 25 June.....	5
6.2	Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 25 June 2020 .....	6
6.3	Minutes from the Great Eastern Country Zone Executive Committee Meeting held Monday 10 August 2020 .....	6
6.3.1	(Exec item 6.3) Strategic Priorities for the 20/21 Financial Year.....	6
6.3.2	(Exec Item 7.1) Wheatbelt Conferences .....	6
6.3.3	Minutes of the Executive Committee 10 August 2020.....	7
<b>7.</b>	<b>ZONE BUSINESS.....</b>	<b>7</b>
7.1	Roadwise – Road Safety Snapshots.....	7
7.2	Stop Puppy Farming Legislation .....	7
7.3	COVID-19 Pandemic – Further Update.....	8
<b>8.</b>	<b>ZONE REPORTS.....</b>	<b>10</b>
8.1	Zone President Report.....	10
8.2	Local Government Agricultural Freight Group.....	10
8.3	Wheatbelt District Emergency Management Committee .....	10
8.4	Wheatbelt Health MOU Group .....	10
<b>9.</b>	<b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS.....</b>	<b>11</b>
9.1	State Councillor Report.....	11
9.2	WALGA Status Report.....	10
9.3	Review of WALGA State Council Agenda – Matters for Decision.....	15
9.4	Review of WALGA State Council Agenda – Matters for Noting / Information .....	19
9.5	Review of WALGA State Council Agenda – Organisational Reports.....	19
9.6	Review of WALGA State Council Agenda – Policy Forum Reports .....	19
9.7	WALGA President’s Report .....	19
<b>10.</b>	<b>MEMBERS OF PARLIAMENT.....</b>	<b>20</b>
<b>11.</b>	<b>AGENCY REPORTS.....</b>	<b>20</b>
11.1	Wheatbelt Development Commission .....	20
11.2	Department of Local Government, Sport and Cultural Industries .....	20
11.3	Main Roads Western Australia .....	20
11.4	Wheatbelt RDA.....	20
<b>12.</b>	<b>EMERGING ISSUES.....</b>	<b>21</b>
<b>13.</b>	<b>URGENT BUSINESS.....</b>	<b>21</b>
<b>14.</b>	<b>DATE, TIME AND PLACE OF NEXT MEETINGS .....</b>	<b>21</b>
<b>15.</b>	<b>CLOSURE.....</b>	<b>21</b>

# Great Eastern Country Zone

Meeting was held at Kellerberrin Leisure Centre, Kellerberrin

Commenced at 9.30am, Thursday 27 August 2020

## Minutes

### 1. OPENING AND WELCOME

### 2. ATTENDANCE AND APOLOGIES

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Cr Ramesh Rajagopalan Cr Tony Crooks Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
<b>Shire of Cunderdin</b>	Cr Dennis Whisson Cr Alison Harris Mr Stuart Hopley Chief Executive Officer non-voting delegate
<b>Shire of Dowerin</b>	Cr Adam Metcalf Ms Rebecca McCall Chief Executive Officer non-voting delegate
<b>Shire of Kellerberrin</b>	President Cr Rodney Forsyth Cr Scott O'Neill Mr Raymond Griffiths Chief Executive Officer non-voting delegate
<b>Shire of Kondinin</b>	Cr Bev Gangell Ms Mia Maxfield Chief Executive Officer non-voting delegate
<b>Shire of Koorda</b>	President Cr Jannah Stratford Cr Pamela McWha Mr Darren Simmons Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
<b>Shire of Mount Marshall</b>	President Cr Tony Sachse – <b>Deputy Chair</b> Mr John Nuttall Chief Executive Officer non-voting delegate
<b>Shire of Mukinbudin</b>	Cr Rod Comerford
<b>Shire of Narembreen</b>	President Cr Rhonda Cole - <b>Chair</b> Cr Kellie Mortimore

	Mr Chris Jackson Chief Executive Officer non-voting delegate
<b>Shire of Nungarin</b>	President Pippa DeLacey
	Mr Adam Majid Chief Executive Officer non-voting delegate
<b>Shire of Tammin</b>	Cr Tania Daniels
	Mr Neville Hale Chief Executive Officer non-voting delegate
<b>Shire of Trayning</b>	President Cr Melanie Brown
	Ms Leanne Parola Chief Executive Officer non-voting delegate
<b>Shire of Westonia</b>	President Cr Karin Day
	Cr Bill Huxtable
	Mr Jamie Criddle Chief Executive Officer non-voting delegate
<b>Shire of Wyalkatchem</b>	President Cr Quentin Davies
	Cr Owen Garner
	Mr Stephen Tindale Chief Executive Officer non-voting delegate
<b>Shire of Yilgarn</b>	President Wayne Della Bosca
	Mr Peter Clarke Chief Executive Officer non-voting delegate

#### WALGA Representatives

Mayor Tracey Roberts, President

Nick Sloan, Chief Executive Officer

Tony Brown, Executive Manager Governance & Organisational Services

Mark Batty, Executive Manager Strategy, Policy and Planning

Chantelle O'Brien, Governance Support Officer

#### Guests

Hon. Martin Aldridge MLC, Agricultural Region

Kristen Twine, Project and Research Officer, Wheatbelt Development Commission

Mandy Walker, Director Regional Development, RDA Wheatbelt

Cliff Simpson, Road Safety Advisory, Roadwise

#### **Apologies**

Shire of Dowerin

Cr Darrel Hudson

Shire of Merredin

Cr Mal Willis

Shire of Kondinin

President Cr Sue Meeking

Shire of Mukinbudin

President Gary Shadbolt

Mr Dirk Sellenger Chief Executive Officer non-voting delegate

Shire of Nungarin

Cr Gary Coumbe

Shire of Trayning

Cr Geoff Waters

Shire of Tammin

Cr Glenice Batchelor

Shire of Mt Marshall

Cr Nick Gillett

Shire of Wyalkatchem

President Cr Quentin Davies

Shire of Yilgarn

Cr Bryan Close

Hon Laurie Graham MLC, Agricultural Region

Mia Davies MLA, Member for Central Wheatbelt

Kathleen Brown, Electorate Officer, Mia Davies MLA Office

Craig Manton, Main Roads WA

Rob Cossart, Wheatbelt Development Commission, CEO

## Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 25 June 2020.
2. Great Eastern Country Zone Executive Committee Minutes 10 August 2020.
3. Central Country Zone Correspondence
4. Item 7.2 – Puppy Farming Correspondence
5. COVID-19 Impact on Local Economies
6. Local Government Agricultural Freight Group Minutes
7. Wheatbelt DEMC Report  
7a – Transport Freight and Logistics Direction
8. Item 5.5 Local Government Review Panel Report
9. WALGA President Report
10. RDAW Zone Update

State Council Agenda – via link: <https://walga.asn.au/getattachment/2ec50f86-fa98-4e62-92e7-4a68fd60c7f3/Agenda-State-Council-2-September-2020.pdf>

### 3. DECLARATIONS OF INTEREST

Nil

### 4. ANNOUNCEMENTS

Nil

### 5. GUEST SPEAKERS / DEPUTATIONS

#### 5.1 Drought Funding Update – Mark Batty

Mr Mark Batty, Executive Officer Strategy Policy and Planning, WALGA provided an update to the Zone.

#### RESOLVED

**That the Great Eastern Country Zone Executive Committee discuss at their next meeting the opportunity of working in collaboration with WALGA to coordinate a Summit in the near future.**

### 6. MINUTES

#### 6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 25 June

The Minutes of the Great Eastern Country Zone meeting held on Thursday 25 June 2020 have previously been circulated to Member Councils.

#### RESOLUTION

**Moved:** Cr Karin Day  
**Seconded:** Cr Julie Flockart

**That the Minutes of the Great Eastern Country Zone meeting held Thursday 25 June 2020 are confirmed as a true and accurate record of the proceedings.**

**CARRIED**



## **ZONE RESOLUTION**

**Moved:** Cr Karin Day  
**Seconded:** Ms Mia Maxfield

**That the Great Eastern Country Zone endorse the distribution of the surplus funds from the 2018 Wheatbelt Conference amongst the Central Country, Avon-Midland and Great Eastern Country Zones, each receiving \$4713.34.**

**CARRIED**

### **6.3.3 Minutes of the Executive Committee 10 August 2020**

## **RESOLUTION**

**Moved:** Cr Alison Harris  
**Seconded:** Cr Wayne Della Bosca

**That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Monday 10 August 2020 be endorsed.**

**CARRIED**

## **7. ZONE BUSINESS**

### **7.1 Roadwise – Road Safety Snapshots**

#### **Background**

Cliff Simpson, Regional Road Safety Advisor (Wheatbelt North) has advised that Roadwise has produced road safety snapshots for each Local Government. Cliff provided a presentation.

#### **Noted**

### **7.2 Stop Puppy Farming Legislation**

*By Shire of Kellerberrin*

#### **Background**

Please refer to the letter from Australian Federation for Livestock working Dogs as attached to the Agenda.

## **RESOLUTION**

**Moved:** Cr Rod Forsyth  
**Seconded:** Cr Alison Harris

**That WALGA advocate that livestock working dogs and their owners be exempt in the proposed Stop Puppy Farming legislation (not simply in the regulations) from having to register as breeders.**

**CARRIED**

## 7.3 COVID-19 Pandemic – Further Update

Nicole Matthews: COVID-19 Coordinator

**Please note: This report provides a COVID-19 update since 3 August 2020.**

### Executive Summary

1. At the time of writing the COVID-19 pandemic in WA remains under control, with only 5 active cases and no evidence of community transmission.
2. Based on health advice Phase 5 of the State Government Roadmap has been further delayed until at least 24 October 2020, and the Perth Royal Show has been cancelled.
3. Widespread, unknown source community transmission in Victoria has resulted in the re-imposition of Stage 3 and 4 restrictions in that State and a further downward revision in GDP and national employment forecasts.
4. Learnings from Victoria are informing the WA Government's outbreak preparedness.
5. State Recovery Plan announcements are being made progressively, with region plans released for the Kimberley, Wheatbelt, Great Southern, Mid-West, Gascoyne, Peel and Goldfields-Esperance.
6. WALGA has undertaken local economic impact analysis for each Local Government Area to assist in operational and strategic planning decision making. Each Local Government CEO and Mayor or President has been provided with a tailored analysis pack for its area. A tailored report your Regional Development Area is attached.

### Background

#### COVID-19 in WA

The COVID-19 pandemic in Western Australia remains under control with only 5 active cases (all in quarantine) and no evidence of community transmission. Notwithstanding this, the State Government is continuing to prepare for outbreaks or a 'second wave' of COVID-19, with learnings from the situation in Victoria informing that process.

Further restrictions on entry to Western Australia have also been implemented, including a requirement for truck drivers entering Western Australia to show evidence of having received a negative COVID-19 test result in the previous five days or to take a test within 48 hours.

On 18 August the Premier announced a third delay to the commencement of Phase 5 of the roadmap to easing restrictions, based on the latest health advice. Phase 5, which was originally scheduled to commence on July 17 now has a tentative start date of Saturday 24 October. A final decision on this timeline will be made earlier in October.

The Premier also announced the cancellation of the Royal Show due to the health risk posed by the large number of visitors and indoor venues, as well as number of high frequency contact surfaces that, if somehow COVID-19 was present, would lead to a significant outbreak.

#### State Recovery Plan

Further initiatives have been announced as part of the State COVID-19 Recovery Plan, including for tourism, local manufacturing, infrastructure, health, police, schools and TAFE, renewable energy, sport, culture and the arts. Region plans have been released for the Kimberley, Wheatbelt, Great Southern, Mid-West, Peel, Gascoyne and Goldfields-Esperance. Information on these and other Recovery Plan announcements can be found at <https://inthisogether.wa.gov.au/>.

#### COVID-19 Economic Impact

The Victorian shutdown has seen further downward revisions to GDP and employment forecasts provided by the Commonwealth Treasurer in the Economic and Fiscal Update on 23 July:

- Real GDP in the September quarter will shrink by between \$7 billion and \$9 billion
  - 80% of this economic cost, \$6 - \$7 billion, is expected to be in Victoria;
  - the remainder arises from the broader impact on confidence in other states and supply chain impacts from the shutdown of certain industries in Victoria.
- The combined effect on GDP of the previous Victorian restrictions through the September quarter are expected to be in the order of \$10 - \$12 billion, detracting 2.5% from quarterly real GDP growth.
- National unemployment is expected to exceed the forecast peak of 9.25% and may instead peak closer to 10%.
- The effective rate of unemployment (which accounts for people not looking for work and those on zero hours) which had fallen to just over 11% will increase again to high 13%.

Australian Bureau of Statistics figures indicate that during the months of June and July, the WA economy recovered almost half of the 95,000 jobs lost due to the COVID-19 pandemic.

### *WALGA COVID-19 Local Economic Impact Analysis*

WALGA has prepared tailored economic impact reports for each Local Government in WA to assist them as they develop COVID-19 recovery plans and initiatives. Each Local Government has been provided analysis on:

- How employment in different industries has been impacted in their Local Government Area since the start of the pandemic;
- The proportion of their Local Government Area's labour force that were accessing the JobSeeker subsidy in March, April, May and June;
- The proportion of organisations within their Local Government Area that were accessing the JobKeeper subsidy in April and May; and
- The overall economic impact of COVID 19 in their Local Government Area, relative to other Local Governments Areas and regions.

This information will assist Local Governments to:

- Inform their response and recovery activities and stimulus measures to ensure they are appropriately targeted;
- Anticipate and plan for the financial impact of ratepayers (residents and businesses) requiring access to hardship measures for their rates, or for potential changes in fees and services revenue; and
- Engage key stakeholders, such as regional Chambers of Commerce, businesses, community groups and not for profits and other key bodies and institutions, so that these organisations can use the information within this report as an input into their own decision making and planning.

A tailored report for your Regional Development Area was attached with the Agenda.

WALGA will continue to update this analysis as new data is released and is seeking to partner with State Treasury to further inform and broaden this analysis by incorporating other key economic and social data.

WALGA's analysis has also been provided to the State Recovery Controller, Sharyn O'Neill and the Minister for Local Government. WALGA understands that the Minister will table a summary of this analysis for consideration at an upcoming meeting of the State Disaster Council, chaired by the Premier.

### **Noted**

## **8. ZONE REPORTS**

### **8.1 Zone President Report**

*By Cr Rhonda Cole*

#### **RESOLUTION**

**Moved: Cr Ramesh Rajagopalan**

**Seconded: Cr Rod Forsyth**

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

**CARRIED**

### **8.2 Local Government Agricultural Freight Group**

*By Cr Julie Flockart*

Cr Julie Flockart provided her report to the Zone. Minutes of the 10 July Local Government Agricultural Freight Group was attached with the Agenda.

#### **RESOLUTION**

**Moved: Cr Pippa Delacey**

**Seconded: Cr Julie Flockart**

**That the issue of speed of tractors on local roads be referred to the GECZ Executive Committee prior to delegates attending the next Local Government Agricultural Freight Group meeting.**

**CARRIED**

*Note: Additional emails were read at the meeting on this matter and are attached with the Minutes.*

### **8.3 Wheatbelt District Emergency Management Committee**

*By Cr Tony Sachse*

Reports on the progress of the Wheatbelt DEMC were attached with the Agenda.

#### **RESOLUTION**

**Moved: Cr Tony Sachse**

**Seconded: Cr Rod Forsyth**

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

**CARRIED**

### **8.4 Wheatbelt Health MOU Group**

*By Cr Alison Harris*

On behalf of Cr Batchelor who was an apology for this meeting, Cr Alison Harries provided an update to the Zone

**RESOLUTION**

**Moved:** Cr Ramesh Rajagopalan  
**Seconded:** Cr Karin Day

**That the Wheatbelt Health MOU update be received.**

**CARRIED**

**9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)  
BUSINESS**

**9.1 State Councillor Report**

*Cr Stephen Strange*

**RESOLUTION**

**Moved:** Cr Stephen Strange  
**Seconded:** Cr Tony Sachse

**That the State Councillor Report be received**

**CARRIED**

## 9.2 WALGA Status Report

By Tony Brown, Executive Officer

### BACKGROUND

Presenting the Status Report for August 2020 which contains WALGA's responses to the resolutions of previous Zone Meetings.

# GREAT EASTERN COUNTRY ZONE STATUS REPORT August 2020

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes	<p>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;</p> <p>1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;</p> <p>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</p>	<p>Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting.</p>	Ongoing	<p>Ian Duncan Executive Manager Infrastructure <a href="mailto:iduncan@walga.asn.au">iduncan@walga.asn.au</a> 9213 2031</p>
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	<p>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.</p>	<p>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.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a></p> <p>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.</p>	Ongoing	<p>Mark Batty Executive Manager, Strategy, Policy and Planning <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> 9213 2078</p>

			<p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included. As further information is made available, WALGA will remain in contact with the Zones to provide timely feedback and advice.</p> <p>Department of Communities finalised their restructure on 20 May 2020. WALGA will now reengage with Dept. staff to discuss and progress GROH matters.</p> <p>WALGA has written to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> <li>1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state</li> <li>2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation</li> <li>3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.</li> </ol>		
<b>Great Eastern C</b>	<b>2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications</b>	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>	<b>Ongoing</b>	<b>Mark Batty Executive Manager, Strategy, Policy and Planning <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> 9213 2078</b>

			<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> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p> <p>WALGA tabled concerns of the sector at the State Emergency Management Committee on Friday 13th December 2019. Following this WALGA met with Telstra and discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.</p> <p>The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced by your communities and provide key contact information in order for these matters to be escalated or referred should you need to.</p> <p>The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.</p> <p>WALGA is currently assisting DFES with a Commonwealth grant application with the aim of enhancing battery back-up service to 206 base stations across Western Australia. A DFES representative is available to present to the Zone once the outcome of the application is known.</p>		
<b>Great Eastern C</b>	<b>2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities</b>	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</li> </ul> <p>RESOLUTION 37.1/2020</p>	<b>April 2020 Ongoing</b>	<b>Mark Batty Executive Manager, Strategy, Policy and Planning <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> 9213 2078</b>

			WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.		
<b>Great Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.3</b> Container Deposit Scheme Locations	That the Great Eastern Country Zone requests that: <ol style="list-style-type: none"> <li>1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.</li> <li>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</li> </ol> <p>The State Government provide appropriate funding for the refund points.</p>	Due to COVID-19, on 31 March, the State Government announced that the scheduled implementation date of 2 June 2020, had been postponed, and will relaunched in October 2020.	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>
<b>Great Eastern C</b>	<b>2020 February 26 Zone Agenda Item 12.1</b> Landgate – Delays in receiving valuations	Request WALGA to inquire with Landgate in respect to the delays in receiving interim valuations.	WALGA CEO and Executive Manger Governance & Organisational Services recently met with the Valuer General and advised of the Zones concerns with the delays in the VG providing interim valuations. The Valuer General committed to looking into this issue and rectifying the delays.	<b>August 2020</b>	<b>Tony Brown</b> <b>Executive Manager Governance and Organisational Services</b> <b>9213 2051</b> <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a>
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item 7.3</b> Telecommunications – Minister Response	That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.	WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package. It has several key pillars, namely: <ol style="list-style-type: none"> <li>1. \$7m for installing 2000 satellite dishes onto fire stations</li> <li>2. \$18m for hardening the mobile phone network <ul style="list-style-type: none"> <li>- stage 1 of \$10m will be providing battery back-up for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases.</li> <li>- stage 2 will be a grants program for further hardening work</li> </ul> </li> <li>3. \$10m for the expansion of mobile satellite communications capability <ul style="list-style-type: none"> <li>- \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits</li> <li>- \$8.3m for competitive grants</li> </ul> </li> </ol>	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>

			WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.		
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item Zone Comment</b>	<ol style="list-style-type: none"> <li>1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.</li> <li>2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.</li> </ol>	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA is meeting with the DWER in late August to discuss the State Government reinstating the Farm Water Rebate Scheme.</p>	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item 6.2.1 Local Government Audits – Office of the Auditor General (OAG)</b>	<ol style="list-style-type: none"> <li>1. That WALGA carry-out research with the sector to quantify the new and extra requirements that the OAG is requesting from Local Governments and determine whether there is consistency across audits. Research to include information on the extra Local Government staff time that is now required.</li> <li>2. This information be used to advocate to the OAG to further consider the costing model and the consistency of audits across the sector.</li> </ol>	<p>WALGA staff are currently carrying out the research with the sector.</p> <p>An update on this issue will be provided to the Zone.</p>	<b>August 2020</b>	<b>Tony Brown</b> <b>Executive Manager Governance and Organisational Services</b> <b>9213 2051</b> <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a>

## 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 Alison Harris  
Seconded: Cr Wayne Della Bosca

That the Great Eastern Country Zone WALGA August 2020 Status Report be noted.

CARRIED

### 9.3 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/2ec50f86-fa98-4e62-92e7-4a68fd60c7f3/Agenda-State-Council-2-September-2020.pdf>

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

#### Matters for Decision

##### 5.1 Park Home Approvals and the Caravan Parks and Camping Grounds Act 1995

That WALGA requests the State Government to:

1. Urgently amend the *Caravan Parks and Camping Grounds Act 1995* to allow the continued lawful placement of new manufactured homes on caravan park sites until 2030; and
2. Undertake a full review of the *Caravan Parks and Camping Grounds Act 1995* and associated legislation and regulations.

##### 5.2 Submission on Decision Paper – Swimming Pool and Safety Barrier Control

That the submission on the Decision Paper on Swimming Pool and Safety Barrier Control, be endorsed.

##### 5.3 Development Assessment Panels

That the findings and recommendations of the Development Assessment Panels, 2011-20 Review be endorsed and that WALGA advocate for:

1. The abolishment of the current 'mandatory' mechanism which requires a Development Assessment Panel to act as the decision maker where a proposal has a value of \$10 million or greater, and replace this with an 'opt in' mechanism for all proposals;

2. Raising the Development Assessment Panel threshold from the current \$2 million back to \$3 million;  
and
3. The Department of Planning, Lands and Heritage to make public comprehensive data related to the performance of the Development Assessment Panel system to improve the transparency of the system.

#### **5.4 Air Handling Discussion Paper Part Two**

That the submission to the Department of Health in response to the Air Handling discussion paper Part Two be endorsed.

#### **5.5 Local Government Act Review Panel Report**

##### **Background**

WALGA carried out an extensive consultation process on Phase 2 of the Local Government Act Review in 2018/19, culminating in sector positions being endorsed by State Council in March 2019. This agenda item considers the Local Government Review Panel's recommendations in the context of the sector's current advocacy positions.

The Minister for Local Government has not considered the Panel's recommendations at this stage and has not requested a consultation process on the report. WALGA is taking the opportunity to obtain a sector opinion on the recommendations to provide to the Minister.

The Recommendations below are subject to Zone input and all Zone recommendations will be collated into a consolidated recommendation that will be provided for State Council consideration at its meeting on 2 September 2020.

*Please refer to Attachment 8*

##### **Secretariat Comment**

This item will require significant contribution from Member Councils

##### *Recommendations*

1. *That WALGA SUPPORT the following Recommendations from the Local Government Review Panel Final Report:*

- *Recommendations 1, 2, 3, 4, 6 and 7;*
- *Recommendation 8;*
- *Recommendation 11;*
- *Recommendations 12, 13 and 14;*
- *Recommendation 15;*
- *Recommendations 16 and 17;*
- *Recommendation 24;*
- *Recommendations 25(b) to (f);*

- Recommendations 26(b), (d), (e) and (f);
- Recommendations 28, 29, 30, 31, 32(1)(a) to (o) and 32(2)(a);
- Recommendations 33 and 34;
- Recommendations 36 and 37;
- Recommendations 38(c), (d) and (e);
- Recommendations 39, 40, 41(a) to (g) and (i);
- Recommendation 42;
- Recommendations 43 and 44;
- Recommendations 45, 46, 47, 48 and 49;
- Recommendations 50, 51 and 52;
- Recommendation 54;
- Recommendations 55(a), (b), (d), (e), (f), (h) and (i);
- Recommendation 56;
- Recommendation 57;
- Recommendation 59;
- Recommendations 62 and 63;
- Recommendation 64 (c);
- Recommendations 65(a) to (e).

2. That WALGA OPPOSE the following Recommendations from the Local Government Review Panel Final Report:

- Oppose Recommendation 5;
- Oppose Recommendations 20, 21 and 27;
- Oppose Recommendations 22 and 25(a);
- Oppose Recommendations 23 and 25(a);
- Oppose Recommendation 26(c);
- Oppose Recommendations 32(2)(b) and (c);
- Oppose Recommendation 35;
- Oppose Recommendations 38(a) and (b);
- Oppose Recommendation 41(h);
- Oppose Recommendations 53(a) and (b);
- Oppose Recommendations 55 (c) and (g);
- Oppose Recommendation 58;
- Oppose Recommendation 60;
- Oppose Recommendation 61;

3. That WALGA CONDITIONALLY SUPPORT the following Recommendations from the Local Government Review Panel Final Report as described:

- Recommendations 9 and 10 and but oppose any proposal to remove the poll provisions (Dadour provisions) in Clause 8, Schedule 2.1 of the Local Government Act;
- Recommendation 18 and reiterate WALGA's current advocacy position that there be adequate funding of legislative responsibilities assigned to Local Governments in relation to service delivery to remote Aboriginal communities;

- *Recommendation 19 in support of a broad review of the property franchise including a community consultative process;*
  - *Recommendation 26(a) conditional upon a review of the relative benefits and merits of changes to reduce numbers of Elected Members on Council be supported, on the following basis:*
    - o *Populations up to 5,000 – 5 to 7 Councillors (incl. President)*
    - o *Populations between 5,000 and 75,000 – 5 to 9 Councillors (incl. Mayor/President)*
    - o *Populations above 75,000 – up to 15 Councillors (incl. Mayor);*
4. *That WALGA carry out further consultation on the following Recommendations from the Local Government Review Panel Final Report:*
- *Recommendation 22 – Property Franchise;*
  - *Recommendations 64(a) and (b) - WALGA*
  - *Recommendation 65(f) – Transfer of Employee Entitlements*

## **RESOLUTION**

**Moved:** Cr Rod Forsyth  
**Seconded:** Cr Stephen Strange

**That the Great Eastern Country Zone supports all matters for decision on the September 2020 State Council Agenda, subject to the below:**

- 1. That WALGA's position on recommendation 25c be changed from support to oppose**
- 2. That WALGA's position on recommendation on 22 be changed from consult to oppose**
- 3. That WALGA's position on recommendation 38c to 38e be changed from support to conditionally support (request to be in conjunction of the 4 year cycle)**
- 4. That WALGA's position on recommendation to 46 be changed from support to conditionally support (one size doesn't fit all).**
- 5. That WALGA's position on recommendation to 54c be changed from support to oppose**
- 6. That WALGA's position on recommendation to 55h be changed from support to oppose**
- 7. That WALGA's position on recommendation to 55l be changed from support to oppose**

**CARRIED**

#### **9.4 Review of WALGA State Council Agenda – Matters for Noting / Information**

- 6.1 COVID-19 Pandemic - Update**
- 6.2 Planning and Development Amendment Act 2020**
- 6.3 Australian Fire Danger Rating System (AFDRS) Program**
- 6.4 Report Municipal Waste Advisory Council (MWAC)**

#### **9.5 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**

#### **9.6 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**

#### **9.7 WALGA President's Report**

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

#### **RESOLUTION**

**Moved:** Cr Cr Ramesh Rajagopalan  
**Seconded:** Cr Karin Day

**That the Great Eastern Country Zone notes the following reports contained in the WALGA September 2020 State Council Agenda.**

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

**CARRIED**

## **10. MEMBERS OF PARLIAMENT**

Hon Martin Aldridge provided an update to the Zone on the following matters:

- Select Committee
- Amendments to Dog Act/Puppy Farming Bill
- Thanked Local Governments that participated in the local General Practitioners Survey
- Feedback is invited on the Container Deposit Scheme

**Noted**

## **11. AGENCY REPORTS**

### **11.1 Wheatbelt Development Commission**

Kristen Twine, presented to the Zone on the following matters:

- Regional Economic Development Grants Program
- Wheatbelt Development Commission Strategic Plan
- New location, Merredin Institute

**Noted**

### **11.2 Department of Local Government, Sport and Cultural Industries**

Please find below a link to an Update from the Department of Local Government, Sport and Cultural Industries. An attachment Community Resilience Scorecard – Wheatbelt, was provided prior to the meeting.

<https://mailchi.mp/dlgsc/local-matters-august-2020-1096582>

**Noted**

### **11.3 Main Roads Western Australia**

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

**Noted**

### **11.4 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone on the following:

Grant Guru  
Wheatbelt Development Commission partnership  
Drive Trails in the region

The full report was attached with the Agenda

**Noted**

**12. EMERGING ISSUES**

Nil

**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 26 November 2020, commencing at 9.30am.

**15. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.30pm.



# WEROC Inc. Board Meeting MINUTES

Thursday 27 August 2020

Kellerberrin Recreation and Leisure Centre  
Connelly Street Kellerberrin.  
Commencing at 1.00pm

## CONTENTS

<b>1.</b>	<b>OPENING AND ANNOUNCEMENTS.....</b>	<b>3</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE AND APOLOGIES.....</b>	<b>3</b>
2.1	Attendance.....	3
2.2	Apologies.....	3
2.3	Guests.....	3
<b>3.</b>	<b>DECLARATIONS OF INTEREST.....</b>	<b>4</b>
<b>4.</b>	<b>PRESENTATIONS.....</b>	<b>4</b>
4.1	Mr. Marcus Falconer, Tourism Product Development & Co-operative Marketing 1.00pm	4
4.2	Ms. Caroline Robinson, Local Business Development Program 1.45pm.....	4
4.3	Ms. Pauline Guest, Container Deposit Scheme 2.30pm (Late Apology).....	5
4.4	Mr. Leigh Ballard, CRISP Wireless 3.00pm.....	5
<b>5.</b>	<b>MINUTES OF MEETINGS.....</b>	<b>6</b>
5.1	Minutes of the WEROC Inc. Board Meeting held on Thursday 28 May 2020.....	6
5.2	Business Arising – Status Report as at 14 August 2020.....	6
5.3	Decisions made via a “flying email” dated Thursday 16 July 2020.....	7
<b>6.</b>	<b>WEROC INC. FINANCE.....</b>	<b>8</b>
6.1	WEROC Inc. Financial Report as at 30 June 2020.....	8
6.2	WEROC Inc. Financial Report as at 31 July 2020.....	10
6.3	Income & Expenditure.....	12
<b>7.</b>	<b>MATTERS FOR DECISION.....</b>	<b>13</b>
7.1	Insurance for WEROC Inc. ....	13
7.2	Public Health Plans in Local Government.....	15
7.3	Memorandum of Understanding between the Shire of Merredin, WEROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre – Late Agenda Item Circulated to Members on 26 August 2020	17
7.4	WEROC Inc. Strategic Plan.....	18
7.5	WEROC Inc. Strategic Projects Status Report & Next Steps.....	20
7.6	Tourism Product Development & Co-operative Marketing: Discussion and Decisions Arising from the Presentation by Mr. Marcus Falconer.....	24
7.7	Local Business Development Program: Discussion and Decisions Arising from the Presentation by Ms. Caroline Robinson.....	24
7.8	CRISP Wireless: Discussion and Decisions Arising from the Presentation by Mr. Leigh Ballard	25
<b>8.</b>	<b>EMERGING ISSUES.....</b>	<b>25</b>
<b>9.</b>	<b>OTHER MATTERS.....</b>	<b>25</b>
9.1	Future Drought Fund.....	25
9.2	Community Based Geo-Park in the Wheatbelt.....	27
9.3	Tourism WA – “Our Story Deep Dive” Workshop (for noting).....	28
<b>10.</b>	<b>FUTURE MEETINGS.....</b>	<b>28</b>
<b>11.</b>	<b>CLOSURE.....</b>	<b>28</b>

# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes for the Board Meeting held at the Kellerberrin Recreation and Leisure Centre on Thursday 27 August 2020 commencing at 1.00pm.

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. welcomed Members of the Board and invited guests, and opened the meeting at 1.14pm.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Peter Clarke

Ms. Karin Day

Mr. Wayne Della Bosca

Ms. Julie Flockart

Mr. Raymond Griffiths

Mr. Darren Mollenoyux (left the meeting at 1.50pm)

Mr. Jamie Criddle (left the meeting at 3.36pm)

Mr. Mark Dacombe

Ms. Rebekah Burges, Executive Officer

#### 2.2 Apologies

Ms. Pauline Guest, Wheatbelt Cash for Containers

#### 2.3 Guests

Hon. Martin Aldridge MLC, Member for the Agricultural Region (joined the meeting at 1.14pm and left the meeting at 3.21pm)

Mr. Marcus Falconer, Chief Executive Officer, Australia's Golden Outback (joined the meeting at 1.14pm and left the meeting at 2.20pm)

Ms. Caroline Robinson, Chief Executive Officer, Wheatbelt Business Network (joined the meeting at 1.35pm and left the meeting at 2.20pm)

Mr. Leigh Ballard, Chief Executive Officer, CRISP Wireless (joined the meeting at 2.42pm and left the meeting at 3.21pm)

Ms. Kristen Twine, Project and Research Officer, Wheatbelt Development Commission

### 3. DECLARATIONS OF INTEREST

Nil

### 4. PRESENTATIONS

#### 4.1 Mr. Marcus Falconer, Tourism Product Development & Co-operative Marketing 1.00pm

**Attachments.** Attachment 1. *Activating Tourism in the Eastern Wheatbelt Project Summary*

Ms. Robyn McCarthy, Manager Central Wheatbelt Visitor Centre made a recommendation to the Executive Officer that given WEROC Inc.'s focus on tourism development in the Eastern Wheatbelt, it would be valuable to invite Mr. Marcus Falconer, CEO of Australia's Golden Outback (AGO), to attend a meeting of the WEROC Inc. Board. Mr. Falconer will provide an update on current AGO activities. An overview of WEROC's "Activating Tourism in the Eastern Wheatbelt" project will be provided to enable a discussion on AGO's potential to assist with tourism product development and marketing in the Eastern Wheatbelt.

#### **Comments from the Meeting:**

- Mr. Falconer highlighted the importance of "destination readiness" and presenting compelling options for people to stay in the area for longer.
- Members noted that getting visitors to stay rather than just passing through the area on their way to other destinations was a challenge.
- The management of sites (and the lack of funding for tourism product development) was noted as an issue and initiatives such as a volunteer ranger program are being explored by some Member Councils.
- Encouraging visitors to base themselves within townsites rather than at free camping areas was identified as a priority for capturing more visitor spending.

Mr. Falconer left the meeting at 2.20pm and did not return.

#### 4.2 Ms. Caroline Robinson, Local Business Development Program 1.45pm

Aligned to Priority 3 of the WEROC Inc. Strategic Plan - *Strengthening our Economy through Local Business Development* - the Executive Officer invited the CEO of the Wheatbelt Business Network, Ms. Caroline Robinson to present to the WEROC Inc. Board on options for the delivery of a business development program. The following context, which was based on discussions held during the Strategic Planning workshops in June 2020, was provided to Ms. Robinson:

*The Board of WEROC Inc. would like to implement a targeted business development program with a focus on improving frontline customer experiences and online reputational management. It is envisaged that this program would be available to all businesses that engage in customer service (e.g. hotels, pubs, cafes, restaurants, retail stores, visitor centres, etc.) and could also be a training opportunity for people looking for employment in a customer focused role.*

*The inspiration for this project is the AussieHost customer service training program, which I believe has been delivered within the Wheatbelt in the past.*

*The objective in undertaking this project is to continue the momentum in buying local that was created by COVID-19 and sustaining this support for local businesses in the longer term. It also ties in with our tourism product development project, which aims to maximise the visitor potential of the Eastern Wheatbelt as visitor experiences play a critical role in enticing new and return visitors to the region.*

*WEROC would like to work in partnership with the Wheatbelt Business Network in developing and delivering this program. The Chambers of Commerce and CRC's would also be key project stakeholders. We have identified an FRRR grant (tackling tough times together) as a possible means to fund the program. We would aim to submit an application under Round 19, which closes in October 2020.*

*WEROC's focus is on the communities within the five Member Local Government area's but would be happy to work in collaboration with other ROC's to broaden the scope of the project if there was an identified need for a similar initiative in other areas.*

**Comments from the Meeting:**

- Ms. Robinson presented a proposal for a 6-month business program that would be delivered by the Wheatbelt Business Network in collaboration with “Blow your own Mind”.
- The program would involve a series of workshops and business coaching.
- The program would be applicable to any business with a product or service offering and would suit both business owners and their staff.
- Members expressed their concern over the ability to engage their local businesses in the program.

A copy of the Business Program proposal presented by Ms. Robinson was provided in hard copy to Members at the meeting.

Ms. Robinson left the meeting at 2.20pm and did not return.

**4.3 Ms. Pauline Guest, Container Deposit Scheme 2.30pm (Late Apology)**

Aligned to Priority 1 of the WEROC Inc. Strategic Plan – *Regional Waste Management* – the Executive Officer invited Ms. Pauline Guest to present to the WEROC Inc. Board on the arrangements for the container deposit scheme that will commence in October 2020. Ms. Guest will provide an overview on:

- 1) How the scheme works and container eligibility.
- 2) What has been set up in each of the WEROC communities.
- 3) Opportunities for Shires to participate/contribute (e.g. inclusion of the scheme in local advertising, acting as bag/label distribution points, adding bins to Shire venues, etc.).

Board Members will have an opportunity to ask questions and outline their expectations for the scheme.

**Executive Officer Comment:**

Ms. Guest advised via email on 24 August 2020 that she was no longer able to attend the WEROC Inc. Board Meeting due to unexpected work commitments. Ms. Guest asked that the Executive Officer advise the Members of the Board that should they have any queries with regard to the container deposit scheme they are welcome to contact her directly.

**4.4 Mr. Leigh Ballard, CRISP Wireless 3.00pm**

**Attachments.** *Attachment 2. CRISP Wireless Proposed Coverage for the Shires of Merredin, Bruce Rock and Narembeen.*

*Attachment 3. Regional Connectivity Program Guidelines*

On 24 July 2020, Minister for Regional Development; Agriculture and Food; Ports, the Hon Alannah MacTiernan MLC, announced a \$500,000 investment through the Digital Farm program for CRISP Wireless to install enterprise grade broadband infrastructure in the Shires of Merredin, Bruce Rock and Narembeen.

On 28 July 2020, The Australian Government's Regional Connectivity Program (RCP) opened for applications. The RCP is a \$53 million competitive grant opportunity aimed at expanding the economic, social, and public safety benefits of improved digital connectivity to regional, rural, and remote communities. Applications for the RCP close on 20 October 2020.

At the suggestion of Mr. Jamie Criddle, that the RCP might present an opportunity to extend the CRISP Wireless network, the Executive Officer contacted Mr. Leigh Ballard, CEO of CRISP Wireless, to enquire as to whether there was a possibility of an extension of the CRISP Wireless network into Local Government areas that neighbor Merredin and Bruce Rock.



			<p>received from four out of the five CEO's.</p> <p>A contract with PWD for the development of the website and payment of a 50% deposit has now been made.</p>
WEROC Inc. Board Meeting held on 28 May 2020	7.2 Public Health Plans in Local Government	<p>1) WEROC Inc. to progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans;</p> <p>2) Seek quotes for the development of a WEROC Public Health Plan.</p>	This will be discussed under item 7.2 of the meeting agenda.

**5.3 Decisions made via a “flying email” dated Thursday 16 July 2020**

**Attachments:** Attachment 4. AGO CWVC Wildflowers 2020.

On Thursday 16 July 2020, Board Members received an email from the Executive Officer requesting agreement via a “flying email” for WEROC Inc. to make a financial contribution toward a print media campaign for the upcoming wildflower season with Roe Tourism, New Travel, Pioneers Pathway and Australia’s Golden Outback. The recommendation contained within the email was as follows:

**Recommendation:** That WEROC Inc. contribute \$500 to the Co-Operative Wheatbelt Self-Drive Wildflower Campaign.

Ms. Karin Day requested that the WEROC Inc. logo be included on the advertisement. Mr. Rod Forsythe requested that the Shire of Kellerberrin be made more visible within the advert. Both requests were provided to Australia’s Golden Outback. The final version of the advertisement is provided as an attachment.

Support for the recommendation was provided via email from the following Board Members:

- Mr. Ram Rajagopalan
- Mr. Peter Clarke
- Mr. Wayne Della Bosca
- Mr. Raymond Griffiths
- Mr. Darren Mollenoyux
- Ms. Karin Day

As this constituted a majority of Members, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

**Recommendation:**  
That the decision made by the WEROC Inc. Board via a “flying email” sent on 16 July 2020, be endorsed.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Karin Day

That the decision made by the WEROC Inc. Board via a “flying email” sent on 16 July 2020, be endorsed.

**CARRIED**

## **6. WEROC INC. FINANCE**

### **6.1 WEROC Inc. Financial Report as at 30 June 2020**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

#### **Background:**

At the WEROC Council Meeting held on 1 May 2019 a combined Wheatbelt Communities Inc. (renamed WEROC Inc. on 29 January 2020)/WEROC Council Budget for 2019/2020 was adopted. The combined budget has been used as the basis for the financial report. This is the final report for the 2019/20 financial year.

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

<b>Note 1</b>	All 2019/2020 annual subscriptions have been paid.
<b>Note 2</b>	Executive services charges for July to December 2019.
<b>Note 3</b>	Executive services charges for January to May 2020.
<b>Note 4</b>	This allocation covers the expenditure on Executive Officer travel and accommodation.
<b>Note 5</b>	This allocation covers the expenditure on accounting services.
<b>Note 6</b>	This allocation covers expenditure on the 2018/2019 audits for WEROC Council and Wheatbelt Communities Inc. This allocation also covers expenditure on the final audit of WEROC Council for the period 1 July 2019 to 31 January 2020.
<b>Note 7</b>	This allocation includes payment to Accingo for the Asset Management project, costs associated with Dr Andrew Harper for Curtin Wheatbelt Medical Project, Australian Golden Outback - contribution to Eastern Wheatbelt self-drive feature, distribution of regional travel maps, Information Enterprises Australia - consulting services review of record keeping, and Central Wheatbelt Visitors Centre for the Eastern Wheatbelt Visitors Guide Edition 6.
<b>Note 8</b>	This allocation covers the costs incurred in this financial year in respect to the WEROC app and website.
<b>Note 9</b>	This allocation covers catering and other miscellaneous meeting expenses.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2019 to 30 June 2020**

	<b>Budget 2019/2020</b>	<b>Actual to 30/06/2020</b>	Notes	
<b>Income</b>				
0501	General Subscriptions WEROC	\$60,000.00	\$60,000.00	1
	WCI General Subscriptions	\$0.00	\$0.00	
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	WE-ROC Interest received	\$900.00	\$132.25	
	WCI Interest	\$0.00	\$80.24	
584	Other Income	\$0.00	\$0.00	
	WEROC GST Output Tax	\$0.00	\$6,000.00	
	WCI GST Output Tax	\$0.00	\$0.00	
	WEROC GST Refunds	\$0.00	\$5,814.00	
	WCI GST Refunds	\$0.00	\$1,420.00	
	<b>Total Receipts</b>	<b>\$60,900.00</b>	<b>\$73,446.49</b>	
<b>Expenses</b>				
1545	WEROC Bank Fees & Charges	\$100.00	\$0.00	
	WCI Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Executive Services Professional Services	\$55,000.00	\$26,438.53	2
	WCI Executive Services	\$0.00	\$16,205.71	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$8,000.00	\$2,861.98	4
	WCI Executive Officer Travel & Accommodation	\$0.00	\$628.59	
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$781.06	
1687	WEROC Financial Services Accounting	\$7,000.00	\$1,698.41	5
	WCI Financial Services	\$0.00	\$2,680.76	
1687.03	WEROC Financial Services Audit	\$3,000.00	\$2,507.85	6
	WCI Audit Fees	\$750.00	\$2,481.82	
1585	WEROC Consultant Expenses	\$30,000.00	\$37,559.11	7
	WCI Consultancy General	\$0.00	\$1,050.00	
1850	WEROC Management of WE-ROC App	\$5,000.00	\$1,066.47	8
1801	WEROC Meeting Expenses	\$500.00	\$449.26	9
	WCI Meeting Expenses	\$0.00	\$10.00	
1851	WCI Insurance	\$0.00	\$0.00	
	WEROC Insurance	\$5,000.00	\$0.00	
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses (including legal fees)	\$15,000.00	\$69.00	
	WCI Incorporation Expenses	\$0.00	\$10.05	

1930	WEROC Sundry	\$500.00	\$102.27
	WCI Sundry	\$0.00	\$37.23
3384	GST Input Tax	\$0.00	\$7,106.44
	WCI GST Input Tax	\$0.00	\$2,314.85
	ATO Payments	\$0.00	\$2,515
	WCI ATO Payments	\$0.00	\$0
	Suspense Account	\$0.00	\$0.00
	<b>Total Payments</b>	\$131,850	\$108,574.39
	Net Position	-\$70,950.00	-\$35,127.90
	<b>OPENING CASH 1 July WEROC</b>	\$160,927.00	\$150,919.05
	<b>Opening CASH 1 July WCI</b>		\$27,386.55
	<b>CASH BALANCE</b>	\$89,977.00	\$143,177.70

**Recommendation:**

That the WEROC Inc. Financial Report for the period ending 30 June 2020 be received.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Wayne Della Bosca

That the WEROC Inc. Financial Report for the period ending 30 June 2020 be received.

**CARRIED**

**6.2 WEROC Inc. Financial Report as at 31 July 2020**

At the WEROC Inc. Board Meeting held on 28 May 2020 the budget for the financial year commencing 1 July 2020 and ending 30 June 2021 was adopted. The WEROC Inc. Budget 2020-21 is used as the basis for the financial report.

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

<b>Note 1</b>	Annual Contributions paid by the Shire of Kellerberrin and the Shire of Yilgarn
<b>Note 2</b>	GST on the paid Annual Contributions
<b>Note 3</b>	GST Refund for Q4 BAS 2019-2020
<b>Note 4</b>	Executive Officer services for the month of June 2020
<b>Note 5</b>	Includes payments to 150 Square for WEROC Inc. Strategic Planning and Australia's Golden Outback for the co-operative digital marketing campaign in June 2020.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2020 to 31 July 2020**

	Budget 2020/2021	Actual to 31/07/2020	Notes
<b>Income</b>			
0501	\$60,000.00	\$24,000.00	1
504.01	\$0.00		
0575	\$141.67	\$12.12	
584	\$0.00		
	\$6,000.00	\$2,400.00	2
	\$5,771.24	\$1,265.00	3
<b>Total Receipts</b>	\$71,912.91	\$27,677.12	
<b>Expenses</b>			
1545	\$0.00		
1661.01	\$30,450.00	\$2,131.82	4
1661.02	\$2,162.40		
1661.03	\$0.00		
1687	\$795.40		
1687.03	\$1,300.00		
1585	\$40,000.00	\$3,655.00	5
1850	\$6,860.00		
1801	\$500.00		
1851	\$5,056.67		
1852	\$2,000.00		
1853	\$0.00		
1930	\$300.00		
3384	\$8,693.78	\$578.68	
	\$3,117.28		
<b>Total Payments</b>	\$101,235.53	\$6,365.50	
<b>Net Position</b>	-\$29,322.62	\$21,311.62	
<b>OPENING CASH 1 July</b>	\$136,811.40	\$143,177.70	
<b>CASH BALANCE</b>	\$107,488.78	\$164,489.32	

**Recommendation:**

That the WEROC Inc. Financial Report for the period ending 31 July 2020 be received.

**RESOLUTION:** **Moved:** Mr. Rod Forsythe **Seconded:** Ms. Karin Day

That the WEROC Inc. Financial Report for the period ending 31 July 2020 be received.

**CARRIED**

### 6.3 Income & Expenditure

**Author:** Rebekah Burges, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 14 August 2020  
**Attachments:** Nil  
**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 May to 31 July 2020 is provided below.

Date	Description	Reference	Credit	Debit	Running Balance	Gross
WEROC Inc. Transactions for the period 1 May to 31 July 2020						
<b>Opening Balance</b>			<b>149,617.98</b>	<b>0.00</b>	<b>149,617.98</b>	<b>0.00</b>
11 May 2020	Payment: BHW Consulting	INV-0432	0.00	76.61	149,541.37	(76.61)
13 May 2020	Payment: 150 Square Pty Ltd	INV-0003	0.00	2,680.00	146,861.37	(2,680.00)
18 May 2020	Payment: AMD Chartered Accountants	801823	0.00	2,090.00	144,771.37	(2,090.00)
29 May 2020	Westpac Interest received		11.70	0.00	144,783.07	11.70
04 Jun 2020	ATO		943.00	0.00	145,726.07	943.00
12 Jun 2020	Payment: 150 Square Pty Ltd	INV-0004	0.00	2,561.00	143,165.07	(2,561.00)
30 Jun 2020	Westpac Interest received		12.63	0.00	143,177.70	12.63
10 Jul 2020	ATO		1,265.00	0.00	144,442.70	1,265.00
22 Jul 2020	Payment: 150 Square Pty Ltd	INV-0005	0.00	2,345.00	142,097.70	(2,345.00)
22 Jul 2020	Payment: 150 Square Pty Ltd	INV-0006	0.00	2,920.50	139,177.20	(2,920.50)
27 Jul 2020	Payment: Australia's Golden Outback	3639	0.00	1,100.00	138,077.20	(1,100.00)
30 Jul 2020	Payment: Shire of Kellerberrin	INV-0002	13,200.00	0.00	151,277.20	13,200.00
31 Jul 2020	Westpac Interest received		12.12	0.00	151,289.32	12.12
31 Jul 2020	Payment: Shire of Yilgarn	INV-0005	13,200.00	0.00	164,489.32	13,200.00
<b>Total Westpac Community Solution One</b>			<b>28,644.45</b>	<b>13,773.11</b>	<b>164,489.32</b>	<b>14,871.34</b>
<b>Closing Balance</b>			<b>164,489.32</b>	<b>0.00</b>	<b>164,489.32</b>	<b>0.00</b>

**Recommendation:**

That the WEROC Inc. summary of income and expenditure for the period 1 May to 31 July 2020 be received.

That the Accounts Paid by WEROC Inc. for the period 1 May to 31 July 2020 totalling \$13,773.11 be approved.

**RESOLUTION:** **Moved:** Mr. Jamie Criddle **Seconded:** Mr. Peter Clarke

That the WEROC Inc. summary of income and expenditure for the period 1 May to 31 July 2020 be received.



On 6 May 2020, an application for Associate Membership of WALGA was submitted to Mr. Tim Lane, Manager Strategy and Association Governance. On 29 June 2020, Mr. Lane advised the Executive Officer via email that WEROC Inc.’s application had been accepted and that a formal welcome pack would be sent from WALGA. At the time of preparing the meeting agenda, the welcome pack had not been received.

Subsequent to the advice from WALGA that WEROC Inc.’s application for Associate Membership had been accepted, the Executive Officer contacted Ms. Clohessy to question whether this changed WEROC Inc.’s eligibility for insurance cover under LGIS. Ms. Clohessy responded as follows:

*Hi Rebekah,*

*Thank you for your email.*

*As per my previous email, unfortunately at this point in time as per the current guidelines of the Trust Deed & LGISWA Scheme Rules, WEROC are not eligible for cover through the scheme itself.*

*For the Trust Deed & LGISA Scheme Rules to be changed to allow an incorporate ROC group to potentially join the scheme, this would need to be discussed & determined by the Board of Directors.*

*Whilst we don’t have any current competitive inexpensive insurance covers to provide to not for profit organisations, as a referral point and from a cost effective option our sister group – Local Community Insurance Services (LCIS) may be able to assist in providing a quotation/cover. This Insurance Services provides insurance products tailored to meet the specific needs of community groups throughout Australia. Local Community Insurance Services (LCIS) can be contract via use of their website [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) or by phone on 1300 853 800 (toll free).*

*Sorry I could not bring you more positive news at this time, however possibly in the future things could change where an allowance is made to allow incorporate ROC groups to join the scheme. We will let you know should this occur.*

*Kind Regards Sandra*

The Executive Officer has obtained quotes from Local Community Insurance Services (LCIS) and for comparative purposes, an insurance brokerage firm - Countrywide Insurance Brokers (CIB). A summary of the quotations is provided below.

Insurance Type	LCIS	CIB	Limit of Liability	Excess/Retention	
				LCIS	CIB
Workers Compensation	\$659.25	\$500	\$50m	Nil	Nil
Cyber Insurance	\$2,486	\$1,183.05	\$1m	Nil	\$1,000
Public & Products Liability	\$1,222.48	\$670	\$20m	\$100	\$500
Associations & Officials Liability	\$533.50	\$2,171.40	\$5m	Nil	Up to \$5,000 <sup>1</sup>
Personal Accident – Volunteer Workers	\$412.50	\$670.18	Up to \$75,000 per insured person	Nil	Nil
<b>TOTAL</b>	<b>\$5,313.73</b>	<b>\$5,194.63</b>			

<sup>1</sup> The excess is determined by the type of claim and ranges from \$1,000 up to \$5,000.

**Recommendation:**

That given the relatively small difference in pricing, the lower excess fees and the tailored products for community groups and not-for-profit organisations, that WEROC Inc. accept the quotation from LCIS for the above listed insurance cover.

**RESOLUTION:**

**Moved:** Mr. Jamie Criddle

**Seconded:** Mr. Wayne Della Bosca

That WEROC Inc. accept the quotation from Local Community Insurance Scheme for the following insurance coverage:

Workers Compensation

Cyber Insurance

Public and Products Liability

Associations and Officials Liability

Personal Accident – Volunteer Workers

**CARRIED**

## **7.2 Public Health Plans in Local Government**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Consultation:** Ms. Kelly Crossley, Department of Health, Public and Aboriginal Health Division

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board Meeting held on Thursday 30 April 2020, Mr. Llew Withers, Environmental Health Consultant, presented to the Board on the topic of Public Health Plans. In response to the presentation by Mr. Withers the Board resolved as follows:

**RESOLUTION:**

*Moved: Mr. Darren Mollenoyux*

*Seconded: Ms. Karin Day*

*Write to Mr. Llew Withers and request a quote for:*

*1) The development of an overarching Public Health Plan for the five WEROC Inc. Member Councils, which can subsequently be adapted to support the completion of individual Local Government Plans. Seek clarification on whether this is permissible under the Public Health Act 2016; and*

*2) The development of individual Public Health Plans for each of the five WEROC Inc. Member Councils.*

On 4 May 2020, the Executive Officer wrote to Mr. Withers to request quotes as per the Board's resolution. Mr. Withers responded on the same day and advised that:

- 1) The Department of Health require that each Local Government furnish their own Public Health Plan and therefore he cannot assist with the development of an overarching Plan for the WEROC Inc. Member Councils; and



- 1) WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans; and
- 2) The Executive Officer will seek quotations for the development of a WEROC Public Health Plan.

**RESOLUTION:**

**Moved:** Mr. Peter Clarke

**Seconded:** Mr. Raymond Griffiths

That the WEROC Inc. Executive Officer monitor progress toward the implementation of Stage 5 of the Public Health Act 2016 and at the commencement of Stage 5:

- 1) WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans; and
- 2) The Executive Officer will seek quotations for the development of a WEROC Public Health Plan.

**CARRIED**

**7.3 Memorandum of Understanding between the Shire of Merredin, WEROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre – Late Agenda Item Circulated to Members on 26 August 2020**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 26 August 2020

**Attachments:** *Late Agenda Item Attachment 1. CWVC MOU Review August 2020*  
*Late Agenda Item Attachment 2. CWVC Annual Report 2019-2020*

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Council Meeting held on 2 May 2018 it was resolved that:

*RESOLUTION:*

*Moved: Cr. Day*

*Seconded: Mr. Griffiths*

*The Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre be approved for a three (3) year period.*

**CARRIED**

The term of the Memorandum of Understanding (MOU) is 1 July 2018 to 30 June 2021, with a review being undertaken annually.

**Executive Officer Comment:**

On 26 August 2020, Mr. Mark Dacombe, CEO Shire of Merredin, requested via email that the review of the MOU and the Central Wheatbelt Visitors Centre Annual Report for 2019/20 be included as a late agenda item for the WEROC Inc. Board Meeting being held on 27 August 2020.

Proposed changes to the MOU as a result of this review include:

1. Removal of actions relating to the WEROC App and website from Schedules 1 and 2.
2. Updates to the Shire Contacts and Signatories.
3. Changes to the product development initiatives outlined in Schedule 2.

A report on the services provided by the Shire of Merredin through the Central Wheatbelt Visitors Centre as they relate to schedules 1 and 2 of the MOU, for the 2019-20 financial year has been prepared and is provided as an attachment.

**Recommendation:**

That:

- 1) The WEROC Inc. Board approve the proposed amendments to the Memorandum of Understanding between the Shire of Merredin, WEROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre.
- 2) The Central Wheatbelt Visitors Centre Annual Report for 2019/20 be received.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Rod Forsythe

That:

- 1) The WEROC Inc. Board approve the proposed amendments to the Memorandum of Understanding between the Shire of Merredin, WEROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre.
- 2) The Central Wheatbelt Visitors Centre Annual Report for 2019/20 be received.

**CARRIED**

#### **7.4 WEROC Inc. Strategic Plan**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Attachment 5. FINAL DRAFT WEROC Inc. Strategic Plan 2020

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board Meeting held on 30 April 2020 it was resolved that:

**RESOLUTION:** *Moved: Ms. Karin Day* *Seconded: Mr. Rod Forsythe*

- 1) An in-person strategic planning workshop be held to identify a strategic direction for WEROC Inc. aligned to the objects of the association, with the meeting being convened as soon as practically possible.
- 2) The Executive Officer provide a quote to facilitate the workshop.

**Executive Officer Comment:**

A Strategic Planning workshop was held in Merredin on Thursday 11 June 2020. All Board Members were present. A workshop summary and agenda for the second workshop was provided to Board Members via email on 16 June 2020.

A second workshop was held in Merredin on Thursday 25 June 2020 and all Board Members were present.

The Draft WEROC Inc. Strategic Plan 2020 was sent via email to all Board Members on Monday 29 June with a request that any comments or edits be provided by close of business on Monday 6 July 2020.

Responses were received from:

- Mr. Darren Mollenoyux

- Mr. Peter Clarke
- Mr. Ram Rajagopalan

Edits to the Draft document included:

- 1) Additional information was added to the “Our Region” section on the economic contribution made by WEROC Inc. Member Councils; and
- 2) An adjustment to the wording of dot point three under “internal threats” in the Risks and Opportunities section.

**Recommendation:**

That the Final Draft of the WEROC Inc. Strategic Plan 2020 be adopted.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Mr. Peter Clarke

---

That the Final Draft of the WEROC Inc. Strategic Plan 2020 be adopted.

**CARRIED**

**7.5 WEROC Inc. Strategic Projects Status Report & Next Steps**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Background:**

The WEROC Inc. Strategic Plan 2020, identifies five priorities and associated actions. An update on progress against the five strategic priorities is provided below and the next steps will be discussed.

Priority	Actions	Progress	Comments
Regional waste management	1) Undertake a review of existing waste management service delivery across the WEROC region including: <ul style="list-style-type: none"> <li>• Local Government Waste Management Plans;</li> <li>• Waste management services and infrastructure;</li> <li>• Recycling activities and capabilities;</li> <li>• Contract arrangements; and cost of delivery.</li> </ul> 2) Complete a cost-benefit analysis for ownership of a shared truck for municipal waste and recycling collection.                     3) Develop a WEROC Waste Management Plan.	<ul style="list-style-type: none"> <li>• Pauline Guest has been invited to present to the board on the Container Deposit Scheme.</li> <li>• The Shire of Tammin CEO, Mr. Neville Hale has been contacted to enquire about the Strategic Waste Management facility being investigated by the Wheatbelt Development Commission.</li> </ul>	Arrangements for the container deposit scheme have now been finalised for all WEROC Member Councils.
Tourism Product Development	1) Conduct an audit of physical and digital tourism assets across the WEROC region.	<ul style="list-style-type: none"> <li>• An application was submitted on 7 July 2020 to the Regional Economic Development grant scheme to undertake an “Activating Tourism in the Eastern</li> </ul>	To be discussed further under Item 7.6

WEROC Inc. Board Meeting Thursday 27 August 2020 - Minutes

	<p>2) Undertake desktop research and consultation with regional tourism groups to better understand:</p> <ul style="list-style-type: none"> <li>- The existing tourism market;</li> <li>- Trends in tourism product development; and</li> <li>- Future target markets for visitors to the Eastern Wheatbelt.</li> </ul> <p>3) Develop a list of priorities for investment inclusive of cost estimates and possible funding opportunities for new product development.</p>	<p>Wheatbelt” project”. Outcomes of this funding round have not been announced.</p> <ul style="list-style-type: none"> <li>• WEROC Inc. have contributed to a co-operative marketing campaign facilitated by Australia’s Golden Outback to promote the upcoming wildflower season.</li> <li>• Tourism WA will host an “Our Story” workshop in Merredin in October. The intent is to provide tourism groups with an opportunity to shape the way each tourism region is represented in their “Spirit of Adventure” campaign.</li> </ul>	
Local business development	<p>1) In partnership with the Wheatbelt Business Network, Chambers of Commerce and Community Resource Centres, develop a targeted business improvement program with a focus on:</p> <ul style="list-style-type: none"> <li>• Online reputational management (e.g. how to respond to negative reviews); and</li> <li>• Improved frontline customer experience (both physical and digital).</li> </ul> <p>2) Develop a project plan/business case to support an application for funding to implement the program.</p>	<ul style="list-style-type: none"> <li>• The CEO of the Wheatbelt Business Network has been invited to present to the WEROC Inc. Board to initiate discussion around a local business development program.</li> </ul>	To be discussed further under Item 7.7
Digital connectivity	<p>1) Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity across the Eastern Wheatbelt.</p> <p>2) Work with telecommunications providers (e.g. Telstra, Optus, NBN Co.)</p>	<ul style="list-style-type: none"> <li>• The Wheatbelt Development Commission have provided the following update on their current focus for telecommunications: <i>WDC have been keeping a watching brief on telecommunications as the Mobile Black Spot Program (MBSP) rolls on into more rounds.</i></li> </ul>	To be discussed further under Item 7.8

	<p>to target improvements in fixed and mobile connectivity.</p> <p>3) Lend support to existing initiatives that have the potential to improve digital connectivity across the WEROC region (e.g. Crisp wireless, WA SuperNet).</p>	<p><i>Most recently we provided feedback into the Round 5A MBSP Discussion Paper. It is worth noting that MBSP round 5 was announced earlier this year with 19 sites listed for the Wheatbelt. These are scheduled to be built over the next few years, with finalisation expected at this stage by 2023.</i></p> <p><i>Other than that, we have played a role in responding to issues during the height of Covid 19 and raising any concerns out of those discussions.</i></p> <ul style="list-style-type: none"> <li>• Steve Mason has provided an update on the WA SuperNet Scheme:</li> </ul> <p><i>Thank you (and WEROC) for your continued interest in WA SuperNet.</i></p> <p><i>At this point in time, given the nature of the conversations taking place with the WA and Federal governments, I'm not able to commit pen to paper but can confirm we did submit our response to the DPIRD RFP and have been working with the Department to progress the project since the start of March 2020.</i></p> <ul style="list-style-type: none"> <li>• CRISP Wireless have been awarded \$500,000 through the Digital Farm Grants program to provide a wireless internet services across the Shires of Merredin, Bruce Rock and Narembeen.</li> <li>• Leigh Ballard (CEO of CRISP Wireless) has met with the Shire's of Westonia and Yilgarn to discuss a possible network</li> </ul>	
--	--	---	--

		<p>extension funded through the Regional Connectivity Program.</p> <ul style="list-style-type: none"> <li>• Enquiries have been made with Digital Soul about their “Wheatbelt Wireless” concept. Their Managing Director, Richard Fear is conducting a Wheatbelt roadshow in late August/early September.</li> </ul>	
Ranger and regulatory services solution	<ol style="list-style-type: none"> <li>1) Complete a review of existing ranger service delivery arrangements and costing across Member Councils</li> <li>2) Investigate avenues to fund and engage a Regional Community Emergency Services Manager.</li> <li>3) Implement a ranger and regulatory service solution for WEROC Member Councils. The solution will include a provision to train additional Shire staff to support the ranger.</li> </ol>	<ul style="list-style-type: none"> <li>• Initial enquiries have been made into how the regional CSEM for Cunderdin, Tammin, Quairading and Kellerberrin was initiated and funded.</li> <li>• The DFES Local Government Grants Scheme Manual 2020/21 states that “where a Local Government is interested in participating in the CFM/CESM scheme, this should be discussed in the first instance with the DFES Regional Office”. Contact with DFES has not been made as yet.</li> </ul>	<p>Executive Officer to contact Superintendent Mark Bowen to make further enquiries in relation to a regional CSEM.</p> <p>Executive Officer to contact Darren Brown, Executive Officer of Bushfire Volunteers WA.</p>

**Recommendation:**  
That the Strategic Projects status report be received and discussed.

**RESOLUTION:**                      **Moved:** Mr. Wayne Della Bosca                      **Seconded:** Ms. Julie Flockart

That the Strategic Projects status report be received.

**CARRIED**

**7.6 Tourism Product Development & Co-operative Marketing: Discussion and Decisions Arising from the Presentation by Mr. Marcus Falconer**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Mr. Marcus Falconer it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Mr. Marcus Falconer be considered, and the matter discussed.

**RESOLUTION:**

**Moved:** Mr. Rod Forsythe

**Seconded:** Mr. Peter Clarke

That:

1. The Executive Officer contact Skyworks WA to enquire about their services and costing.
2. WEROC Inc. will await the outcome of its application to the Regional Economic Development grants scheme before progressing with a tourism strategy.

**CARRIED**

**7.7 Local Business Development Program: Discussion and Decisions Arising from the Presentation by Ms. Caroline Robinson**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Ms. Caroline Robinson it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Ms. Caroline Robinson be considered, and the matter discussed.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Rod Forsythe

That:

1. Board Members take the information as presented into further consideration and discuss the program proposal with local businesses to gauge the potential level of engagement.
2. The program proposal be reviewed at the next meeting of the WEROC Inc. Board.

**CARRIED**

## 7.8 CRISP Wireless: Discussion and Decisions Arising from the Presentation by Mr. Leigh Ballard

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

### **Executive Officer Comment:**

Following the presentation from Mr. Leigh Ballard it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

### **Recommendation:**

That the information as presented by Mr. Leigh Ballard be considered, and the matter discussed.

**RESOLUTION:** **Moved:** Mr. Wayne Della Bosca **Seconded:** Mr. Rod Forsythe

That WEROC Inc. provide a letter in support of the CRISP Wireless application to the Regional Connectivity Program.

**CARRIED**

## **8. EMERGING ISSUES**

Nil

## **9. OTHER MATTERS**

### **9.1 Future Drought Fund**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** *Attachment 6. Future Drought Fund Factsheet*  
*Attachment 7. Drought Resilience Funding Plan*

**Voting Requirement:** Simple Majority

### **Background:**

On 1 July 2020, the Australian Government announced the foundational programs for the Future Drought Fund (FDF).

The eight programs, totalling \$89.5 million, are:

The \$20m **Farm Business Resilience program** will provide farm businesses with training to strengthen their strategic business management skills and develop a farm business plan to build risk management capacity and drought resilience.

The \$10m **Climate Services for Agriculture program** will fund the development and delivery of interactive digital 'climate information services' for the agriculture sector to assist farmers to make real-time decisions.

The \$3m **Drought Resilience Self-Assessment Tool** will provide an online self-assessment tool for farmers to self-identify drought risks based on a range of social, economic and environmental indicators, and take action to build the drought resilience of their farm business.

The \$20.3m **Drought Resilience Research and Adoption program** will establish two regionally located Drought Resilience Adoption and Innovation Hubs, and Innovation Grants will become available to research organisations, private sector, industry, not-for-profit organisations and community groups.

The \$15m **Natural Resource Management (NRM) Drought Resilience program** will fund regional NRM bodies to undertake projects to build drought resilience of natural resources on agricultural landscapes, and there will also be grants available to organisations, farmer groups and individuals to undertake NRM projects to build the drought resilience of natural resources on small scales.

The \$3.75m **Networks for Building Drought Resilience program** will support community-driven projects that enhance drought resilience and strengthen networks, including small-scale infrastructure projects to make community facilities drought resilient.

The \$7.45m **Drought Resilience Leaders program** will develop leadership capability in communities and include a mentoring component to foster uptake of innovative practices to build drought resilience of farmers and their businesses.

The \$10m **Regional Drought Resilience Planning** will provide funding to consortia of local councils or equivalent entities to develop Regional Drought Resilience Plans for agriculture and allied industries.

**Executive Officer Comment:**

Following an email from Mr. Peter Clarke on 17 July 2020, suggesting that the Regional Drought Resilience Planning component of the FDF, might present an opportunity for WEROC Inc., the Executive Officer contacted the FDF team requesting further information. On 24 July 2020, the following response was provided:

*Good morning Ms Burges*

*Thank you for contacting the Future Drought Fund team and your interest in the Future Drought Fund programs.*

*This is the first suite of programs to be delivered under this initiative initially for one year. We will continue to monitor and adapt programs to make sure they are building resilience and delivering for farmers and the community. These programs will give farmers and communities the tools they need to prepare for, manage and sustain their livelihoods during droughts.*

*All proposed programs will seek to enhance the public good by building drought resilience, help farms and communities be more prepared to respond to the impacts of drought.*

*The \$10m Regional Drought Resilience Planning will provide funding to consortia of Local Councils or equivalent entities to develop Regional Drought Resilience Plans for agriculture and allied industries. This will support collaborative regional-scale planning to identify and guide innovative actions required to build regional resilience to future droughts. Plans will be independently assessed and published to allow communities to learn from each other, taking into account each region's unique conditions - socially, economically and environmentally.*

*Work with State and Territory Governments to develop this program is underway. At this point, we are not in a position to provide further details on the program.*

*Further information about the Future Drought Fund can be found on the Have Your Say page, [here](#). I'd encourage you to register your interest on this website, where you will receive updates as programs are released, including the Regional Drought Resilience Planning program.*

*Kind regards*

*Future Drought Fund team*

**Recommendation:**

That the Executive Officer continue to monitor progress toward the implementation of the Regional Drought Resilience Planning program and report back to the Board as additional information is released.

**RESOLUTION:**

**Moved:** Mr. Rod Forsythe

**Seconded:** Mr. Raymond Griffiths

That the Executive Officer:

1. Continue to monitor progress toward the implementation of the Regional Drought Resilience Planning program and report back to the Board as additional information is released.
2. Extend an invitation to the Hon. Melissa Price MP to attend the next meeting of WEROC Inc. to discuss to the Future Drought Fund and other Australian Government programs and initiatives.

**CARRIED**

**9.2 Community Based Geo-Park in the Wheatbelt**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 14 August 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Background:**

Over the past five years, Mr. Alan Briggs, President of Geoparks WA, has been working with the Shire's of Tammin, Kellerberrin, Bruce Rock and Quairading to research the possibility of establishing a Geopark in the Wheatbelt. The focus has been on revitalising the Granite Way scenic drive trail as a means to increase the number of tourists visiting the area.

Mr. Briggs has completed a research report and identified several strategies toward establishing a Geopark in the Wheatbelt. One of those strategies is to include Cunderdin and Merredin within the proposed boundary of the geopark. An additional strategy is to "review all current tourism businesses and opportunities to determine an overall strategic approach to developing each asset into the project".

Given that the latter of these two strategies has clear synergies with WEROC Inc.'s "Activating Tourism in the Eastern Wheatbelt" project, there may be an opportunity for WEROC Inc. to support Mr. Briggs with his Geopark concept.

**Recommendation:**

That the information presented be considered, and the matter discussed.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Mr. Wayne Della Bosca

That Mr. Raymond Griffiths attend the meeting with Mr. Briggs scheduled for 22 September 2020, and report back to the Board.

**CARRIED**

**9.3 Tourism WA – “Our Story Deep Dive” Workshop (for noting)**

On Wednesday 21 October 2020, Tourism WA is hosting an “Our Story Deep Dive” workshop at the Cummins Theatre in Merredin. The workshop will run from 9.30am to 11.30am.

The Spirit of Adventure is WA’s new shared tourism story that defines our unique points of difference and sense of identity. The session will provide insight into *The Spirit of Adventure* followed by an interactive workshop where you are invited to participate. We will identify what we love about your region so we can convey this message to visitors”.

For more information contact Robyn McCarthy, Manager Central Wheatbelt Visitor Centre [visitor@merredin.wa.gov.au](mailto:visitor@merredin.wa.gov.au).

**10. FUTURE MEETINGS**

The WEROC Inc. Constitution states that “the Annual General Meeting (AGM) of WEROC is to be held not later than 31 December in each year”.

It is the Executive Officer’s understanding that the next meeting of the Great Eastern Country Zone will be held on 26 November 2020.

It is recommended that the next scheduled General Meeting and the Annual General Meeting of WEROC Inc. be held on 26 November 2020.

**Comments from the Meeting:**

- Members would like future meeting locations to be shared amongst all Member Councils.
- The Shire of Kellerberrin and Shire of Merredin meetings will be scheduled to align with the Great Eastern Country Zone meetings.
- The Executive Officer to develop a schedule of meetings for 2021.

The next General Meeting and the Annual General Meeting of WEROC Inc. will be held in Merredin on Thursday 26 November 2020.

**11. CLOSURE**

There being no further business, the Chair thanked Members for their participation and closed the meeting at 4.02pm.

**DECLARATION**

These minutes were confirmed by the WEROC Inc. Board at the meeting held

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed

Yilgarn History  
Museum Advisory  
Committee Meeting  
Minutes

2 September 2020

**MINUTES OF MEETING  
YILGARN HISTORY MUSEUM ADVISORY COMMITTEE  
WEDNESDAY 2<sup>ND</sup> SEPTEMBER, 2020**

**ATTENDANCE:**

Robin Stevens, Curator, Lance Stevens Historian, Rollie Blair, Kaye Crafter, Leonie Gethin, Cr. Linda Rose, visitors Steve Butler and Danella Bevis from the WA Newspaper. Welcome to our visitors.

**APOLOGIES:**

Cr Jodie Cobden and Nick Eiffler.

**MINUTES OF THE PREVIOUS MEETING:**

The Minutes of the previous meeting were duly read and accepted by Rollie Blair and seconded by Cr. Linda Rose. CARRIED

**BUSINESS ARISING FROM PREVIOUS MEETING:**

Due to the current situation with Covid, there is not a lot of business to discuss.

**FINANCIAL REPORT:**

Income for the 2 months was: \$960.13, Interest on our Reserve account was \$53.68 totaling \$1013.81 . Our expenses were \$747.51 leaving us with a credit balance of \$266.30.

Our Museum Reserve account balance is \$30,607.68

Our Building Maintenance costs were: \$625.92. Moved Lance Stevens, seconded Linda Rose that our Financial report be accepted. CARRIED

**CURATORS REPORT:**

Robin presented her Curators Report, which is attached to the Minutes. Moved Rollie Blair, seconded Leonie Gethin the Report be accepted. CARRIED

**CORRESPONDENCE:**

A list of Correspondence is attached to the Minutes. Much of our correspondence is electronic and answered electronically. Moved Robin Stevens, seconded Lance Stevens that the correspondence Inwards and Outwards be accepted. CARRIED

Accounts received were authorized to be paid by Leonie Gethin and seconded by Robin Stevens. CARRIED

## GENERAL BUSINESS:

- Robin Stevens has been with a lady from Wongan Hills, who was impressed by our Museum so much, that she wants to donate some 2<sup>nd</sup> WW artefacts made by recuperating soldiers. We have a policy of not receiving items not pertaining to the Yilgarn, but as they are from the War Years and we have a substantial Wartime section, felt that it would not be out of place in our Museum. Robin will contact the lady for further conversations.
- Lance Stevens is still working on the transcripts of the Yilgarn Shire Minute Books, He has transcribed from 1892 to 1985, and says it gives a very clear view of the problems and occurrences of the days in the Yilgarn.
- Lance has also replied to emails we have received regarding graves, registration plates, the War Memorial, Mine workings to name some of the queries.
- Lance is also concerned about the leaves that are blown under the verandah. It is a fire hazard and he urged that we talk to the Shire about putting up a screen of some sort behind the slats to stop the build up. It would only have to be cleaned once or twice a year.
- Robin was pointing out the differences we will have in the back yard, once the old toilets are removed, giving us a lot more room to store and display our machinery and artefacts. We need to remove a couple of trees after the asbestos fence is replaced, build the shelter for Rollies Dads tractor and reorganize the displays.
- Leonie has had a few very good comments about our Museum – in fact she had someone say on the day of our meeting that it was the best museum they had visited.
- Lance informs us, in commenting on Eric Hancock visiting us on the 2/9/2020 regarding Hunts Wells, that Rollie Blairs farm was one of the first farms in the Yilgarn. The water reserve was used by the Police for their horses from 1889.

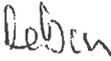
- A Mr. Marwick from the Wanneroo Museum wanted information on the Stagecoaches that plied their trade in the early days. He was surprised that his grandfathers name wasn't mentioned, as he owned the stagecoaches.
- The Library at the School, which was quarried and built mid 1890s, is beginning to fret and decay and we were hoping to get some interest from Melissa Price MP to work towards repairing the damage. She was not interested until we had formed a committee etc. We do not feel this is appropriate for the Museum Committee at present and will leave it for another group to follow up.
- The meeting closed at 3.11pm with the next meeting to be held on November 1<sup>st</sup>, 2020.

## YILGARN HISTORY MUSEUM

### CURATOR'S REPORT: Meeting of 2 September 2020.

1. Visitors since the end of COVID-19 number 289 in total: June: - 46 adults: July: 104 Adults & 21 Children: August: 109 Adults & 9 Children. (This included 18 last Sunday & 14 last Wednesday – busy days!).
2. Again, positive feedback from Visitors. Even being told we're better than Kalgoorlie! The "Diversity" and "Presentation" of our museum are always mentioned!
3. New toilet, disability ramp and brick path to the side of the toilet are completed, for which we sincerely thank Shire Council. (A gentleman from Wickerpin was most impressed and asked for details with a view to installing similar at Albert Facey homestead!)
4. Demolition of old toilet due to commence Monday 7 September. Old bricks to be used for paving of yard prior to erection of John Newbury shed
5. Discussions re moving mining artefacts from centre of yard, and along post office fence, to new positions (this to allow ease of access to sheds. Garden shed to the side fence when post office asbestos fence is replaced, are ongoing.
6. Mining mural to be started September/October. Agricultural mural dependent on placement of garden shed.
7. Broken cement path alongside Railway Shed has been replaced, thankfully. It was quite dangerous.
8. New front steps and post office side drain, on Shire drawing board.
9. Both sheds will be cleaned the same time as floors and yard by Rob Southall. All time donated and gratefully accepted.
10. Ann McEvoy donated two weeks of her time to Mosaic recently. This was a huge help with the ongoing updating and registration of old and new records. The museum received its first enquiry re online access to its records last week. Unfortunately we don't have the technology for this APP as yet.
11. My resignation. It is with sadness I find the position of Curator is too much for me. I will still be a volunteer, do my Sunday shift, help at busy bees etc., My notice has been submitted to Mr Peter Clarke and the position will be advertised in this week's Crossword. Hopefully a kind and energetic person will volunteer their time.

Thankyou.

  
CURATOR

Tourism  
Advisory  
Committee  
Meeting  
Minutes

2 September 2020

# AGENDA

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 2 SEPTEMBER 2020 @ 5.30pm

---

Minutes of the Shire of Yilgarn Tourism Advisory Committee meeting held on Wednesday, 2 September 2020 at 5.30pm in the Shire of Yilgarn Council Chambers.

The CEO opened the meeting at 5.30pm and welcomed members to the first meeting of the re-formed Tourism Advisory Committee.

### MEMBERS PRESENT

Crs J Cobden & Cr L Rose

K Crafter, L Black, R Goodhill, J Cameron, S Carnicelli, A Carnicelli, G Kenward, Ken Fairless, Kerry Fairless, C Jenkins, L Gethin and R Stevens

P Clarke, CEO

R Bosenberg, Executive Manager Infrastructure (EMI)

### APOLOGIES

L Black and Ken Fairless

### OBSERVERS

Cr Wayne Della Bosca, Shire President

Steve Butler - *West Australian Newspaper*

Danella Beavis - *West Australian Newspaper*

### 1. ELECTION OF CHAIRPERSON

The CEO advised that as an Advisory Committee of the Shire of Yilgarn, it was normal practice for a Councillor to Chair the Committee. The CEO indicated that Crs Rose and Cobden were Council's representatives on the Committee and that it had been agreed between Crs Rose and Cobden that Cr Cobden would Chair the Committee.

The CEO sought support from the members for Cr Cobden's appointment as Chair of this Committee.

*Cr Cobden's appointment as Chairperson of the Shire of Yilgarn Tourism Advisory Committee was supported by all members present.*

The CEO vacated the Chair and Cr Cobden took the Chair.

Cr Cobden reiterated the welcome to members by the CEO and thanked them for their interest in being members of the Committee and looked forward to their participation and the promotion of tourism in the district moving forward.

# AGENDA

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 2 SEPTEMBER 2020 @ 5.30pm

---

### 2. PURPOSE OF REFORMATION OF COMMITTEE

Cr Cobden advised that during the Community Strategic Planning process it was identified at a community workshop that the Shire of Yilgarn should be placing additional emphasis on the promotion of the district from a tourism related perspective and that Council should reform the Tourism Advisory Committee.

As a result of this feedback, Cr Cobden advised that Council, when adopting the Shire of Yilgarn Community Strategic Plan 2020-2030 identified the following goals to ensure that tourism opportunities are maximised:-

- *Re-establish a Yilgarn Tourism Committee to advise/recommend to Council on actions to promote tourism in the district; and*
- *To improve Visitor Information services.*

Cr Cobden further advised that some of the key issues raised at the Community Engagement Workshop in relation to tourism were:

- *Improve Entrance Statements to Southern Cross – incorporating integration of farming and mining and to include smaller versions for surrounding townsites.*
- *Signage at Shire Office to be improved and incorporate Tourism identification*
- *Continue development of Constellation of Constellation Park; and*
- *Develop and enhance Lake Polaris for tourism potential.*

In respect to the development of Constellation Park, the Chairperson requested the EMI to update the works undertaken at the Park to date and those proposed in the future.

The EMI advised the following:-

- Completed new Playground Equipment
- Shade Sail covering equipment still to be erected
- Completed construction of bike paths for small children
- New solar lighting installed
- Fencing on Sirius Street side to be undertaken
- Water Fountain to be installed
- Skate Park Bowl to be constructed under Local Roads and Community Infrastructure funding program.

# AGENDA

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 2 SEPTEMBER 2020 @ 5.30pm

---

### 3. SHIRE OF YILGARN 2020-2021 BUDGET

Cr Cobden advised that as a means to assist the Tourism Advisory Committee achieve an objective in the 2020-2021 financial year, Council had allocated the following funds in its 2020-2021 Budget:-

- Area Promotion - \$5,000
- Town Entrance Statement Development - \$30,000

The CEO advised that should the Committee wish not to proceed with the Town Entrance Statement and choose an alternative project, this would need to be submitted to Council for approval.

Cr Cobden suggested that at the Committee's next meeting, future planning ideas be workshopped, as this first meeting was scheduled to be an informative session.

Cr Cobden advised that in General Business members would be afforded the opportunity to briefly outline what they consider to be the priorities/directions that the Committee that should take in the promotion of tourism in the district.

### 4. GENERAL BUSINESS

- The CEO advised that it is intended that this Committee will be a working committee i.e., members will be expected to be involved in planning and development of projects and that it will not be solely left up to Shire staff to undertake these tasks.
- Cr Rose advised that she would like to see Lake Polaris developed in order that it is visually appealing as an entrance statement to Southern Cross.
- Gary Kenward spoke highly of the cleanliness of the town which was a credit to the Shire gardeners but we are not promoting our tourist attractions enough and we need to get better with our marketing and promotion.
- Alison Carnicelli advised that she would like to see Marvel Loch promoted in a more positive way and that we should not be just Southern Cross centric and promote the Yilgarn as a whole.
- Ron Goodhill stated that we must encourage tourists to stay for at least 2 days to capitalise on the tourism \$ and that social media/web pages should be used to increase promotion.
- Charles Jenkins better brochures and maps need to be developed and also suggested that Instagram with an appropriate hashtag should be used.
- Jess Cameron advised that from a school perspective, encouraging people to stay in the district on a permanent basis was important and provided an example of the lack of adequate housing forced a family to leave the district.
- Kerry Fairless indicated that improved access to sites needs to be addressed and information should be readily available to tourists of the accessibility.

# AGENDA

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 2 SEPTEMBER 2020 @ 5.30pm

---

- Robin Stevens suggested that a Bus Tour/Day Trip for members be arranged in order that we can all be aware of the various sites that should be promoted.

### 5. ACTIONS TO BE UNDERTAKEN PRIOR TO NEXT MEETING

Member	Action Required
<i>Charles Jenkins</i>	<i>Develop Instagram page with the hashtag #Visit Yilgarn</i>
<i>Jess Cameron</i>	<i>Develop Facebook page under the same Visit Yilgarn name</i>
<i>CEO</i>	<i>Establish email address <a href="mailto:tourism@yilgarn.wa.gov.au">tourism@yilgarn.wa.gov.au</a> to enable above links to be developed</i>
<i>CEO</i>	<i>Compile list of all available tourism brochures for distribution at next meeting</i>
<i>Cr Cobden</i>	<i>Look at options to utilise Community Bus for a day tour for members to tourist sites</i>

### 6. FUTURE MEETINGS

Cr Cobden sought advice from members regarding the holding of future meetings

*It was agreed that meetings be conducted on the second Tuesday of each month, with the following meetings scheduled for the remainder of the 2020 calendar:-*

*Tuesday, 13 October*

*Tuesday, 10 November*

*Tuesday, 8 December*

### 7. MEETING CLOSURE

There being no further business to discuss the meeting was declared closed at 6.35pm.

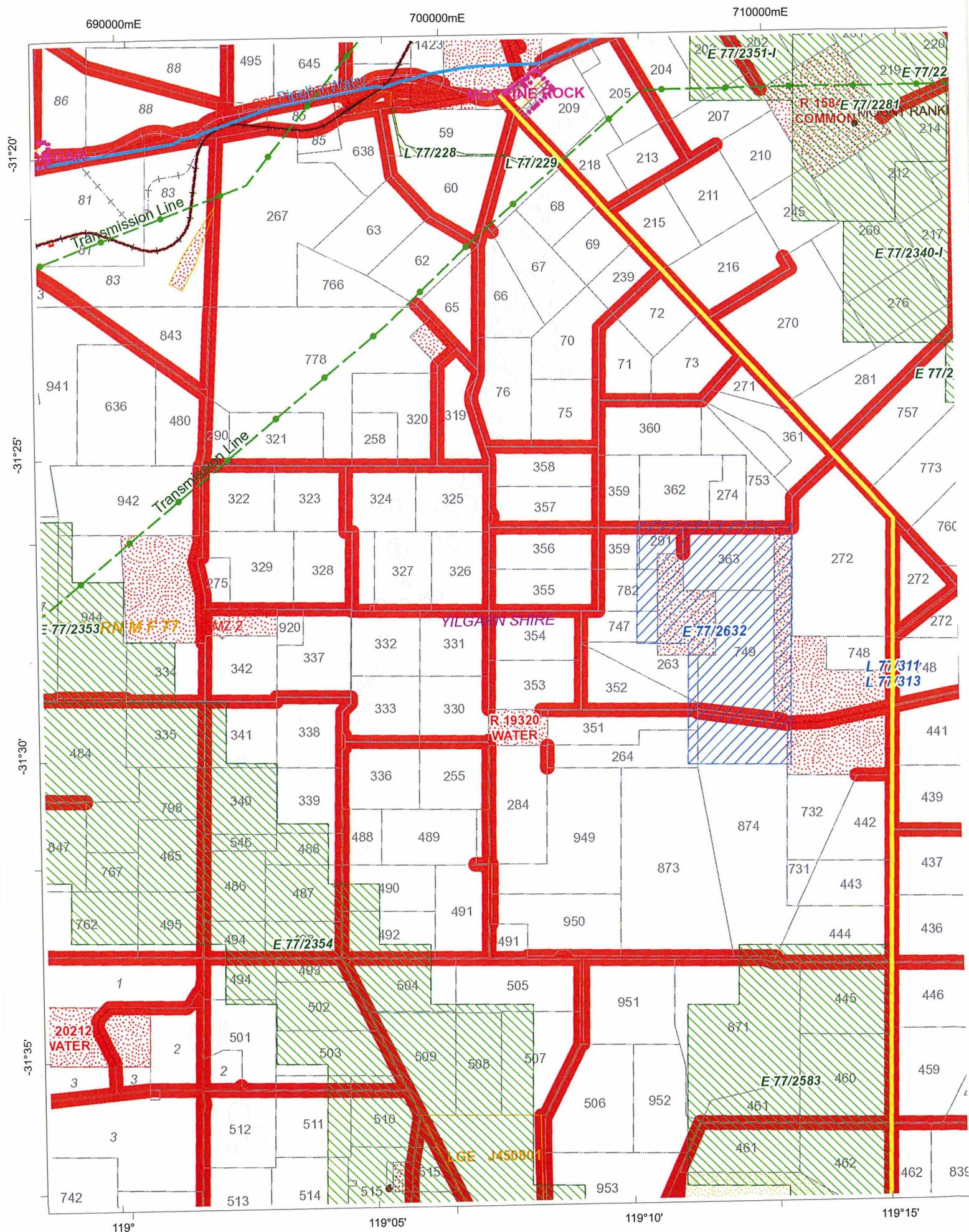
# Attachments

## 9.1.1

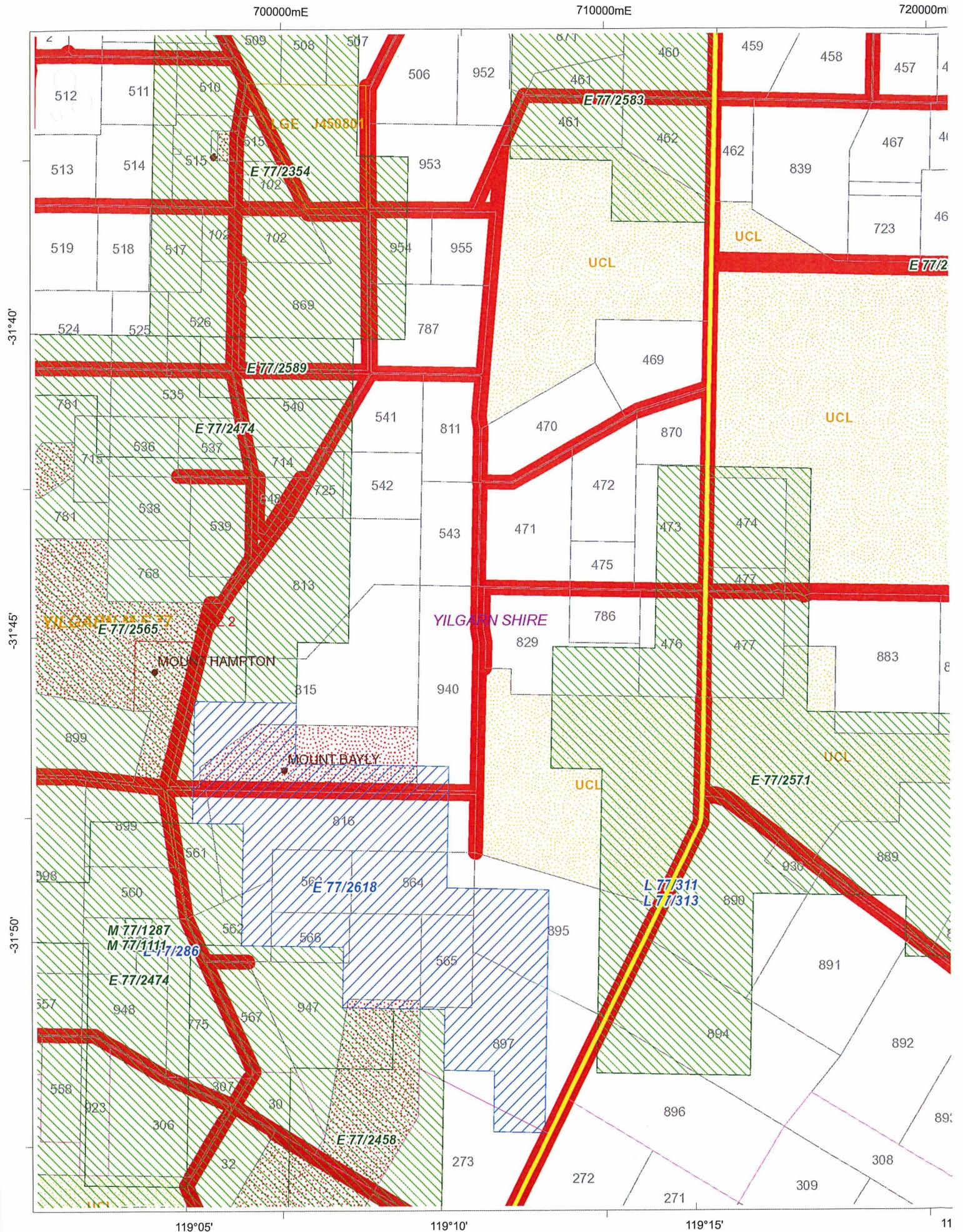
**Tenograph Maps**

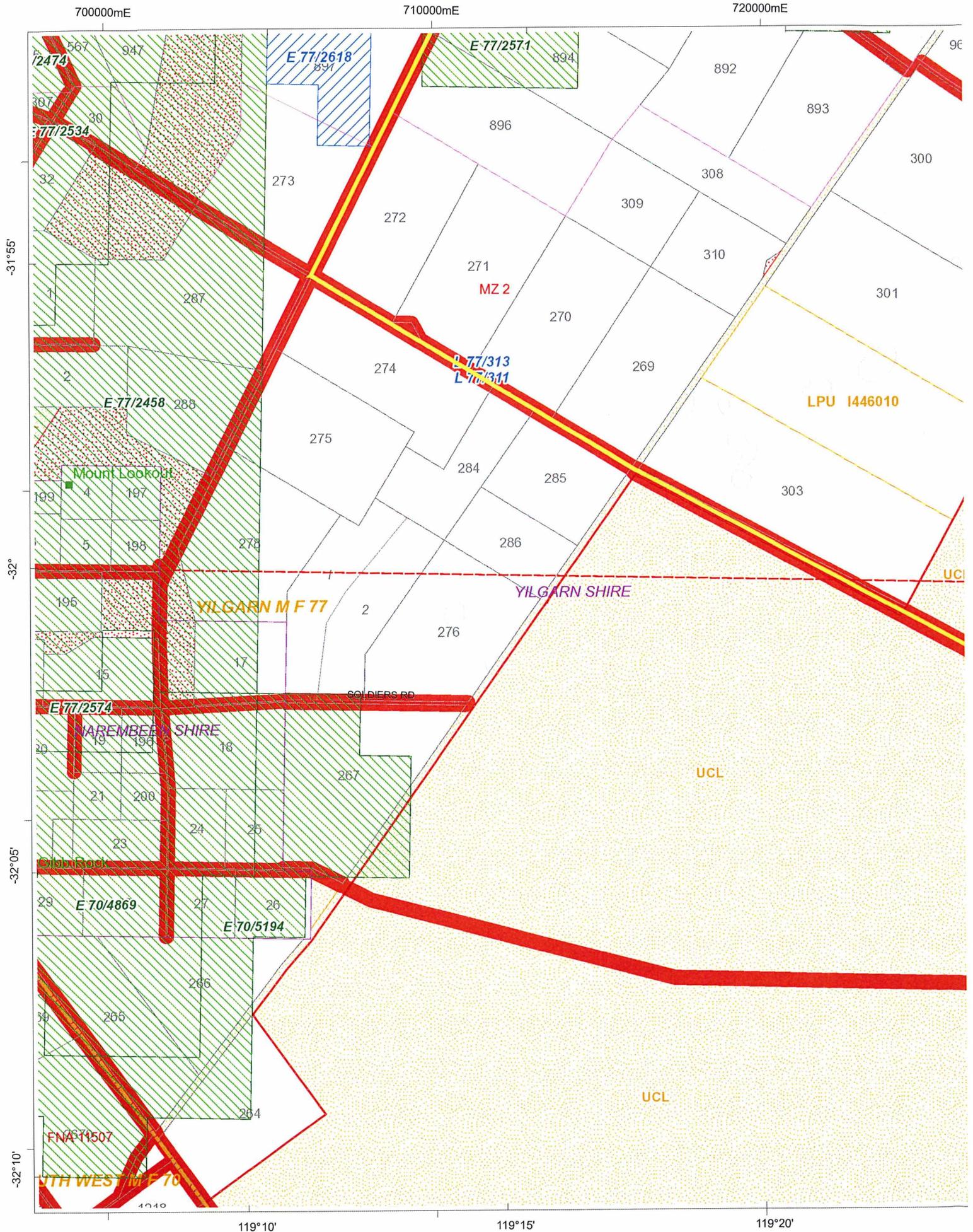
**And**

**Statement of Proposed Works**



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2022, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENORAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at [www.ga.gov.au](http://www.ga.gov.au). Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Excluded Pastoral Lease land and Pre 1994 mining confined to Nhamwanga Wajarri and Ngarlawanga LUA Native Title determination boundary.





This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at [www.ga.gov.au](http://www.ga.gov.au). Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclosed Pastoral Lease land and Pre 1994 mining confined to Ngarinawangga Wajarri and Ngarinawangga LLA Native Title determination boundary.



Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

- (a) Type of tenement
- (b) Time & Date marked out (where applicable)
- (c) Mineral Field

(a) Miscellaneous Licence	No. L 77/313
(b) a.m./p.m. / /	(c) YILGARN

- For each applicant:
- (d) Full Name and ACN/ABN
- (e) Address
- (f) No. of shares
- (g) Total No. of shares

(d) and (e) MH GOLD PTY LTD (ACN: 608 814 204) C/- AUSTWIDE MINING TITLE MANAGEMENT PTY LTD, PO BOX 1434, WANGARA, WA, 6947	(f) Shares 50
SQM AUSTRALIA PTY LTD (ACN: 621 414 659) C/- AUSTWIDE MINING TITLE MANAGEMENT PTY LTD, PO BOX 1434, WANGARA, WA, 6947	50
(g) Total 100	

DESCRIPTION OF GROUND APPLIED FOR:  
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)

- (h) Locality
- (i) Datum Peg
- (j) Boundaries

(h) Mt Holland  
 (i) Starting point is situated at GDA94, Zone 50 at coordinates 750426.195mE 6447489.383mN  
 (j) Thence proceed to coordinates 751718.237mE 6447452.695mN  
 Thence proceed to coordinates 751852.970mE 6447454.125mN  
 Thence proceed to coordinates 751871.899mE 6447454.326mN  
 Thence proceed to coordinates 751884.471mE 6447454.459mN  
 Thence proceed to coordinates 752051.378mE 6446949.961mN  
 Thence proceed to coordinates 752108.985mE 6446781.502mN  
 Thence proceed to coordinates 752133.196mE 6446721.398mN  
 Thence proceed to coordinates 752169.416mE 6446648.254mN  
 Thence proceed to coordinates 752257.169mE 6446485.215mN  
 Thence proceed to coordinates 752458.401mE 6446106.487mN  
 Thence proceed to coordinates 752734.212mE 6445596.122mN  
 Thence proceed to coordinates 752709.001mE 6445599.000mN  
 Thence proceed to coordinates 752731.756mE 6445557.866mN  
 Thence proceed to coordinates 752735.000mE 6445551.999mN  
 Thence proceed to coordinates 752732.929mE 6445552.307mN  
 Thence proceed to coordinates 752542.636mE 6445909.831mN  
 Thence proceed to coordinates 752320.625mE 6446326.940mN  
 Thence proceed to coordinates 752098.619mE 6446744.042mN  
 Thence proceed to coordinates 751990.708mE 6447071.581mN  
 Thence proceed to coordinates 751882.792mE 6447399.127mN  
 Thence proceed to coordinates 751882.791mE 6447399.130mN  
 Thence proceed to coordinates 751882.784mE 6447399.145mN  
 Thence proceed to coordinates 751882.774mE 6447399.160mN  
 Thence proceed to coordinates 751882.762mE 6447399.172mN  
 Thence proceed to coordinates 751882.747mE 6447399.182mN  
 Thence proceed to coordinates 751882.731mE 6447399.189mN  
 Thence proceed to coordinates 751882.715mE 6447399.194mN  
 Thence proceed to coordinates 751882.700mE 6447399.195mN  
 Thence proceed to coordinates 751871.033mE 6447399.529mN  
 Thence proceed to coordinates 751862.865mE 6447424.217mN  
 Thence proceed to coordinates 751718.262mE 6447422.682mN  
 Thence proceed to coordinates 751717.704mE 6447422.686mN  
 Thence proceed to coordinates 750425.380mE 6447459.383mN  
 Thence proceed to coordinates 747932.348mE 6447524.032mN  
 Thence proceed to coordinates 744995.376mE 6447606.236mN  
 Thence proceed to coordinates 742734.058mE 6447667.589mN  
 Thence proceed to coordinates 741210.060mE 6447704.706mN  
 Thence proceed to coordinates 740038.008mE 6447739.204mN  
 Thence proceed to coordinates 740037.251mE 6447739.246mN  
 Thence proceed to coordinates 739974.759mE 6447744.250mN  
 Thence proceed to coordinates 739973.004mE 6447744.496mN  
 Thence proceed to coordinates 739972.645mE 6447744.572mN  
 Thence proceed to coordinates 739907.962mE 6447759.211mN  
 Thence proceed to coordinates 739906.875mE 6447759.501mN  
 Thence proceed to coordinates 739905.812mE 6447759.871mN  
 Thence proceed to coordinates 739905.377mE 6447760.049mN  
 Thence proceed to coordinates 739825.484mE 6447794.201mN  
 Thence proceed to coordinates 739824.178mE 6447794.835mN  
 Thence proceed to coordinates 739767.171mE 6447826.034mN  
 Thence proceed to coordinates 739700.061mE 6447861.743mN  
 Thence proceed to coordinates 737535.232mE 6449024.696mN  
 Thence proceed to coordinates 735212.663mE 6450274.161mN  
 Thence proceed to coordinates 733370.499mE 6451263.094mN  
 Thence proceed to coordinates 731763.166mE 6452127.427mN  
 Thence proceed to coordinates 731715.947mE 6452148.168mN  
 Thence proceed to coordinates 731678.994mE 6452155.929mN

Thence proceed to coordinates 731637.168mE 6452164.038mN  
Thence proceed to coordinates 731573.571mE 6452173.860mN  
Thence proceed to coordinates 731501.214mE 6452183.918mN  
Thence proceed to coordinates 731500.410mE 6452184.052mN  
Thence proceed to coordinates 731430.410mE 6452197.693mN  
Thence proceed to coordinates 731429.103mE 6452198.012mN  
Thence proceed to coordinates 731427.864mE 6452198.434mN  
Thence proceed to coordinates 731426.929mE 6452198.835mN  
Thence proceed to coordinates 731426.024mE 6452199.299mN  
Thence proceed to coordinates 731385.339mE 6452221.919mN  
Thence proceed to coordinates 731384.835mE 6452222.212mN  
Thence proceed to coordinates 731383.959mE 6452222.788mN  
Thence proceed to coordinates 731383.124mE 6452223.424mN  
Thence proceed to coordinates 731349.814mE 6452250.700mN  
Thence proceed to coordinates 731349.417mE 6452251.037mN  
Thence proceed to coordinates 731348.207mE 6452252.228mN  
Thence proceed to coordinates 731308.012mE 6452296.539mN  
Thence proceed to coordinates 731307.822mE 6452296.752mN  
Thence proceed to coordinates 731260.884mE 6452350.517mN  
Thence proceed to coordinates 731220.015mE 6452391.847mN  
Thence proceed to coordinates 731181.234mE 6452427.335mN  
Thence proceed to coordinates 731137.311mE 6452465.860mN  
Thence proceed to coordinates 731104.115mE 6452485.072mN  
Thence proceed to coordinates 730638.127mE 6452734.652mN  
Thence proceed to coordinates 728700.038mE 6453774.173mN  
Thence proceed to coordinates 727092.761mE 6454638.884mN  
Thence proceed to coordinates 724231.331mE 6456177.814mN  
Thence proceed to coordinates 721689.103mE 6457542.756mN  
Thence proceed to coordinates 719423.953mE 6458760.827mN  
Thence proceed to coordinates 717313.126mE 6459896.756mN  
Thence proceed to coordinates 716095.707mE 6460550.849mN  
Thence proceed to coordinates 716095.069mE 6460551.212mN  
Thence proceed to coordinates 715095.139mE 6461153.223mN  
Thence proceed to coordinates 712351.747mE 6462809.112mN  
Thence proceed to coordinates 711158.720mE 6463529.071mN  
Thence proceed to coordinates 710465.380mE 6463940.954mN  
Thence proceed to coordinates 710465.268mE 6463941.022mN  
Thence proceed to coordinates 709831.869mE 6464325.303mN  
Thence proceed to coordinates 708931.172mE 6464869.378mN  
Thence proceed to coordinates 707104.737mE 6465970.746mN  
Thence proceed to coordinates 706297.599mE 6466459.104mN  
Thence proceed to coordinates 706288.041mE 6466464.887mN  
Thence proceed to coordinates 706276.196mE 6466472.054mN  
Thence proceed to coordinates 706282.391mE 6466484.435mN  
Thence proceed to coordinates 706740.588mE 6467400.222mN  
Thence proceed to coordinates 707326.998mE 6468576.005mN  
Thence proceed to coordinates 707802.595mE 6469523.081mN  
Thence proceed to coordinates 708480.509mE 6470882.842mN  
Thence proceed to coordinates 709152.648mE 6472226.600mN  
Thence proceed to coordinates 709822.298mE 6473570.037mN  
Thence proceed to coordinates 710615.701mE 6475156.853mN  
Thence proceed to coordinates 711391.251mE 6476713.958mN  
Thence proceed to coordinates 711972.932mE 6477880.444mN  
Thence proceed to coordinates 712522.828mE 6478989.751mN  
Thence proceed to coordinates 712522.877mE 6478989.848mN  
Thence proceed to coordinates 712758.528mE 6479456.666mN  
Thence proceed to coordinates 712855.527mE 6479651.315mN  
Thence proceed to coordinates 712871.639mE 6479687.501mN  
Thence proceed to coordinates 712885.842mE 6479726.950mN  
Thence proceed to coordinates 712903.569mE 6479780.364mN  
Thence proceed to coordinates 712938.127mE 6479911.469mN  
Thence proceed to coordinates 712943.400mE 6479950.714mN  
Thence proceed to coordinates 712976.368mE 6480557.884mN  
Thence proceed to coordinates 712981.231mE 6480674.466mN  
Thence proceed to coordinates 713014.258mE 6482218.154mN  
Thence proceed to coordinates 713047.117mE 6484145.160mN  
Thence proceed to coordinates 713078.035mE 6485779.569mN  
Thence proceed to coordinates 713102.191mE 6486920.243mN  
Thence proceed to coordinates 713135.814mE 6488509.944mN  
Thence proceed to coordinates 713148.971mE 6489338.812mN  
Thence proceed to coordinates 713184.707mE 6491102.752mN  
Thence proceed to coordinates 713232.714mE 6493415.891mN  
Thence proceed to coordinates 713281.634mE 6495731.074mN  
Thence proceed to coordinates 713346.153mE 6498819.276mN  
Thence proceed to coordinates 713407.341mE 6501797.222mN  
Thence proceed to coordinates 713466.799mE 6504770.055mN  
Thence proceed to coordinates 713507.070mE 6506685.807mN  
Thence proceed to coordinates 713507.025mE 6506725.902mN  
Thence proceed to coordinates 713507.028mE 6506726.202mN  
Thence proceed to coordinates 713512.023mE 6506991.072mN

Thence proceed to coordinates 713534.092mE 6508052.130mN  
Thence proceed to coordinates 713569.633mE 6509566.778mN  
Thence proceed to coordinates 713579.232mE 6509998.795mN  
Thence proceed to coordinates 713582.439mE 6510402.962mN  
Thence proceed to coordinates 713589.985mE 6510766.891mN  
Thence proceed to coordinates 713595.631mE 6511039.128mN  
Thence proceed to coordinates 713636.531mE 6512837.455mN  
Thence proceed to coordinates 713672.468mE 6514490.595mN  
Thence proceed to coordinates 713672.481mE 6514490.969mN  
Thence proceed to coordinates 713676.987mE 6514587.402mN  
Thence proceed to coordinates 713701.156mE 6515676.421mN  
Thence proceed to coordinates 713709.983mE 6516240.757mN  
Thence proceed to coordinates 713743.592mE 6517920.170mN  
Thence proceed to coordinates 713795.539mE 6520347.118mN  
Thence proceed to coordinates 713795.662mE 6520352.879mN  
Thence proceed to coordinates 713795.921mE 6520364.998mN  
Thence proceed to coordinates 713788.614mE 6520373.056mN  
Thence proceed to coordinates 713788.617mE 6520373.163mN  
Thence proceed to coordinates 713788.615mE 6520373.181mN  
Thence proceed to coordinates 713788.611mE 6520373.198mN  
Thence proceed to coordinates 713788.603mE 6520373.214mN  
Thence proceed to coordinates 713788.593mE 6520373.228mN  
Thence proceed to coordinates 713788.591mE 6520373.231mN  
Thence proceed to coordinates 713503.793mE 6520687.301mN  
Thence proceed to coordinates 713218.996mE 6521001.370mN  
Thence proceed to coordinates 712934.198mE 6521315.437mN  
Thence proceed to coordinates 712649.401mE 6521629.503mN  
Thence proceed to coordinates 712364.603mE 6521943.569mN  
Thence proceed to coordinates 712079.806mE 6522257.635mN  
Thence proceed to coordinates 712066.291mE 6522272.538mN  
Thence proceed to coordinates 711759.325mE 6522611.062mN  
Thence proceed to coordinates 711452.359mE 6522949.587mN  
Thence proceed to coordinates 711145.393mE 6523288.110mN  
Thence proceed to coordinates 710838.426mE 6523626.632mN  
Thence proceed to coordinates 710526.379mE 6523970.765mN  
Thence proceed to coordinates 710214.332mE 6524314.896mN  
Thence proceed to coordinates 709902.285mE 6524659.025mN  
Thence proceed to coordinates 709570.838mE 6525024.549mN  
Thence proceed to coordinates 709239.392mE 6525390.073mN  
Thence proceed to coordinates 709225.824mE 6525405.035mN  
Thence proceed to coordinates 708921.455mE 6525740.684mN  
Thence proceed to coordinates 708617.087mE 6526076.329mN  
Thence proceed to coordinates 708312.718mE 6526411.976mN  
Thence proceed to coordinates 708008.349mE 6526747.621mN  
Thence proceed to coordinates 708006.931mE 6526749.184mN  
Thence proceed to coordinates 707702.966mE 6527084.388mN  
Thence proceed to coordinates 707399.000mE 6527419.590mN  
Thence proceed to coordinates 707095.035mE 6527754.792mN  
Thence proceed to coordinates 706791.071mE 6528089.994mN  
Thence proceed to coordinates 706777.557mE 6528104.895mN  
Thence proceed to coordinates 706511.809mE 6528397.948mN  
Thence proceed to coordinates 706246.062mE 6528690.999mN  
Thence proceed to coordinates 705980.314mE 6528984.051mN  
Thence proceed to coordinates 705713.379mE 6529278.289mN  
Thence proceed to coordinates 705446.442mE 6529572.526mN  
Thence proceed to coordinates 705179.507mE 6529866.762mN  
Thence proceed to coordinates 704912.570mE 6530160.998mN  
Thence proceed to coordinates 704597.242mE 6530508.654mN  
Thence proceed to coordinates 704281.914mE 6530856.310mN  
Thence proceed to coordinates 703966.585mE 6531203.964mN  
Thence proceed to coordinates 703831.406mE 6531353.097mN  
Thence proceed to coordinates 703527.287mE 6531688.607mN  
Thence proceed to coordinates 703223.169mE 6532024.118mN  
Thence proceed to coordinates 702919.051mE 6532359.627mN  
Thence proceed to coordinates 702614.933mE 6532695.136mN  
Thence proceed to coordinates 702360.483mE 6532975.974mN  
Thence proceed to coordinates 702344.663mE 6532993.436mN  
Thence proceed to coordinates 702280.706mE 6533064.024mN  
Thence proceed to coordinates 702209.523mE 6533142.566mN  
Thence proceed to coordinates 701908.109mE 6533475.137mN  
Thence proceed to coordinates 701908.041mE 6533475.212mN  
Thence proceed to coordinates 701925.872mE 6533485.331mN  
Thence proceed to coordinates 701925.939mE 6533485.254mN  
Thence proceed to coordinates 702224.283mE 6533155.939mN  
Thence proceed to coordinates 702236.386mE 6533142.581mN  
Thence proceed to coordinates 702336.333mE 6533032.258mN  
Thence proceed to coordinates 702348.431mE 6533018.903mN  
Thence proceed to coordinates 702369.716mE 6532995.408mN  
Thence proceed to coordinates 702376.470mE 6532987.953mN  
Thence proceed to coordinates 702404.815mE 6532956.674mN

Thence proceed to coordinates 702411.569mE 6532949.221mN  
Thence proceed to coordinates 702425.079mE 6532934.313mN  
Thence proceed to coordinates 702431.833mE 6532926.859mN  
Thence proceed to coordinates 702492.624mE 6532859.772mN  
Thence proceed to coordinates 702553.420mE 6532792.681mN  
Thence proceed to coordinates 702560.175mE 6532785.227mN  
Thence proceed to coordinates 702573.685mE 6532770.318mN  
Thence proceed to coordinates 702629.691mE 6532708.512mN  
Thence proceed to coordinates 702902.446mE 6532407.605mN  
Thence proceed to coordinates 703175.200mE 6532106.697mN  
Thence proceed to coordinates 703447.954mE 6531805.789mN  
Thence proceed to coordinates 703720.708mE 6531504.880mN  
Thence proceed to coordinates 703981.341mE 6531217.343mN  
Thence proceed to coordinates 704292.147mE 6530874.675mN  
Thence proceed to coordinates 704292.149mE 6530874.673mN  
Thence proceed to coordinates 704292.159mE 6530874.663mN  
Thence proceed to coordinates 704602.958mE 6530531.999mN  
Thence proceed to coordinates 704913.767mE 6530189.326mN  
Thence proceed to coordinates 704927.323mE 6530174.381mN  
Thence proceed to coordinates 705154.058mE 6529924.400mN  
Thence proceed to coordinates 705167.882mE 6529909.154mN  
Thence proceed to coordinates 705443.611mE 6529605.248mN  
Thence proceed to coordinates 705719.341mE 6529301.339mN  
Thence proceed to coordinates 705995.071mE 6528997.431mN  
Thence proceed to coordinates 706272.000mE 6528692.047mN  
Thence proceed to coordinates 706548.930mE 6528386.662mN  
Thence proceed to coordinates 706825.860mE 6528081.276mN  
Thence proceed to coordinates 707125.172mE 6527751.209mN  
Thence proceed to coordinates 707424.483mE 6527421.141mN  
Thence proceed to coordinates 707723.794mE 6527091.071mN  
Thence proceed to coordinates 708023.105mE 6526761.000mN  
Thence proceed to coordinates 708208.950mE 6526556.059mN  
Thence proceed to coordinates 708222.776mE 6526540.813mN  
Thence proceed to coordinates 708477.213mE 6526260.229mN  
Thence proceed to coordinates 708731.650mE 6525979.644mN  
Thence proceed to coordinates 708986.087mE 6525699.059mN  
Thence proceed to coordinates 709240.523mE 6525418.473mN  
Thence proceed to coordinates 709466.029mE 6525169.784mN  
Thence proceed to coordinates 709691.534mE 6524921.094mN  
Thence proceed to coordinates 709917.040mE 6524672.405mN  
Thence proceed to coordinates 710141.900mE 6524424.426mN  
Thence proceed to coordinates 710366.759mE 6524176.448mN  
Thence proceed to coordinates 710591.620mE 6523928.469mN  
Thence proceed to coordinates 710923.431mE 6523562.546mN  
Thence proceed to coordinates 711255.240mE 6523196.623mN  
Thence proceed to coordinates 711587.051mE 6522830.699mN  
Thence proceed to coordinates 711918.862mE 6522464.774mN  
Thence proceed to coordinates 711932.376mE 6522449.870mN  
Thence proceed to coordinates 711945.889mE 6522434.967mN  
Thence proceed to coordinates 712081.045mE 6522285.915mN  
Thence proceed to coordinates 712411.362mE 6521921.632mN  
Thence proceed to coordinates 712741.679mE 6521557.349mN  
Thence proceed to coordinates 713071.995mE 6521193.065mN  
Thence proceed to coordinates 713311.012mE 6520929.492mN  
Thence proceed to coordinates 713550.028mE 6520665.918mN  
Thence proceed to coordinates 713789.046mE 6520402.342mN  
Thence proceed to coordinates 713825.863mE 6520361.741mN  
Thence proceed to coordinates 713825.660mE 6520352.244mN  
Thence proceed to coordinates 713825.241mE 6520332.665mN  
Thence proceed to coordinates 713824.948mE 6520318.956mN  
Thence proceed to coordinates 713773.590mE 6517919.550mN  
Thence proceed to coordinates 713739.983mE 6516240.223mN  
Thence proceed to coordinates 713731.157mE 6515675.903mN  
Thence proceed to coordinates 713731.155mE 6515675.817mN  
Thence proceed to coordinates 713706.981mE 6514586.552mN  
Thence proceed to coordinates 713706.968mE 6514586.185mN  
Thence proceed to coordinates 713702.462mE 6514489.756mN  
Thence proceed to coordinates 713666.529mE 6512836.787mN  
Thence proceed to coordinates 713613.125mE 6510488.741mN  
Thence proceed to coordinates 713609.235mE 6509998.450mN  
Thence proceed to coordinates 713609.232mE 6509998.248mN  
Thence proceed to coordinates 713599.631mE 6509566.093mN  
Thence proceed to coordinates 713564.090mE 6508051.466mN  
Thence proceed to coordinates 713542.022mE 6506990.474mN  
Thence proceed to coordinates 713537.030mE 6506725.786mN  
Thence proceed to coordinates 713537.076mE 6506685.674mN  
Thence proceed to coordinates 713537.072mE 6506685.346mN  
Thence proceed to coordinates 713496.797mE 6504769.439mN  
Thence proceed to coordinates 713437.340mE 6501796.614mN  
Thence proceed to coordinates 713376.151mE 6498818.655mN

Thence proceed to coordinates 713311.632mE 6495730.444mN  
Thence proceed to coordinates 713262.712mE 6493415.262mN  
Thence proceed to coordinates 713214.706mE 6491102.136mN  
Thence proceed to coordinates 713178.971mE 6489338.270mN  
Thence proceed to coordinates 713165.814mE 6488509.429mN  
Thence proceed to coordinates 713165.813mE 6488509.353mN  
Thence proceed to coordinates 713132.189mE 6486919.608mN  
Thence proceed to coordinates 713108.034mE 6485778.964mN  
Thence proceed to coordinates 713077.117mE 6484144.621mN  
Thence proceed to coordinates 713044.257mE 6482217.570mN  
Thence proceed to coordinates 713011.226mE 6480673.672mN  
Thence proceed to coordinates 713011.216mE 6480673.367mN  
Thence proceed to coordinates 713006.343mE 6480556.539mN  
Thence proceed to coordinates 713006.333mE 6480556.351mN  
Thence proceed to coordinates 712973.328mE 6479948.493mN  
Thence proceed to coordinates 712973.217mE 6479947.308mN  
Thence proceed to coordinates 712967.740mE 6479906.549mN  
Thence proceed to coordinates 712967.589mE 6479905.637mN  
Thence proceed to coordinates 712967.378mE 6479904.723mN  
Thence proceed to coordinates 712932.463mE 6479772.261mN  
Thence proceed to coordinates 712932.195mE 6479771.359mN  
Thence proceed to coordinates 712914.260mE 6479717.320mN  
Thence proceed to coordinates 712914.136mE 6479716.964mN  
Thence proceed to coordinates 712899.683mE 6479676.819mN  
Thence proceed to coordinates 712899.556mE 6479676.480mN  
Thence proceed to coordinates 712899.273mE 6479675.799mN  
Thence proceed to coordinates 712882.805mE 6479638.813mN  
Thence proceed to coordinates 712882.527mE 6479638.224mN  
Thence proceed to coordinates 712785.348mE 6479443.214mN  
Thence proceed to coordinates 712549.687mE 6478976.376mN  
Thence proceed to coordinates 711999.799mE 6477867.086mN  
Thence proceed to coordinates 711418.105mE 6476700.575mN  
Thence proceed to coordinates 710642.549mE 6475143.456mN  
Thence proceed to coordinates 709849.143mE 6473556.635mN  
Thence proceed to coordinates 709179.492mE 6472213.197mN  
Thence proceed to coordinates 708507.352mE 6470869.437mN  
Thence proceed to coordinates 707829.427mE 6469509.655mN  
Thence proceed to coordinates 707353.829mE 6468562.577mN  
Thence proceed to coordinates 706767.429mE 6467386.814mN  
Thence proceed to coordinates 706315.418mE 6466483.392mN  
Thence proceed to coordinates 707120.252mE 6465996.427mN  
Thence proceed to coordinates 708946.676mE 6464895.066mN  
Thence proceed to coordinates 709847.407mE 6464350.971mN  
Thence proceed to coordinates 710480.764mE 6463966.715mN  
Thence proceed to coordinates 711174.088mE 6463554.840mN  
Thence proceed to coordinates 711174.178mE 6463554.787mN  
Thence proceed to coordinates 712367.251mE 6462834.800mN  
Thence proceed to coordinates 715110.630mE 6461178.920mN  
Thence proceed to coordinates 716110.231mE 6460577.107mN  
Thence proceed to coordinates 717327.336mE 6459923.184mN  
Thence proceed to coordinates 719438.168mE 6458787.252mN  
Thence proceed to coordinates 721703.305mE 6457569.189mN  
Thence proceed to coordinates 724245.534mE 6456204.247mN  
Thence proceed to coordinates 727106.975mE 6454665.311mN  
Thence proceed to coordinates 728714.238mE 6453800.608mN  
Thence proceed to coordinates 730652.303mE 6452761.100mN  
Thence proceed to coordinates 731118.501mE 6452511.407mN  
Thence proceed to coordinates 731118.932mE 6452511.167mN  
Thence proceed to coordinates 731153.615mE 6452491.095mN  
Thence proceed to coordinates 731153.894mE 6452490.929mN  
Thence proceed to coordinates 731154.977mE 6452490.205mN  
Thence proceed to coordinates 731155.993mE 6452489.389mN  
Thence proceed to coordinates 731201.144mE 6452449.786mN  
Thence proceed to coordinates 731201.375mE 6452449.579mN  
Thence proceed to coordinates 731240.549mE 6452413.732mN  
Thence proceed to coordinates 731241.089mE 6452413.213mN  
Thence proceed to coordinates 731282.549mE 6452371.285mN  
Thence proceed to coordinates 731283.183mE 6452370.603mN  
Thence proceed to coordinates 731330.333mE 6452316.595mN  
Thence proceed to coordinates 731369.686mE 6452273.213mN  
Thence proceed to coordinates 731401.096mE 6452247.493mN  
Thence proceed to coordinates 731438.523mE 6452226.684mN  
Thence proceed to coordinates 731505.749mE 6452213.583mN  
Thence proceed to coordinates 731577.814mE 6452203.566mN  
Thence proceed to coordinates 731578.039mE 6452203.533mN  
Thence proceed to coordinates 731642.032mE 6452193.651mN  
Thence proceed to coordinates 731642.598mE 6452193.552mN  
Thence proceed to coordinates 731684.820mE 6452185.366mN  
Thence proceed to coordinates 731684.905mE 6452185.349mN  
Thence proceed to coordinates 731685.048mE 6452185.320mN

Thence proceed to coordinates 731723.638mE 6452177.215mN  
 Thence proceed to coordinates 731724.836mE 6452176.912mN  
 Thence proceed to coordinates 731726.005mE 6452176.510mN  
 Thence proceed to coordinates 731726.588mE 6452176.269mN  
 Thence proceed to coordinates 731775.780mE 6452154.662mN  
 Thence proceed to coordinates 731776.852mE 6452154.139mN  
 Thence proceed to coordinates 733384.702mE 6451289.529mN  
 Thence proceed to coordinates 735226.868mE 6450300.595mN  
 Thence proceed to coordinates 737549.441mE 6449051.128mN  
 Thence proceed to coordinates 739714.211mE 6447888.207mN  
 Thence proceed to coordinates 739781.346mE 6447852.485mN  
 Thence proceed to coordinates 739781.501mE 6447852.401mN  
 Thence proceed to coordinates 739837.947mE 6447821.509mN  
 Thence proceed to coordinates 739915.918mE 6447788.179mN  
 Thence proceed to coordinates 739978.223mE 6447774.078mN  
 Thence proceed to coordinates 740039.269mE 6447769.189mN  
 Thence proceed to coordinates 741210.867mE 6447734.705mN  
 Thence proceed to coordinates 742734.830mE 6447697.589mN  
 Thence proceed to coordinates 744996.202mE 6447636.235mN  
 Thence proceed to coordinates 747933.157mE 6447554.032mN  
 Thence proceed to coordinates 750426.195mE 6447489.383mN back to starting point

Purposes: a communications facility , a pipeline , a power generation and transmission facility , a pump station and a water management facility.

(k) Area (ha or km<sup>2</sup>)

(k) 358.00000 HA

(l) Signature of applicant or agent(if agent state full name and address)

(l) *Shari Azaman*  
 6/42 DELLAMARTA ROAD, WANGARA,  
 WA, 6065

Date: 07/11/2019

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 12th day of December 2019 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	15:30:53	on	7 November	2019	with fees of
Application	\$525.00				
Rent	\$6,265.00				
TOTAL	\$6,790.00				
Receipt No:	98378458767				

***Mining Registrar***

**NOTES**

**Note 1: EXPLORATION LICENCE**

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

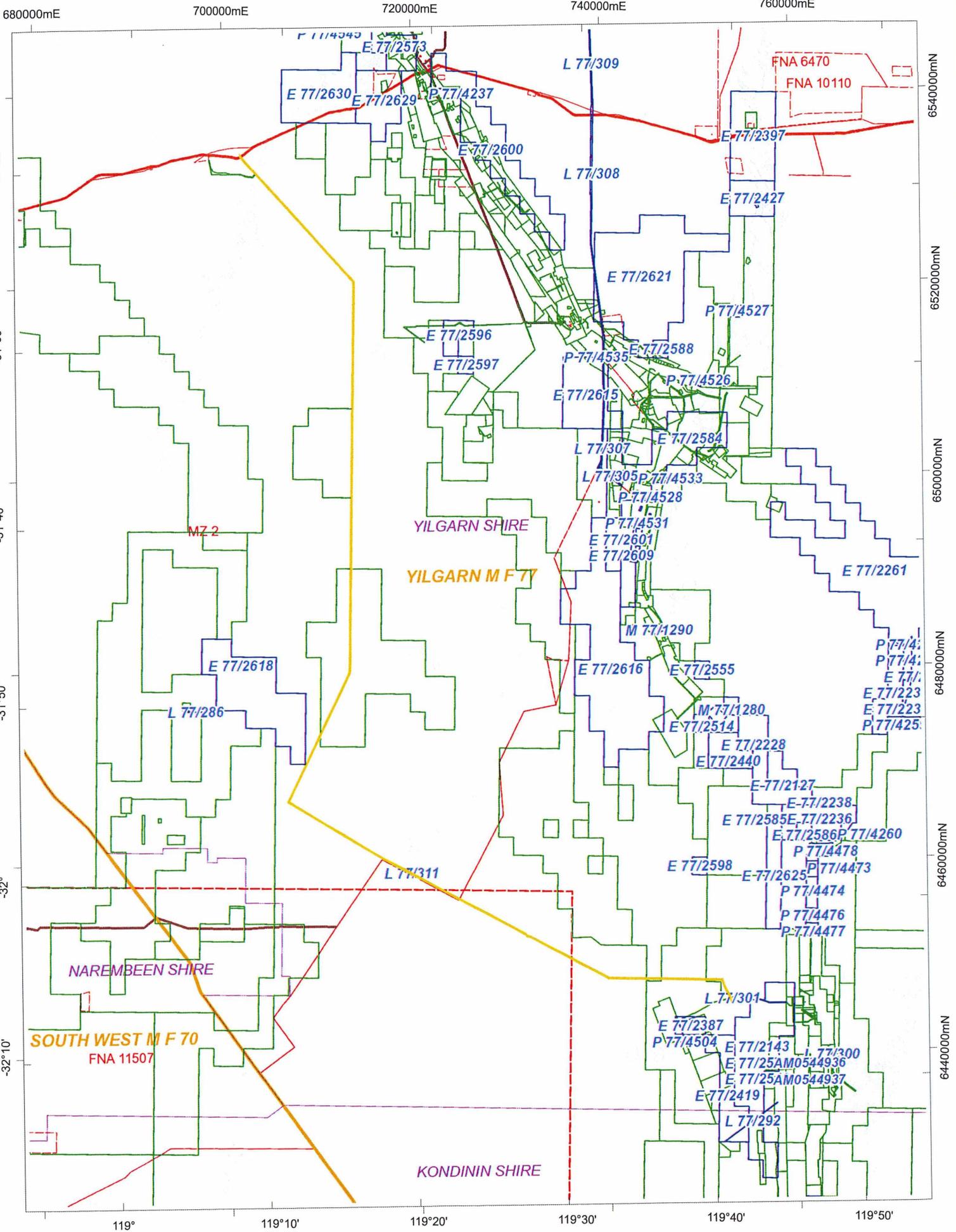
- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

**Note 3: GROUND AVAILABILITY**

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

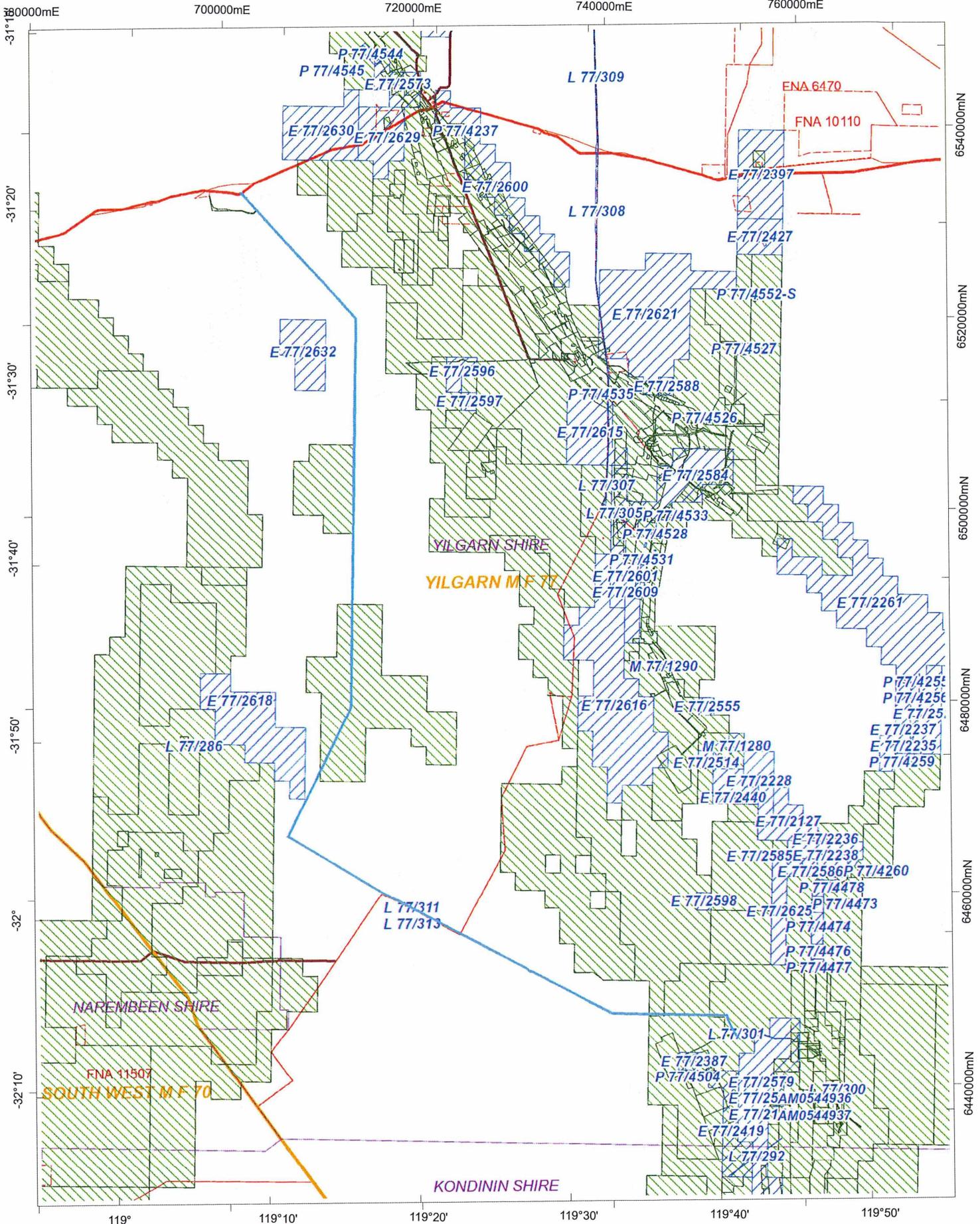


This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over these parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at [www.ga.gov.au](http://www.ga.gov.au). Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclaved Pastoral Lease land and Pre 1994 mining confined to Nhamuzwanga Wajarri and Ngarlawangga LLUA Native Title determination boundary.

Scale: 1:500,000







Departmental Use Only

Scale: 1:500,000







QUICK APPRAISAL DISCLAIMER: This report has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. TENGGRAPH does not identify any land that has been alienated from the Crown before 1 January 1899 and a search of title records should be carried out through Landgate to identify this category of land. Land alienated from the Crown prior to 1 January 1899 may be open for mining only in respect to gold, silver and precious metals.

**APPRAISAL ID: L 77/313**

**Tenement Status:** Pending **Boundary Type:** Applied for  
**Holder/Applicant:** MH GOLD PTY LTD  
 SQM AUSTRALIA PTY LTD  
**Markout Date:** 07/11/2019 15:30:53  
**Object Area:** 357.06 Ha. **Centroid:** (31° 47' 58" S, 119° 18' 56" E )  
**Appraisal Options:** Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title  
 Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

**ADMINISTRATION BOUNDARIES AFFECTED**

Name	Type	Encroached Area	Encroached Percentage
LEAKE	Land District	168.4004HA	47.16%
JILBADJI	Land District	188.66HA	52.84%
EUCLA LAND DIVISION	Land Division	174.597HA	48.9%
EASTERN LAND DIVISION	Land Division	182.4634HA	51.1%
YILGARN SHIRE	LGA (Shire) Boundaries	357.0603HA	100%
YILGARN M F 77	Mineral Field Boundaries	357.0603HA	100%

**TENEMENTS AFFECTED**

Tenement ID	Marking out/Lodgement	Holder/Applicant(s)	Status	Encroached Area	Encroached Percentage
E 77/2167	08/11/2013 10:20:26	MH GOLD PTY LTD	Live	9.2169HA	2.58%
E 77/2219-I	29/04/2014 16:05:00	REED EXPLORATION PTY LTD	Live	14.1716HA	3.97%
E 77/2375	08/06/2016 15:30:00	BLACK DRAGON ENERGY (AUS) PTY LTD	Live	4.7237HA	1.32%
E 77/2571	19/09/2018 08:30:00	ROUGE RESOURCES PTY LTD	Live	54.1056HA	15.15%
E 77/2583	04/02/2019 08:30:00	ADVENT EXPLORATION WA PTY LTD	Live	27.7289HA	7.77%
L 77/301	04/06/2019 09:03:14	MH GOLD PTY LTD	Pending	0.0395HA	0.01%
L 77/302	05/06/2019 11:23:28	MH GOLD PTY LTD	Pending	0.0351HA	0.01%
L 77/311	07/10/2019 16:29:22	COVALENT LITHIUM PTY LTD	Pending	357.0603HA	100%

**DEAD TENEMENTS AFFECTED (NOT SELECTED)**

**LAND AFFECTED**

Land ID	Purpose/Name	Land Type	Responsible Agency	Encroached Area	Encroached Percentage
King Ingram Road	Road Reserves	Reserve	Department of Planning, Lands and Heritage		
HSA 27316 1	DAA Heritage Survey Areas	Special Category Land	Department of Planning, Lands and Heritage	4.7293HA	1.32%
HSA 28477 1	DAA Heritage Survey Areas	Special Category Land	Department of Planning, Lands and Heritage	56.098HA	15.71%
FNA 10578	FILE NOTATION AREA BARRIER FENCE RESERVE SOUTHERN CROSS SECTION 16 (3) CLEARANCE	Special Category Land	DEPT. OF REGIONAL DEVELOPMENT AND LANDS	0.12HA	0.03%



QUICK APPRAISAL DISCLAIMER: This report has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. TENGGRAPH does not identify any land that has been alienated from the Crown before 1 January 1899 and a search of title records should be carried out through Landgate to identify this category of land. Land alienated from the Crown prior to 1 January 1899 may be open for mining only in respect to gold, silver and precious metals.

APPRAISAL ID: L 77/313

**Tenement Status:** Pending **Boundary Type:** Applied for  
**Holder/Applicant:** MH GOLD PTY LTD  
 SQM AUSTRALIA PTY LTD  
**Markout Date:** 07/11/2019 15:30:53  
**Object Area:** 357.06 Ha. **Centroid:** (31° 47' 58" S, 119° 18' 56" E )  
**Appraisal Options:** Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title  
 Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

LAND AFFECTED

Land ID	Purpose/Name	Land Type	Responsible Agency	Encroached Area	Encroached Percentage
FNA 9608	FILE NOTATION AREA PROPOSED REALIGNMENT OF STATE BARRIER FENCE WITH 20 METRE WIDE RESERVE WITHIN UCL SECTION 16(3) CLEARANCE	Special Category Land	DEPT OF REGIONAL DEVELOPMENT AND LANDSREF:02574-1932v6, JOB 110765	0.0599HA	0.02%
GWA 40	GROUNDWATER AREA WESTONIA	Special Category Land	Dept. of Water and Environmental Regulation	357.0603HA	100%
MZ 2	MINERALISATION ZONE, NON SECTION 57(2AA) SOUTHERN SECTION	Special Category Land	Dept. of Mines, Industry Regulation and Safety	310.8421HA	87.06%

NATIVE TITLE AREAS AFFECTED

NTRB ID	Name	NTRB	Description	Encroached Area	Encroached Percentage
ARB 15	South West (ARB15)	SOUTH WEST ABORIGINAL LAND AND SEA COUNCIL HOMETOWN CENTRE, 1490 ALBANY HIGHWAY, CANNINGTON, WA, 6107 SAME AS CORRESPONDENCE	Aboriginal Representative Body	357.0603HA	100%

Claimed FED CRT No	Name	Claimant Representative	Description	Encroached Area	Encroached Percentage
WAD6181/1998	Ballardong People WC2000/007	CLAYTON UTZ LAWYERS LEVEL 28, RIPARIAN PLAZA, 71 EAGLE STREET, BRISBANE, QUEENSLAND, 4000 SAME AS CORRESPONDENCE	Native Title Claims	38.0985HA	10.67%
WAD647/2017	Marlinyu Ghoorlie WC2017/007	BLACKSHIELD LAWYERS LEVEL 28, AMP TOWER, 140 ST GEORGES TERRACE, PERTH, WA, 6000 SAME AS CORRESPONDENCE	Native Title Claims	318.9619HA	89.33%

Determined FED CRT No	Name	Prescribed Body Corporate	Description	Encroached Area	Encroached Percentage
no intersections					

ILUA Subject Matter ID	Name	ILUA Title	Description	Encroached Area	Encroached Percentage
WI2017/012	Ballardong People Indigenous Land Use Agreement(WI2017/012)	STATE OF WESTERN AUSTRALIA C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE,28 BARRICK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE	ILUA Areas	38.0985HA	10.67%



QUICK APPRAISAL DISCLAIMER: This report has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. TENGGRAPH does not identify any land that has been alienated from the Crown before 1 January 1999 and a search of title records should be carried out through Landgate to identify this category of land. Land alienated from the Crown prior to 1 January 1999 may be open for mining only in respect to gold, silver and precious metals.

APPRAISAL ID: L 77/313

**Tenement Status:** Pending **Boundary Type:** Applied for  
**Holder/Applicant:** MH GOLD PTY LTD  
 SQM AUSTRALIA PTY LTD  
**Markout Date:** 07/11/2019 15:30:53  
**Object Area:** 357.06 Ha. **Centroid:** (31° 47' 58" S, 119° 18' 56" E )  
**Appraisal Options:** Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title  
 Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

ILUA Subject Matter ID	Name	ILUA Title	Description	Encroached Area	Encroached Percentage
		CONSERVATION AND LAND MANAGEMENT EXECUTIVE BODY C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		CONSERVATION COMMISSION OF WESTERN AUSTRALIA (NOW THE CONSERVATION AND PARKS COMMISSION) C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRICK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		HOUSING AUTHORITY C/-STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		MARINE PARKS AND RESERVES AUTHORITY (NOW THE CONSERVATIONAND PARKS COMMISSION) C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		MINISTER FOR ABORIGINAL AFFAIRS C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		MINISTER FOR ENVIRONMENT C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		MINISTER FOR LANDS C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
		MINISTER FOR MINES AND PETROLEUM			



QUICK APPRAISAL DISCLAIMER: This report has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. TENGGRAPH does not identify any land that has been alienated from the Crown before 1 January 1899 and a search of title records should be carried out through Landgate to identify this category of land. Land alienated from the Crown prior to 1 January 1899 may be open for mining only in respect to gold, silver and precious metals.

APPRAISAL ID: L 77/313

**Tenement Status:** Pending **Boundary Type:** Applied for  
**Holder/Applicant:** MH GOLD PTY LTD  
 SQM AUSTRALIA PTY LTD  
**Markout Date:** 07/11/2019 15:30:53  
**Object Area:** 357.06 Ha. **Centroid:** (31° 47' 58" S, 119° 18' 56" E )  
**Appraisal Options:** Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title  
 Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

ILUA Subject Name Matter ID	ILUA Title	Description	Encroached Area	Encroached Percentage
	C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
	MINISTER FOR WATER C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
	REG YARRAN (JNR), MURRAY YARRAN, FAY SLATER, CH [NAME WITHHELD FOR C/- SOUTH WEST ABORIGINAL LAND AND SEA COUNCIL, PO BOX 585, CANNINGTON, WA, 6987 SAME AS CORRESPONDENCE			
	SOUTH WEST ABORIGINAL LAND AND SEA COUNCIL PO BOX 585, CANNINGTON, WA, 6987 SAME AS CORRESPONDENCE			
	WATER CORPORATION C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRICK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			
	WESTERN AUSTRALIAN LAND AUTHORITY TRADING AS LANDCORP C/- STATE SOLICITOR'S OFFICE, DAVID MALCOLM JUSTICE CENTRE, 28 BARRACK STREET, PERTH, WA, 6000 SAME AS CORRESPONDENCE			

ENT No	Name	Managed By	Description	Encroached Area	Encroached Percentage
no intersections					

Pre-1994 Leases	Description	Encroached Area	Encroached Percentage
no intersections			



QUICK APPRAISAL DISCLAIMER: This report has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Tengraph does not identify any land that has been alienated from the Crown before 1 January 1899 and a search of title records should be carried out through Landgate to identify this category of land. Land alienated from the Crown prior to 1 January 1899 may be open for mining only in respect to gold, silver and precious metals.

APPRAISAL ID: L 77/313

**Tenement Status:** Pending **Boundary Type:** Applied for  
**Holder/Applicant:** MH GOLD PTY LTD  
 SQM AUSTRALIA PTY LTD  
**Markout Date:** 07/11/2019 15:30:53  
**Object Area:** 357.06 Ha. **Centroid:** (31° 47' 58" S, 119° 18' 56" E )  
**Appraisal Options:** Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title  
 Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details

PETROLEUM/GEOTHERMAL TITLES AFFECTED

ID	Title Type	Holder/Applicant	Encroached Area	Encroached Percentage
no intersections				

SERVICES / INFRASTRUCTURE AFFECTED

Count	Layer	Description
1	Road Network	Minor, ARMANASCO RD, LGA
2	Road Network	Minor, BENNETT RD, LGA
2	Road Network	Minor, BRENNAND RD, LGA
2	Road Network	Minor, CRAMPHORNE RD, LGA
1	Road Network	Minor, DEC
1	Road Network	Minor, DULYALBIN RD, LGA
2	Road Network	Minor, EMU FENCE RD, LGA
1	Road Network	Minor, FROG ROCK-MARVEL LOCH RD, LGA
1	Road Network	Minor, GOBETTI RD, LGA
1	Road Network	Minor, GOODHILL RD, LGA
2	Road Network	Minor, GRACE RD, LGA
1	Road Network	Minor, GREEN RD, LGA
5	Road Network	Minor, KING-INGRAM RD, LGA
5	Road Network	Minor, LGA
3	Road Network	Minor, MARVEL LOCH-FORRESTANIA RD, LGA
7	Road Network	Minor, MERANDA NORTH RD, LGA
2	Road Network	Minor, MOORINE SOUTH RD, LGA
1	Road Network	Minor, MUNYARD ST, LGA
1	Road Network	Minor, NICHOLSON RD, LGA
1	Road Network	Minor, ODGERS RD, LGA
7	Road Network	Minor, PARKER RANGE RD, LGA
22	Road Network	Minor, SOUTHERN CROSS SOUTH RD, LGA
1	Road Network	Minor, STUBBS ST, LGA
10	Road Network	NotApplicable, Private
8	Road Network	Track
2	Road Network	Track, DEC
7	Watercourse Line	
1	Transmission Line	Collgar Terminal to Yilgarn

MAP SHEETS AFFECTED

Map Sheet Id	Map Sheet Name	Map Scale	Encroached Area	Encroached Percentage
2833	HOLLAND	1:100,000 Mapsheet Index	53. 1645HA	14.89%
2734	HOLLETON	1:100,000 Mapsheet Index	199. 6934HA	55.93%
SI5004	HYDEN	1:250,000 Mapsheet Index	99. 383HA	27.83%





# AUSTWIDE

## Mining Title Management PTY LTD

ACN 064 099 109

5<sup>th</sup> December 2019

Mining Registrar  
Department of Mines, Industry Regulation and Safety  
100 Plain Street  
EAST PERTH WA 6004

Dear Sir or Madam

**STATEMENT OF PROPOSED WORKS PURSUANT TO REGULATION 37(3) OF THE MINING REGULATIONS 1981 - APPLICATION FOR MISCELLANEOUS LICENCE L77/313 BY MH GOLD PTY LTD AND SQM AUSTRALIA PTY LTD**

Austwide Mining Title Management Pty Ltd acts on behalf of MH Gold Pty Ltd ("MH Gold") and SQM Australia Pty Ltd ("SQM") the co-applicants for Miscellaneous Licence L77/313 ("the Licence").

In accordance with Regulation 37(3) of the *Mining Regulations 1981*, we provide the following information in respect to the Licence:

**(a) Any works to be constructed in connection with the Application.**

- A communications facility – for provision of communications along the length of the pipeline (approximately 125 km)
- A pipeline – to deliver water for the Mount Holland Lithium Project.
- A power generation and transmission facility – for provision of power to pump water along the pipeline.
- A pump station - to pump water along the pipeline.
- A water management facility

**(b) The proposed manner of construction of such works.**

- Infrastructure and works in relation to the Licence will be constructed to the relevant mining industry standards (AS/NZS) with the construction company being selected via a rigorous tender process.

**(c) Any operations to be carried out on the land the subject of the Application**

- All infrastructure and works will be constructed to support mining operations on M77/1080 at the Mount Holland Lithium Project (the "Project").
- The pipeline will be part of multiple licence applications designed to connect the Goldfields Water Pipeline ("GWP") near Moorine Rock to the Project. Currently this licence stops at the Great Eastern Highway and a future application will connect the GWP to this licence.

Generally, all operations to be carried out on the land subject of the proposed Licence will be in accordance with the purposes stated on the Licence application and referred to above.

Proposed activities and construction of infrastructure on the proposed Licence will be subject of a Mining Proposal or Plan of Operations to be approved by the Department of Mines, Industry Regulation and Safety prior to the construction of any works on the granted Licence.

Please do not hesitate to contact me if you have any queries regarding this Statement of Proposed Works.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Milner', with a long horizontal flourish extending to the right.

Steve Milner  
Manager – Geological Services

# Attachments

## 9.1.2

### **Policy Manuals**

+

---

# Council Policy Manual

---

as adopted 17 September 2020

---



*“good country for hardy people”*

---

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
<del>Last Review Date:</del>	<del>SEPT 2019</del>
<del>Amended</del>	<del>APRIL 2020</del>
Last Review Date:	SEPT 2020
Next Review	SEPT 2021

## **TABLE OF CONTENTS**

### **Section 1 Members of Council**

1.1	Deputations of Council.....	4
1.2	Delegates Moving Motions at Association Conferences.....	5
1.3	WALGA-Nominations to Boards and Committees.....	6
1.4	Use of Councils Common Seal.....	7
1.5	Elected Member Entitlements.....	8
1.6	Media Policy.....	13
1.7	Code of Conduct.....	17
1.8	Disruptive Behaviour at Council Meetings.....	27
1.9	Councillor iPad Policy.....	29
1.10	Related Party Disclosures.....	32
1.11	Council Forum/Briefing Session.....	36
1.12	Induction for Councillors.....	38
1.13	Continuing Professional Development of Council Members.....	40
1.14	Attendance at Events and Functions.....	44

### **Section 2 Bushfire**

2.1	Use of Council Equipment.....	48
2.2	Harvest & Vehicle Movement Bans.....	49
2.3	Brigade Membership Forms.....	50
2.4	Bush Fire Committee Advisory Committee Policy.....	51

### **Section 3 Finance**

3.1	Financial Treatment of Assets.....	49
3.1	Asset Capitalisation and Depreciation.....	54

<b>3.1A Disposal of Assets</b>	<b>59</b>
3.2 Surplus Funds Investment	62
3.3 Resourcing Employee Entitlements	63
3.4 Reserve Portfolio Rationale	64
3.5 Purchasing and Tendering Policy	65
3.5A Regional Price Preference	79
3.6 Signing of Cheques	81
3.7 Recovery of Fines and Costs from Sundry Debtors	82
3.8 Use of Council Credit Card	83
3.9 Rates and Charges Recovery Policy (Including Sewerage Charges Financial Hardship Policy)	86
3.10 Use of Shire Facilities by Service Providers	88
3.11 Timely Payment of Supplier	89
3.12 COVID-19 Financial Hardship	90

## **Section 4 Town Planning & Building**

4.1 Development of Heritage Precincts	94
4.2 Buildings on Residential Town Blocks	95
4.3 Advertising and Directional Signs	96
4.4 Maintenance of Buildings under Council Control	100
4.5 Swimming Pool Usage	104
4.6 Outbuildings in Residential and Townsite Zoned Areas	105
4.7 Sea Containers and Other Similar Storage Structures	112
4.8 Mining Tenements	113

## **Section 5 Engineering**

5.1 Crossovers	114
5.2 Heavy Haulage on Local Roads	115

5.3	Private Works.....	116
5.4	Road Building Material-Gravel.....	117
5.5	Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads under Council Control).....	119
5.6	Roadside Memorials.....	122
5.7	Stock on Council Road Reserves.....	123
5.8	Road Works on Council Roads.....	130
5.9	Plant Replacement.....	131
5.10	Road Crossings-Drainage.....	132
5.11	Council Housing- Bonds.....	133

## **Section 6      General Administration**

6.1	Reserves-Notification to Surrounding Landowners.....	134
6.2	Council Operated Standpipes/ Mt Hampton Dam and Dulyalbin Tank Facility.....	135
6.3	Complaints Handling.....	137
6.4	Assistance to State Representatives.....	140
6.5	Inward Correspondence.....	141
6.6	Funding Submissions.....	142
6.7	Community Engagement Policy.....	143
6.8	Asset Management Policy.....	145
6.9	Community Funding Program.....	147
6.10	Rural Landfills.....	149

<b>POLICY:</b>	<b>DEPUTATIONS TO COUNCIL</b>
<b>POLICY NO:</b>	<b>1.1</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>DELEGATES MOVING MOTIONS AT ASSOCIATION CONFERENCES</b>
<b>POLICY NO:</b>	<b>1.2</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>WALGA – NOMINATIONS TO BOARDS &amp; COMMITTEES</b>
<b>POLICY NO:</b>	<b>1.3</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>USE OF COUNCIL'S COMMON SEAL</b>
<b>POLICY NO:</b>	<b>1.4</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>ELECTED MEMBERS ENTITLEMENTS</b>
<b>POLICY NO:</b>	<b>1.5</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>MEDIA POLICY</b>
<b>POLICY NO:</b>	<b>1.6</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 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.

<b>POLICY:</b>	<b>CODE OF CONDUCT</b>
<b>POLICY NO:</b>	<b>1.7</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

#### **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.

<b>POLICY:</b>	<b>DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS</b>
<b>POLICY NO:</b>	<b>1.8</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>COUNCILLOR IPAD/TABLET POLICY</b>
<b>POLICY NO:</b>	<b>1.9</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 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.

<b>POLICY:</b>	<b>RELATED PARTIES DISCLOSURES</b>
<b>POLICY NO:</b>	<b>1.10</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>COUNCIL FORUM /BRIEFING SESSION</b>
<b>POLICY NO:</b>	<b>1.11</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.00pm.

The following Forum Procedure Applies

#### Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
- Forums to be attended by Councillors, ~~and the Chief Executive Officer~~ **and Executive Managers**. Consultants ~~and other senior staff~~ may participate by invitation from the Chief Executive Officer in consultation with the Shire President.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
- The CEO will ensure timely written notice and the Agenda for each forum is provided at all members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all forums.
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing an interest will not participate in that part of the Forum relating to their interest and leave the meeting room.
- There is to be no opportunity for a person with an interest to request that they continue in the forum.

- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

**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.

---

<b>POLICY:</b>	<b>CONTINUING PROFESSIONAL DEVELOPMENT OF COUNCIL MEMBERS</b>
<b>POLICY NO:</b>	<b>1.13</b>
<b>SECTION:</b>	<b>MEMBERS OF COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>ADOPTED FEBRUARY 2020</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

## 1 General Purpose and Principles

- A. The Shire of Yilgarn is committed to the ongoing professional development of its Councillors through the process of ongoing professional development, education and improvement, with a view to enhancing Council performance and effectiveness for the benefit of the Shire of Yilgarn and its constituents.
- B. The aspirations of this policy is to support Councillors to be equipped with the knowledge, skills and understanding they need to discharge their responsibilities effectively having regard to sound local authority governance standards and regulatory requirements.
- C. In particular this policy, and its adoption is intended to respond to requirements of s.5.128 of the Local Government Act 1995 as amended ("Act").

## 2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
  - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
  - Their rights, duties and responsibilities as Councillors;
  - The role of Councils committees;
  - The Shire of Yilgarn's culture and values;
  - Council and Committee meeting arrangements; and
  - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.
- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.

- D. In compliance with s.5.127 of the Act:
- i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and
  - ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

### **3 Evaluation/Review**

The overall skills, knowledge and attributes of the Council as a whole (in the context of each member's Councillor responsibilities) should be periodically evaluated and reviewed to determine the curriculum, nature and form of ongoing professional development opportunities for Council members which are most likely to enhance Council performance and effectiveness and deliver value for money for the Shire of Yilgarn.

### **4 Professional Development**

- A. Councillors should commit to undertaking continuing professional development to update and enhance their knowledge, skills and understandings to assist them in more effectively discharging their responsibilities as Councillors for the benefit of the Shire of Yilgarn as a whole.
- B. The professional development to be undertaken by Councillors should be such that is most relevant to each Councillor individually have regard for their own existing level of knowledge, skills, experience, understanding and qualifications. However, due regard should be had by Councillors in the outcome of the periodic evaluation and review mentioned in paragraph 3 of this Policy, in deciding the professional development opportunities, which are most relevant to their needs, that they should undertake.
- C. The nature of the professional development to be undertaken might relate to the matters referred to in paragraph 2(b) of this Policy including key developments and issues impacting the Shire of Yilgarn, local governments generally and the environment within which the local government operates, as well as developments in the regulatory environment and in governance practices.
- D. The Shire of Yilgarn commits to developing a regime by which Shire of Yilgarn funded opportunities for the professional development of its Councillors can be identified and made available to its Councillors. The Shire of Yilgarn should provide reasonable allowance in its budget for this purpose.
- E. Nothing in paragraph (d) implies that Councillors should not undertake relevant professional training at their own expense, or by way of co-contribution with the Shire of Yilgarn, as appropriate.

## 5 Oversight Committee

The Council may establish a Councillor Professional Development Committee with such terms of reference, member composition (which should include the President and at least 2 other Councillors) and procedures as may be determined by Council at the time of establishment, for the purposes of making recommendations to Council concerning:

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this Policy;
- Appropriate professional development, education and training opportunities for consideration by Councillors;
- Professional development, education and training opportunities to be funded by and/or made available to Councillors by the Shire of Yilgarn;
- Reporting in the terms of this Policy.

## 6 Councillor Disclosure of Professional Development undertaken

- A. The Shire of Yilgarn will keep a progressive record of all professional development, education and training undertaken by Councillors as may be reported to the CEO by Councillors.
- B. Councillors should promptly report in writing to the CEO any relevant professional development, education and training in terms of this Policy undertaken by them including:
  - The substance, nature and learning outcomes from the same;
  - When, or the period over which, the same was undertaken;
  - In the case of any such professional development, education and training not fully funded by the Shire of Yilgarn, a statement to that effect,

And should ensure that all such reports for professional development, education and training undertaken by a Councillor during the financial year are provided to the CEO by the end of the relevant financial year.

## 7 Reporting by the Shire of Yilgarn

- A. In compliance with s.5.128 (4) the CEO must from time to time publish on the Shire of Yilgarn's official website the most recent version of this policy.
- B. Subject to prudential discretions vested in the Council on account of commercially or personally sensitive information, the Shire of Yilgarn should disclose on its website:

- When an evaluation and review under paragraph 3 of this Policy was last undertaken;
- A high-level description of the outcome of the most recent such evaluation and review;
- The amount allowed in the Shire of Yilgarn's annual budget for the purpose of this Policy and the amount actual expended therefor in the relevant financial year to which the budget relates;
- A summary of the regime developed by the Shire of Yilgarn in terms of paragraph 4(d) of this Policy;
- A summary of the professional development, education and training undertaken by each Councillor as reported to the CEO in the terms of paragraph 6(b) section of this Policy;
- The composition and terms of reference of any committee established under paragraph 5 of this Policy.

## **8 Policy Review/Amendment**

- A. This policy is to be reviewed and amended from time to time by the Council, including on recommendations of any committee established under paragraph 5 of this Policy (as applicable), including:
- to ensure compliance with any regulations made under s.5.128(3) of the Act;
  - after each ordinary election so as to comply with s.5.128(5) of the Act.
- B. To the extent to which this Policy may not strictly comply with any regulations made under s.5.128(3) of the Act, this Policy is deemed to be amended and read and constructed to the extent necessary so as to be in compliance with any such regulations.

<b>POLICY:</b>	<b>ATTENDANCE AT EVENTS AND FUNCTIONS</b>
<b>POLICY NO:</b>	<b>1.13</b>
<b>SECTION:</b>	<b>COUNCIL</b>
<b>LAST REVIEW DATE:</b>	
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2021</b>

---

### **Introduction**

Section 5.90A of the *Local Government Act 1995* provides that a Local Government must prepare and adopt an Attendance at Events Policy.

This Policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the Local Government.

The purpose of the Policy is to provide transparency about the attendance at events by Councillors, the Chief Executive Officer (CEO) and other employees.

Nothing in this Policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Yilgarn.

### **Legislation**

*Section 5.90A of the Local Government Act 1995 for attendance at events:-*

- (1) In this section —  
*event* includes the following —
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and

- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

*\* Absolute majority required.*

- (3) A local government may amend\* the policy.

*\* Absolute majority required.*

- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

### **Gift Disclosure Requirements**

Attendance at an event in accordance with this Policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:-

1. If a Councillor receives a ticket in their name, in their role as Councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organizer of the event or as a gift pursuant to Section 5.50 of the *Local Government Act 1995* (gratuity on termination)
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this Policy does not apply to prizes won by 'games of chance' such as lottery, raffle, business card draws or contest.

### **Pre-approved Events**

In order to meet the Policy requirements, tickets and invitations must be received by the Shire (as opposed to in the individual person's name).

Under this Policy, Council approves attendance at the following events by Councillors, the CEO and employees of the Shire:-

- Advocacy, lobbying and Ministerial briefings;
- Meetings of clubs or organisations with the Shire of Yilgarn;
- Any free event within the Shire of Yilgarn;
- Australian or Western Australian local government events;
- Events hosted by local clubs and Not for Profit organisations within the Shire of Yilgarn to which the Shire President, Councillor(s), CEO or employee(s) have received an official invite related to their position;
- Shire hosted ceremonies and functions;
- Shire run events;
- Shire sponsored functions or events;
- Cultural events/festivals within the Shire of Yilgarn or Wheatbelt Region;
- Events run by a Local, State or Federal Government;
- Events run by schools with the Shire of Yilgarn;
- Major professional bodies associated with local government at a local, State or Federal level;
- Opening or launch of an event or facility within the Shire of Yilgarn or Wheatbelt Region;
- Recognition of service events;
- An event run by an organization of which the Shire of Yilgarn is a member e.g., Wheatbelt Agcare, WA Tourism Association;
- Where the Shire President, Councillor(s), the CEO or employee(s) have been formally requested to attend;
- If the event is free to attend.

If there are more tickets than prospective attendees, the Shire President and CEO will liaise to determine allocations.

### **Approval process for Events not Pre-approved**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:-

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for the deputy Shire President may be approved by the Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President;
- Events for employees may be approved by the CEO.

Consideration upon granting approval include:-

- The benefit to the Shire of the person attending;
- Alignment to the Shire Strategic Objectives;
- The number of Shire representatives already approved to attend;

- Any justification provided by the applicant when the event is submitted for approval.

Where a Councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, is to be paid by the local government.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for by the local government.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

### **Approval Process for Events Not Pre-approved**

Any event that is pre-approved or approval is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is free then no approval is required;
- If the event is ticketed and the attendee pays the full ticketed price and is not seeking reimbursement from the Shire, then no approval is required;
- If the event is ticketed and the Councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

Organisations that desire attendance at an event by a particular person(s), such as the Shire President, Deputy Shire President, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferrable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organization in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Councillor or employee.

### **Disputes**

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Councillors and by the CEO in relation to employees.

<b>POLICY:</b>	<b>USE OF COUNCIL EQUIPMENT</b>
<b>POLICY NO:</b>	<b>2.1</b>
<b>SECTION:</b>	<b>BUSHFIRE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>HARVEST AND VEHICLE MOVEMENT BANS</b>
<b>POLICY NO:</b>	<b>2.2</b>
<b>SECTION:</b>	<b>BUSHFIRE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>BRIGADE MEMBERSHIP FORMS</b>
<b>POLICY NO:</b>	<b>2.3</b>
<b>SECTION:</b>	<b>BUSHFIRE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>BUSH FIRE ADVISORY COMMITTEE POLICY</b>
<b>POLICY NO:</b>	<b>2.4</b>
<b>SECTION:</b>	<b>BUSHFIRE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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: ASSET CAPITALISATION AND DEPRECIATION**

**POLICY NO: 3.1**

**SECTION: FINANCE**

**LAST REVIEW DATE: NIL**

**DUE FOR REVISION: SEPTEMBER 2021**

---

**OBJECTIVE:**

To provide a framework to ensure the Shire's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the Local Government Act 1995 (the "Act") and Local Government (Financial Management) Regulations 1996 (the "Regulations").

**POLICY STATEMENT:**

This policy will provide guidance in the development and presentation of the following:

- Management Reports
- Annual Financial Report
- Annual Budget
- Long Term Financial Plan (LTFP)

The correct recognition of capital expenditure and the subsequent capitalisation, depreciation and revaluation of assets has a direct impact on the operating financial position of the Shire.

AASB 116 provides the criteria as to the correct recognition of non-current assets. Expenditure for non-current assets must meet the following criteria:

- It must have a physical substance other than for an intangible asset;
- The Shire has control over the asset;
- It is probable that future economic benefits or service potential associated with the item will flow to the Shire;
- The item is not held for sale and it is expected to be used by the Shire for greater than 12 months;
- The cost of the item can be measured reliably; and
- Its value exceeds the Shire's capitalisation threshold.

**Capitalisation Threshold**

The capitalisation threshold value is greater than or equal to that imposed under regulation 17A (5) of the Local Government (Financial Management) Regulations

1996. This is applicable to all asset classes.

### **Subsequent Measurement**

Expenditure on a capitalised asset subsequent to initial acquisition (i.e. expenditure on an existing asset) is to be either expensed as operating expenditure (maintenance) or capitalised to the asset as capital expenditure.

If the following criteria (1) is met and one of either criteria (2) or (3) applies then it will be considered capital expenditure;

- 1) The value of the works exceeds the capitalisation threshold (unless the works were assumed maintenance in determining the remaining life at initial acquisition);
- 2) The work extends the life of the asset, by a period of greater than 12 months beyond the current useful life;
- 3) The works provide material additional economic benefit or service potential for the asset.

If either the above criteria (1) is not met, or where the above criteria (1) is met but not criteria (2) or (3), then it will be maintenance and considered operating expenditure.

### **Portable and Attractive Assets**

Assets under the statutory limit do not meet the criteria to be capitalised but are defined as portable and attractive and are to be properly recorded and monitored. This will include the following:

- Appropriate records for assets should include information to enable identification, management and maintenance of assets;
- Annual process to prevent theft or loss of non-consumable assets that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale; and
- Reporting on any discrepancies from the annual process.

### **Asset Classification - Renewal, Upgrade or New**

Expenditure on assets requires a classification of renewal, upgrade or new. These categories impact the financial ratios, LTFP and sustainability measures.

Capital expenditure is classified as renewal when the expenditure is over the capitalisation threshold and is expected to increase the remaining useful life of the original asset.

Capital expenditure is classified as an upgrade when it is expected to increase the economic benefit or service potential of the asset.

A new asset is an asset that has not previously been recognised.

Note: If expenditure relates to replacing a part of an existing asset and the useful life does not increase or there is not an increase in economic benefit or service potential, then the expenditure is classified as maintenance in nature.

### **Measurement Basis**

All assets that qualify for recognition are to be initially measured at cost. However, where an asset is acquired at below or no cost (such as contributed assets), the cost is its fair value at the date of acquisition. If there is no readily available market for the asset then the cost is its current replacement cost.

Where an asset was acquired in a prior financial year and has yet to be recorded in the accounts, the asset is to be brought to account at current replacement cost at the date of recognition. This can be:

- By market value, if there is a readily available market; or
- Using depreciated replacement cost, if there is no readily available market.

### **Infrastructure Assets:**

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Roads, Footpaths & Laneways
- Aerodromes
- Urban Stormwater Drainage including Dams
- Parks and Ovals
- Refuse Disposal Sites
- Sewerage Systems
- Townscape
- Digital Equipment
- Other

### **All Other Assets (Greater than Statutory value)**

Any material item purchased that is not deemed consumable or disposable, over the statutory value per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment

### Depreciation:

Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each year.

An addition or extension, which becomes an integral part of an existing asset, should be depreciated over the remaining useful life of that asset. An addition or extension, which remains a separate identity and will be capable of being used after the existing asset is disposed of, should be capitalised and depreciated independently.

Assets will be depreciated in accordance with the following schedule of useful lives:

ASSET CLASS	COMPONENTS	USEFUL LIFE
Land		Not Depreciated
Infrastructure	Roads	15 – 120 Years
	Footpaths	10 – 80 Years
	Laneways	20 – 80 Years
	Aerodromes	10 – 30 Years
	Urban Stormwater Drainage inc Dams	5 – 80 years
	Parks & Ovals	10 – 40 Years
	Refuse Sites	Not Depreciated

ASSET CLASS	COMPONENTS	USEFUL LIFE
Infrastructure – Cont.	Sewerage	60 – 100 Years
	Townscape	20 – 35 Years
	Digital Equipment	3 – 8 Years
	Other	10 – 80 Years
Buildings	Specialised	30 – 75 Years
	Non Specialised	30 – 75 Years
Furniture & Equipment		4 – 20 Years
Plant & Equipment	Major Plant	15 – 30 Years
	Minor Plant	5 – 20 Years

### 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: DISPOSAL OF ASSETS**

**POLICY NO: 3.1A**

**SECTION: FINANCE**

**LAST REVIEW DATE: NIL**

**DUE FOR REVISION: SEPTEMBER 2021**

---

**OBJECTIVE:**

The objective of the policy is to provide a consistent methodology and outline the principles applied for the disposal of surplus assets.

**POLICY STATEMENT:**

The Shire is committed to the responsible management of its assets and to deliver services that meets community expectations of time, quality, and value for money.

The Shire of Yilgarn's infrastructure and assets are utilised to deliver a variety of services in line with the Strategic Community Plan and within agreed levels of service desired by the community. Continued optimisation of Shire assets will contribute to the long-term financial sustainability of the organisation and ensure that community expectation and demand is achieved in the most cost-effective manner.

The Council will make these decisions through the annual planning and budget process.

The Shire's assets include land and buildings, furniture and equipment, plant and equipment, roads, footpaths, drainage, aerodrome and other such infrastructure which represents a substantial investment in supporting the local economy, community well-being and environmental management.

**Methods of disposal of assets**

The principal methods of disposal of assets are:

- (d) public auction (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.
- (e) dumping – assets of no or little value only
- (f) 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 Chief Executive Officer. 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 reformatted utilizing a method whereby all information is overwritten and is no longer recoverable.

All external asset tags and labels connecting a machine to Shire of Yilgarn are to be removed.

**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.

**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
- b) term of investment
- c) interest rate
- d) name of funds invested

<b>POLICY:</b>	<b>RESOURCING EMPLOYEE ENTITLEMENTS</b>
<b>POLICY NO:</b>	<b>3.3</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30<sup>th</sup> June each year.

The value of this Reserve must mirror the value of:

- Current Long Service Leave recognised at year end, anticipated to be taken by the employee during the next reporting period, and;
- Non-Current Long Service Leave

Council acknowledges that funds will be withdrawn from time to time as employees utilise their Long Service entitlements identified within annual budgets. In the event that additional funds are required to meet obligations beyond the budgeted allocation, approval from Council will be sought to fund the shortfall from the Reserve Fund.

<b>POLICY:</b>	<b>RESERVE PORTFOLIO RATIONALE</b>
<b>POLICY NO:</b>	<b>3.4</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.*

<b>POLICY:</b>	<b>PURCHASING AND TENDERING</b>
<b>POLICY NO:</b>	<b>3.5</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>MAY 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

## **1. PURCHASING**

The Shire of Yilgarn (the "**Shire**") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

### **1.1 OBJECTIVES**

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

### **1.2 ETHICS & INTEGRITY**

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

### 1.3 VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantage.

#### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

### 1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

#### 1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

#### 1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

#### 1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$10,000 (exc GST)	Direct purchase, evidence of pricing to be recorded as an attachment to the Purchase Order
From \$10,001 up to \$50,000 (exc GST)	<p>Seek at least one (1) written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$50,001 up to \$100,000 (exc GST)</p>	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
<p>From \$100,001 up to \$249,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> <li>• Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement;</li> </ul> <p>OR</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</li> </ul> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (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 \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

#### **1.4.6 Other Procurement Processes**

##### **1.4.6.1 Expressions of Interest**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

##### **1.4.6.2 Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

#### **1.4.7 Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### **1.4.8 Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$10,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

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.

---

<b>POLICY:</b>	<b>REGIONAL PRICE PREFERENCE</b>
<b>POLICY NO:</b>	<b>3.5 (A)</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

## 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.

<b>POLICY:</b>	<b>SIGNING OF CHEQUES</b>
<b>POLICY NO:</b>	<b>3.6</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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
- 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.

<b>POLICY:</b>	<b>RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS</b>
<b>POLICY NO:</b>	<b>3.7</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>USE OF COUNCIL CREDIT CARD</b>
<b>POLICY NO:</b>	<b>3.8</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 .....

<b>POLICY:</b>	<b>RATES AND CHARGES RECOVERY POLICY (INCLUDING SEWERAGE RATES FINANCIAL HARDSHIP POLICY)</b>
<b>POLICY NO:</b>	<b>3.9</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 1<sup>st</sup> 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 sewerage 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.

<b>POLICY:</b>	<b>USE OF SHIRE FACILITIES BY SERVICE PROVIDERS</b>
<b>POLICY NO:</b>	<b>3.10</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>TIMELY PAYMENT OF SUPPLIERS</b>
<b>POLICY NO:</b>	<b>3.11</b>
<b>SECTION:</b>	<b>FINANCE</b>
<b>LAST REVIEW DATE:</b>	<b>ADOPTED SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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: COVID-19 FINANCIAL HARDSHIP**

**POLICY NO: 3.12**

**SECTION: FINANCE**

**INCEPTION DATE: APRIL 2020**

**DUE FOR REVISION: SEPTEMBER 2020**

---

### **POLICY OBJECTIVE**

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Yilgarn recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

### **POLICY SCOPE**

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### **POLICY STATEMENT**

#### **1 Payment difficulties, hardship and vulnerability<sup>1</sup>**

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Yilgarn recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

---

<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

## **2. Anticipated Financial Hardship due to COVID19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **3. Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## **4. Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Yilgarn of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

## 5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

## 6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## 7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

## 8. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

## **9. Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

<b>POLICY:</b>	<b>DEVELOPMENT OF HERITAGE PRECINCTS</b>
<b>POLICY NO:</b>	<b>4.1</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>BUILDING ON RESIDENTIAL TOWNSITE LOTS</b>
<b>POLICY NO:</b>	<b>4.2</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>ADVERTISING &amp; DIRECTIONAL SIGNS</b>
<b>POLICY NO:</b>	<b>4.3</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>MAINTENANCE OF BUILDINGS UNDER COUNCIL CONTROL</b>
<b>POLICY NO:</b>	<b>4.4</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>SWIMMING POOL USAGE</b>
<b>POLICY NO:</b>	<b>4.5</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 ~~October~~ ~~November~~ and close in the last week of ~~April~~ ~~March~~ of each year. These dates can be adjusted by the 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 Executive Manager Regulatory Services, the Swimming Pool Manager may close the facility earlier than 6.00pm. 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 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 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 Executive Manager Regulatory Services.
- 3) If the patron or group are not satisfied with the decision from the 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.

<b>POLICY:</b>	<b>OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS</b>
<b>POLICY NO:</b>	<b>4.6</b>
<b>SECTION:</b>	<b>TOWN PLANNING &amp; BUILDING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 1012m<sup>2</sup> in area but some of the newer developed areas within Southern Cross have lots of around 730m<sup>2</sup> 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 60m<sup>2</sup> 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 (m <sup>2</sup> )	LOT DENSITY RATING	MAXIMUM SINGLE OUTBUILDING (m <sup>2</sup> )	TOTAL OUTBUILDINGS (m <sup>2</sup> )	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.

<b>POLICY:</b>	<b>SEA CONTAINERS &amp; OTHER SIMILAR STORAGE STRUCTURES</b>
<b>POLICY NO:</b>	<b>4.7</b>
<b>SECTION:</b>	<b>COUNCIL</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DATE TO BE REVIEWED:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>MINING TENEMENTS</b>
<b>POLICY NO:</b>	<b>4.8</b>
<b>SECTION:</b>	<b>TOWN PLANNING</b>
<b>ORIGINALLY ADOPTED:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>CROSSOVERS</b>
<b>POLICY NO:</b>	<b>5.1</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<b><u>Crossover type</u></b>	<b><u>Subsidy</u></b> (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	

*Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.*

#### **Payments**

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

#### **MAJOR UPGRADES:**

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

<b>POLICY:</b>	<b>HEAVY HAULAGE ON LOCAL ROADS</b>
<b>POLICY NO:</b>	<b>5.2</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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 :	10 <del>9</del> .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.

<b>POLICY:</b>	<b>PRIVATE WORKS</b>
<b>POLICY NO:</b>	<b>5.3</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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

<b>POLICY:</b>	<b>ROAD BUILDING MATERIAL – GRAVEL</b>
<b>POLICY NO:</b>	<b>5.4</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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 m<sup>3</sup>).

---

<b>POLICY:</b>	<b>TRAFFIC INTERSECTION MANAGEMENT PLAN (Private Haul Roads intersecting with roads under Council Control)</b>
<b>POLICY NO:</b>	<b>5.5</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

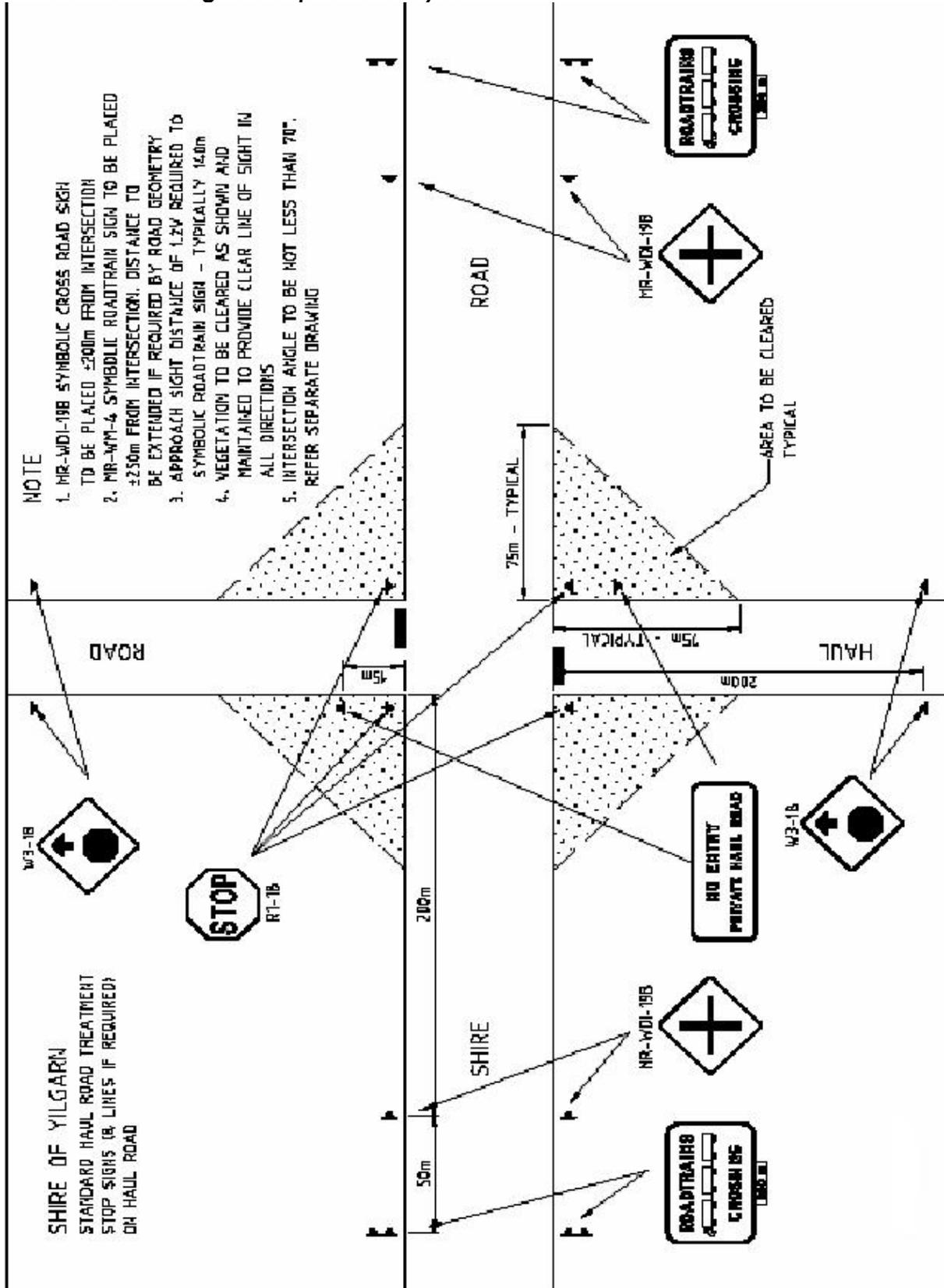
---

The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

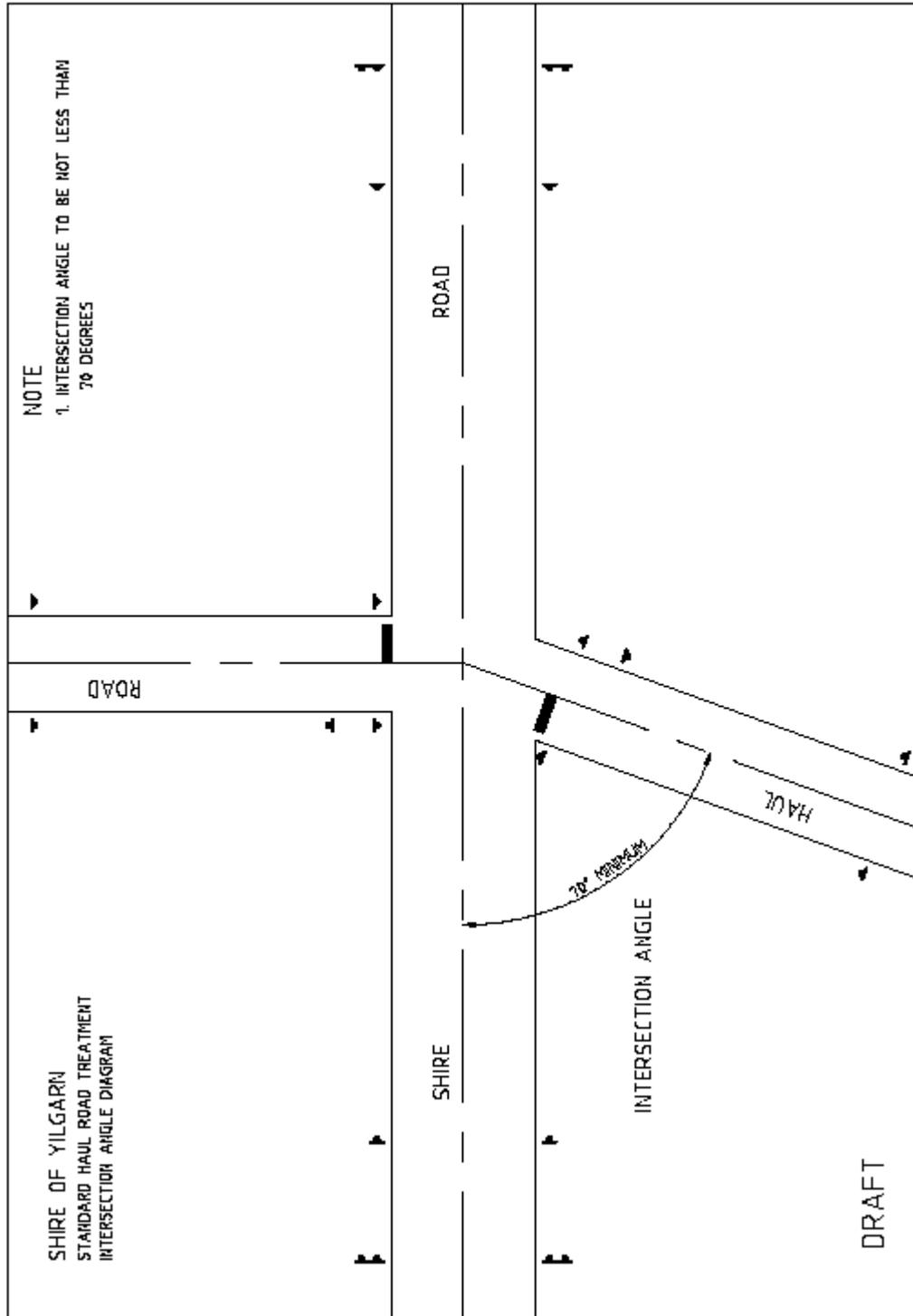
1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining 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**



<b>POLICY:</b>	<b>ROADSIDE MEMORIALS</b>
<b>POLICY NO:</b>	<b>5.6</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

---

<b>POLICY:</b>	<b>STOCK ON COUNCIL ROAD RESERVES</b>
<b>POLICY NO:</b>	<b>5.7</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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:

<b>AS</b>	means Australian Standards.
<b>Local road</b>	means a road under the control of a Local Government.
<b>MRWA</b>	means Main Roads of Western Australia.
<b>RTC 2000</b>	means The Road Traffic Code 2000.
<b>State road</b>	means a road under the control of Main Roads Western Australia
<b>Traffic signs</b>	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 the 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.

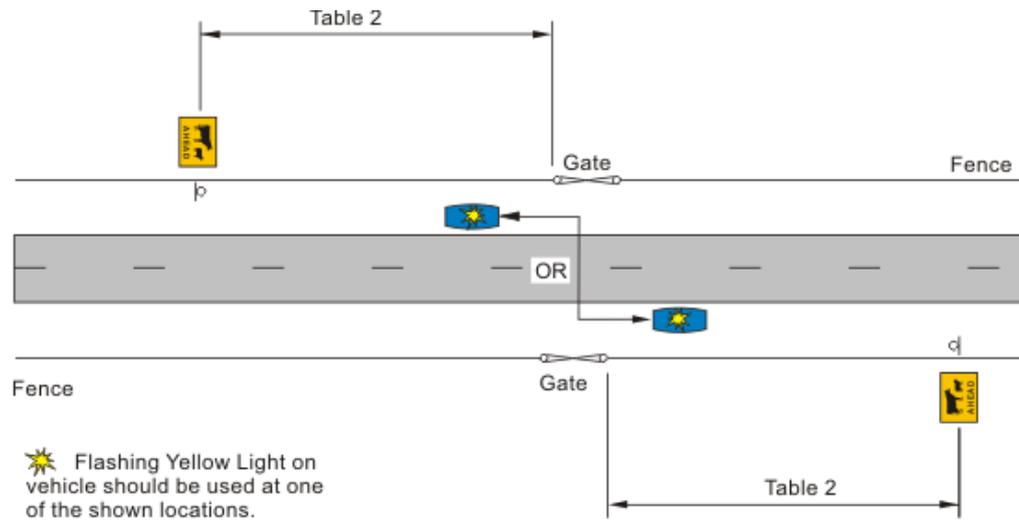
#### 4. TECHNICAL GUIDELINES

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.

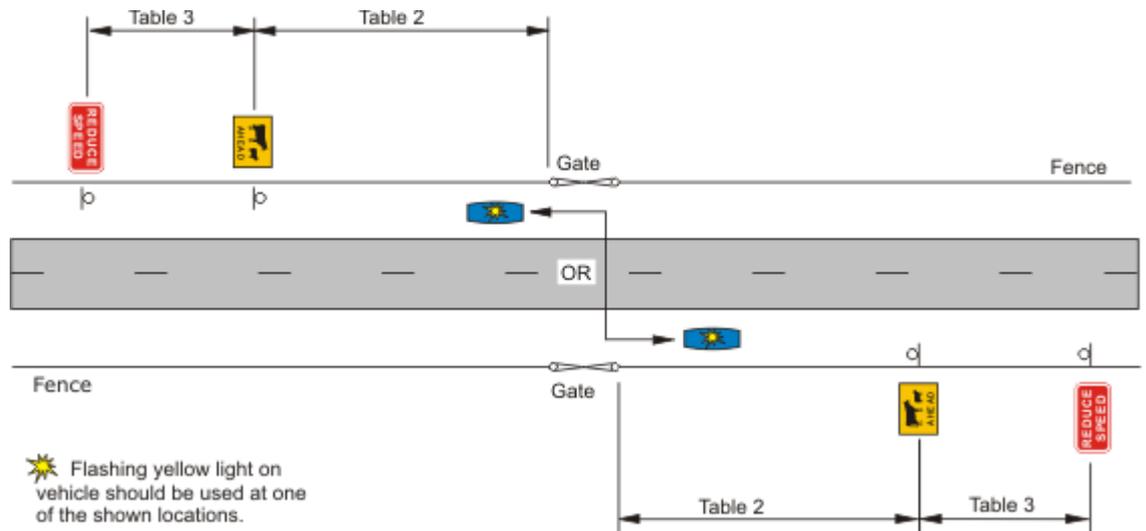


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

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

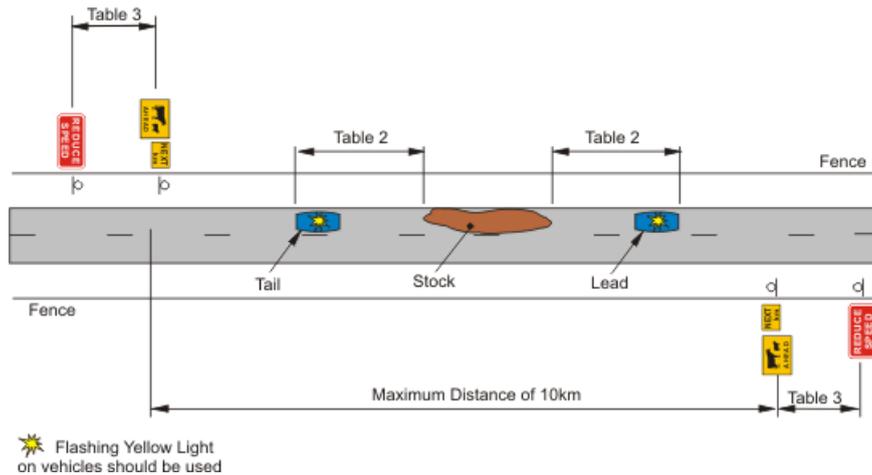
#### 5.4 Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

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**

<p><b>"STOCK AHEAD"</b></p> <p>AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)</p>	
<p><b>"REDUCE SPEED"</b></p> <p>AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm</p>	
<p><b>"NEXT ... KM"</b></p> <p>AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm</p>	
<p><b>"ON SIDE ROAD"</b></p> <p>AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm</p>	
<p><b>"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)"</b></p> <p>Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions</p>	

## 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.

<b>POLICY:</b>	<b>ROAD WORKS ON COUNCIL ROADS</b>
<b>POLICY NO:</b>	<b>5.8</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>PLANT REPLACEMENT</b>
<b>POLICY NO:</b>	<b>5.9</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>ROAD CROSSINGS - DRAINAGE</b>
<b>POLICY NO:</b>	<b>5.10</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>COUNCIL HOUSING – BONDS</b>
<b>POLICY NO:</b>	<b>5.11</b>
<b>SECTION:</b>	<b>ENGINEERING</b>
<b>LAST REVIEW DATE:</b>	<b>ADOPTED SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2019</b>

---

### **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 he weekly rent for a similar standard rental property.

All shire residential properties shall operate under a Residential Tenancy Agreement and bonds receive 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.

<b>POLICY:</b>	<b>RESERVES – NOTIFICATION TO SURROUNDING LANDOWNERS</b>
<b>POLICY NO:</b>	<b>6.1</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

---

<b>POLICY:</b>	<b>COUNCIL OPERATED STANDPIPES / MT HAMPTON DAM AND DULYALBIN TANK FACILITIES</b>
<b>POLICY NO:</b>	<b>6.2</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>JUNE 2018</b>
<b>DUE FOR REVISION:</b>	<b>JUNE 2019</b>

---

**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.

<b>POLICY:</b>	<b>COMPLAINTS HANDLING</b>
<b>POLICY No:</b>	<b>6.3</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION</b>	<b>SEPTEMBER 2020</b>

---

### **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 retribution 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:

---

<b>POLICY:</b>	<b>ASSISTANCE TO STATE REPRESENTATIVES</b>
<b>POLICY No:</b>	<b>6.4</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.00  
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.

<b>POLICY:</b>	<b>INWARD CORRESPONDENCE</b>
<b>POLICY NO:</b>	<b>6.5</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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

<b>POLICY"</b>	<b>FUNDING SUBMISSIONS</b>
<b>POLICY NO:</b>	<b>6.6</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY"</b>	<b>COMMUNITY ENGAGEMENT POLICY</b>
<b>POLICY NO:</b>	<b>6.7</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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;

<b>Focus and commitment</b>	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
<b>Transparency and openness</b>	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
<b>Responsiveness and feedback</b>	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
<b>Inclusiveness, accessibility and diversity</b>	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
<b>Accountability</b>	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
<b>Information</b>	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
<b>Timing</b>	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
<b>Resources</b>	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
<b>Evaluation</b>	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

<b>POLICY:</b>	<b>ASSET MANAGEMENT POLICY</b>
<b>POLICY NO:</b>	<b>6.8</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>COMMUNITY FUNDING PROGRAM</b>
<b>POLICY NO:</b>	<b>6.9</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 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.

---

<b>POLICY:</b>	<b>RURAL LANDFILLS</b>
<b>POLICY NO:</b>	<b>6.10</b>
<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>LAST REVIEW DATE:</b>	<b>JULY 2019</b>
<b>DUE FOR REVISION:</b>	<b>JULY 2020</b>

---

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:

<b>Site</b>	<b>Appointment</b>
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
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20



---

# Council Staff Policy Manual

---

adopted ~~19~~ September 2020~~19~~

---



*"good country for hardy people"*

---

Document Owner **Chief Executive Officer**

First Adopted:	Sept 2011
Last Updated:	Sept 2019

Date for next Review:	Sept 2020

## Table of Contents

7.1 Occupational Health & Safety .....	4-5
7.2 Employee Benefits.....	6-9
7.3 Senior Staff.....	10
7.4 Gratuity Payments to Council Employees / Recognition of Long and Outstanding Service .....	11
7.5 Acting Chief Executive Officer .....	12
7.6 Awards - Salaries & Wages Representation.....	13
7.7 Harassment in the Workplace .....	14-16
7.8 Smoke Free.....	17
7.9 Equal Employment Opportunity .....	18
7.10 Media Policy .....	19-22
7.11 Use of Local Government Equipment .....	23
7.12 Motor Vehicle Use.....	24-28
7.13 Council Staff Christmas Function .....	29
7.14 Duty of Confidentiality .....	30
7.15 CEO Performance Review.....	31-33
7.16 Emergency Services Leave .....	34-35
7.17 Drug and Alcohol Testing .....	36-39
7.18 Employee Training and Development.....	40-43
7.19 Electronic Information and Security.....	44-46
7.20 Employee iPad Policy.....	47-49
7.21 Grievances, Investigations & Resolutions .....	50-56
7.22 Disciplinary Action Policy.....	57-59
Employee Declaration.....	61

<b>POLICY:</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>
<b>POLICY NO:</b>	<b>7.1</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>EMPLOYEE BENEFITS</b>
<b>POLICY NO:</b>	<b>7.2</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

### 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 [the employee's nominated superannuation fund](#) 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 Council Contribution	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.

<b>POLICY:</b>	<b>SENIOR STAFF</b>
<b>POLICY NO:</b>	<b>7.3</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>GRATUITY PAYMENTS TO COUNCIL EMPLOYEES/ RECOGNITION OF LONG AND OUTSTANDING SERVICE</b>
<b>POLICY NO:</b>	<b>7.4</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

---

<b>POLICY:</b>	<b>ACTING CHIEF EXECUTIVE OFFICER</b>
<b>POLICY NO:</b>	<b>7.5</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### 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.

<b>POLICY:</b>	<b>AWARDS – SALARIES &amp; WAGES REPRESENTATION</b>
<b>POLICY NO:</b>	<b>7.6</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>HARASSMENT IN THE WORKPLACE</b>
<b>POLICY NO:</b>	<b>7.7</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>SMOKE FREE</b>
<b>POLICY NO:</b>	<b>7.8</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

---

<b>POLICY:</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<b>POLICY NO:</b>	<b>7.9</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>MEDIA POLICY</b>
<b>POLICY NO:</b>	<b>7.10</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 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.

<b>POLICY:</b>	<b>USE OF LOCAL GOVERNMENT EQUIPMENT</b>
<b>POLICY NO:</b>	<b>7.11</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

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.

<b>POLICY:</b>	<b>MOTOR VEHICLE USE</b>
<b>POLICY NO:</b>	<b>7.12</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 26<sup>th</sup> 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)

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

per annum from total remuneration package and the employee is required to pay for fuel used on private travel North of the 26<sup>th</sup> parallel, or interstate when such use has been approved. Evidence of fuel purchases is required.

<b>POLICY:</b>	<b>COUNCIL STAFF CHRISTMAS FUNCTION</b>
<b>POLICY NO:</b>	<b>7.13</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

<b>POLICY:</b>	<b>DUTY OF CONFIDENTIALITY</b>
<b>POLICY NO:</b>	<b>7.14</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>CEO PERFORMANCE REVIEW</b>
<b>POLICY NO:</b>	<b>7.15</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>EMERGENCY SERVICES LEAVE</b>
<b>POLICY NO:</b>	<b>7.16</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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.

<b>POLICY:</b>	<b>DRUG AND ALCOHOL TESTING</b>
<b>POLICY NO:</b>	<b>7.17</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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-Breath~~ Alcohol Concentration (BrAC) and may in the future have equipment to detect illicit drugs.

#### Procedure for BrAC 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 BrAC (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 BrAC 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 BrAC 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.

Formatted: Normal, Right: 0 cm

### Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BrAC 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.

<b>POLICY:</b>	<b>EMPLOYEE TRAINING AND DEVELOPMENT</b>
<b>POLICY NO:</b>	<b>7.18</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 EMCS is committed by 30<sup>th</sup> 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.

<b>POLICY:</b>	<b>ELECTRONIC INFORMATION AND SECURITY</b>
<b>POLICY NO:</b>	<b>7.19</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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

<b>POLICY:</b>	<b>EMPLOYEE IPAD POLICY</b>
<b>POLICY NO:</b>	<b>7.20</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

<b>POLICY:</b>	<b>GRIEVANCES, INVESTIGATIONS &amp; RESOLUTIONS</b>
<b>POLICY NO:</b>	<b>7.21</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

### **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 in 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.

<b>Timeliness</b>	<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>
<b>Honesty</b>	<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>
<b>Confidentiality</b>	<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>

<b>Respectful</b>	<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>
<b>Procedural fairness</b>	<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"> <li>• Conduct an investigation into the allegations</li> <li>• Allow the employee to have reasonable representation if requested</li> <li>• Provide the employee with the opportunity to respond to the allegations</li> <li>• Ensure that the decision-maker has the benefit of considering all the relevant details that form the basis of the allegation or decision; and</li> <li>• Ensure that the decision maker is free from bias</li> </ul>
<b>Fair and impartial</b>	<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>
<b>Supportive</b>	<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:

<b>Self-Resolution</b>	<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>
<b>Mediation</b>	<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>
<b>Conciliation</b>	<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>

<b>Support</b>	<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>
----------------	--

### 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).

<b>POLICY:</b>	<b>DISCIPLINARY POLICY</b>
<b>POLICY NO:</b>	<b>7.22</b>
<b>SECTION:</b>	<b>STAFF</b>
<b>LAST REVIEW DATE:</b>	<b>SEPTEMBER 2019</b>
<b>DUE FOR REVISION:</b>	<b>SEPTEMBER 2020</b>

---

**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.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

## 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 19<sup>th</sup> September 2019.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name (please print in block letters): \_\_\_\_\_

Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please return this signed & witnessed page only to Human Resources.

# Attachments

## 9.2.1

### **Financial Statements**



**SHIRE OF YILGARN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2020**

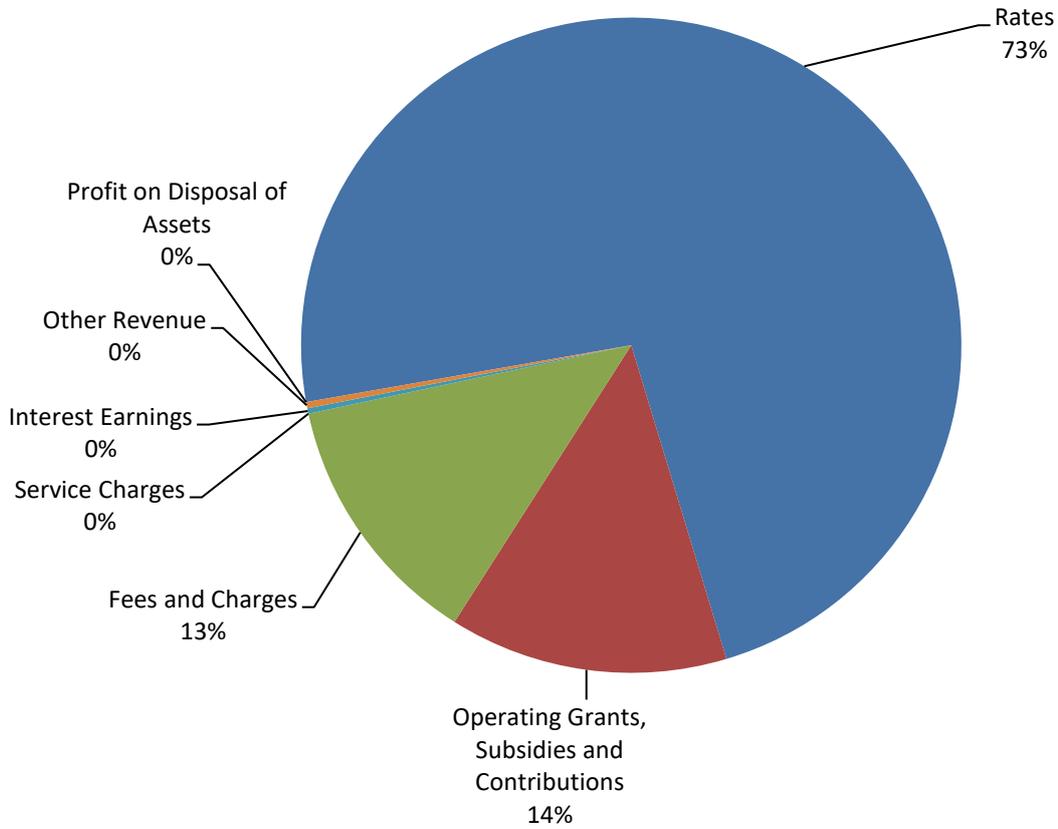
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

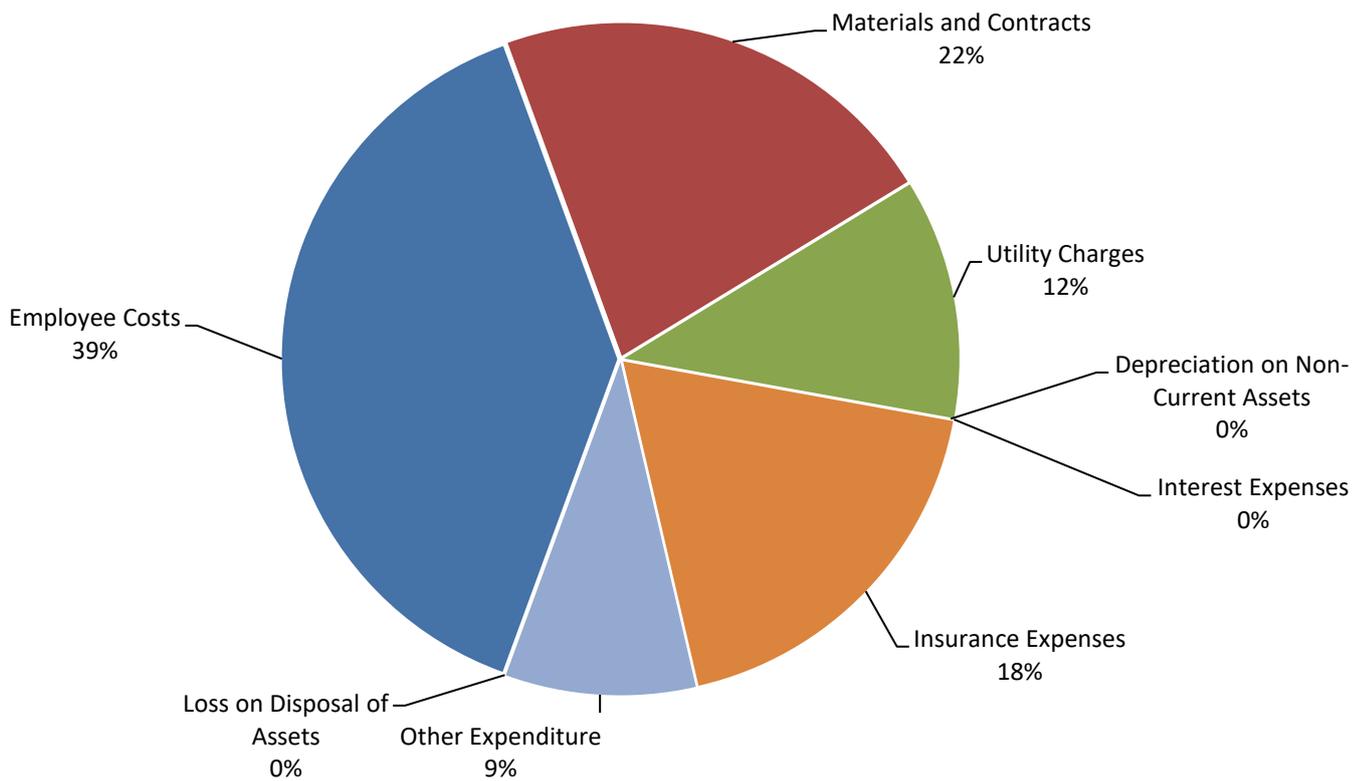
Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity by Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 2 Explanation of Material Variances	11
Note 3 Net Current Funding Position	12
Note 6 Receivables	15
Note 7 Cash Backed Reserves	16-17
Note 8 Capital Disposals	18
Note 9 Rating Information	19
Note 10 Information on Borrowings	20
Note 11 Grants and Contributions	21
Note 12 Trust	22
Note 13 Details of Capital Acquisitions	23-26

**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 31 August 2020**

**Operating Revenue**



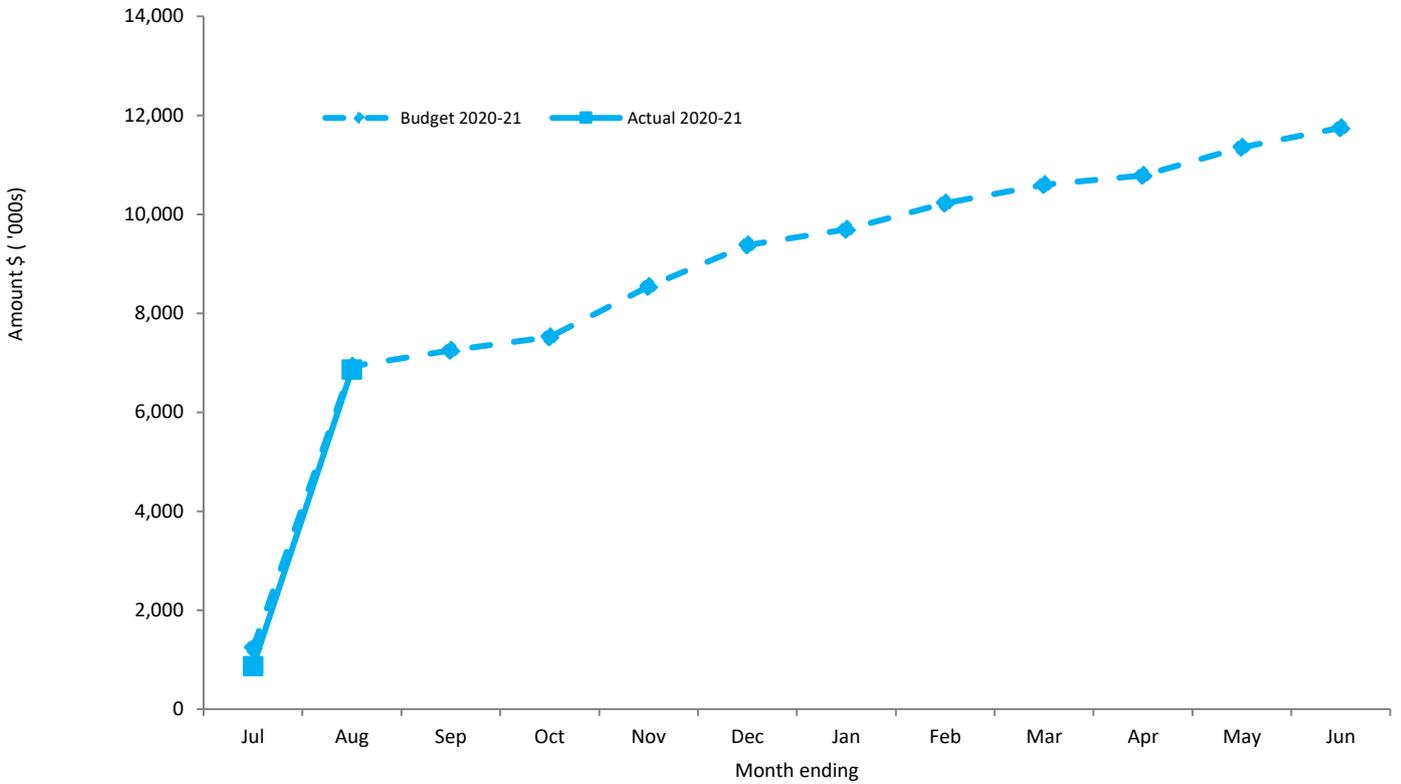
**Operating Expenditure**



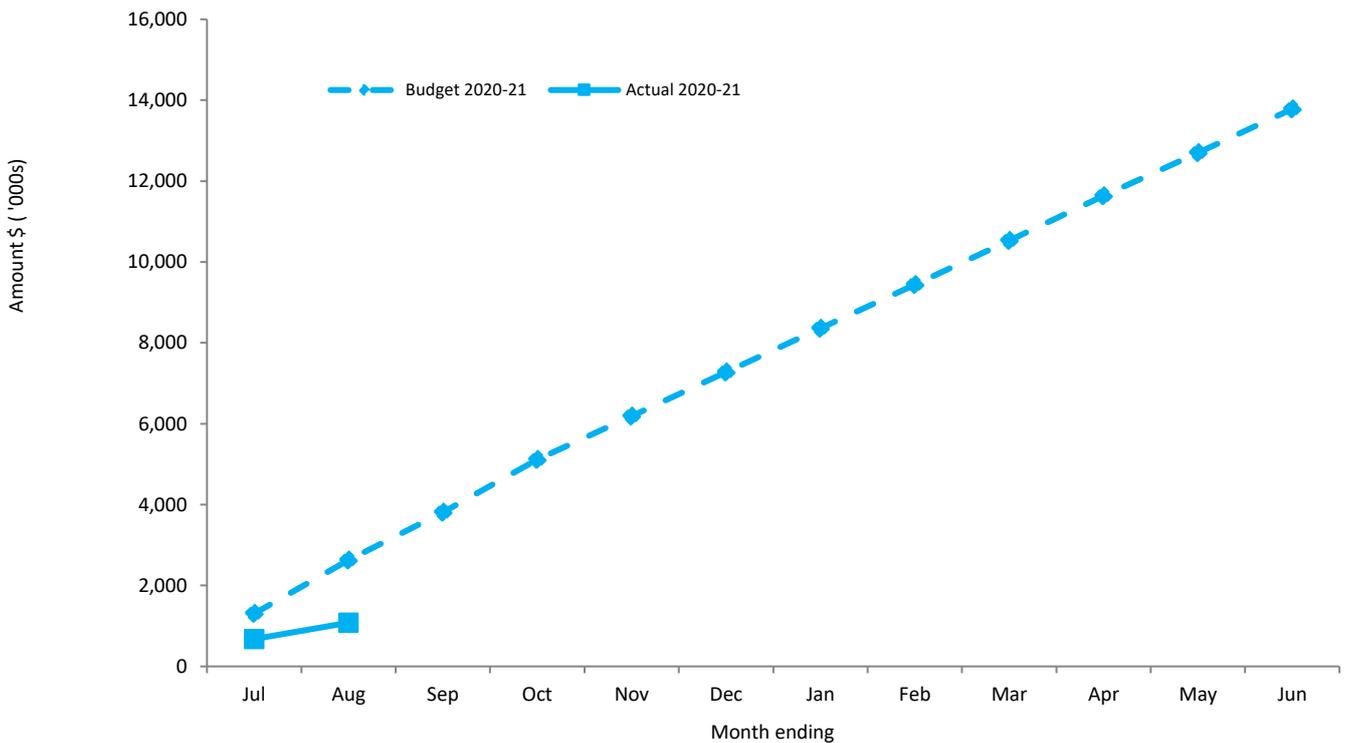
**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 31 August 2020**

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**Budget Operating Revenues -v- Actual (Refer Note 2)**



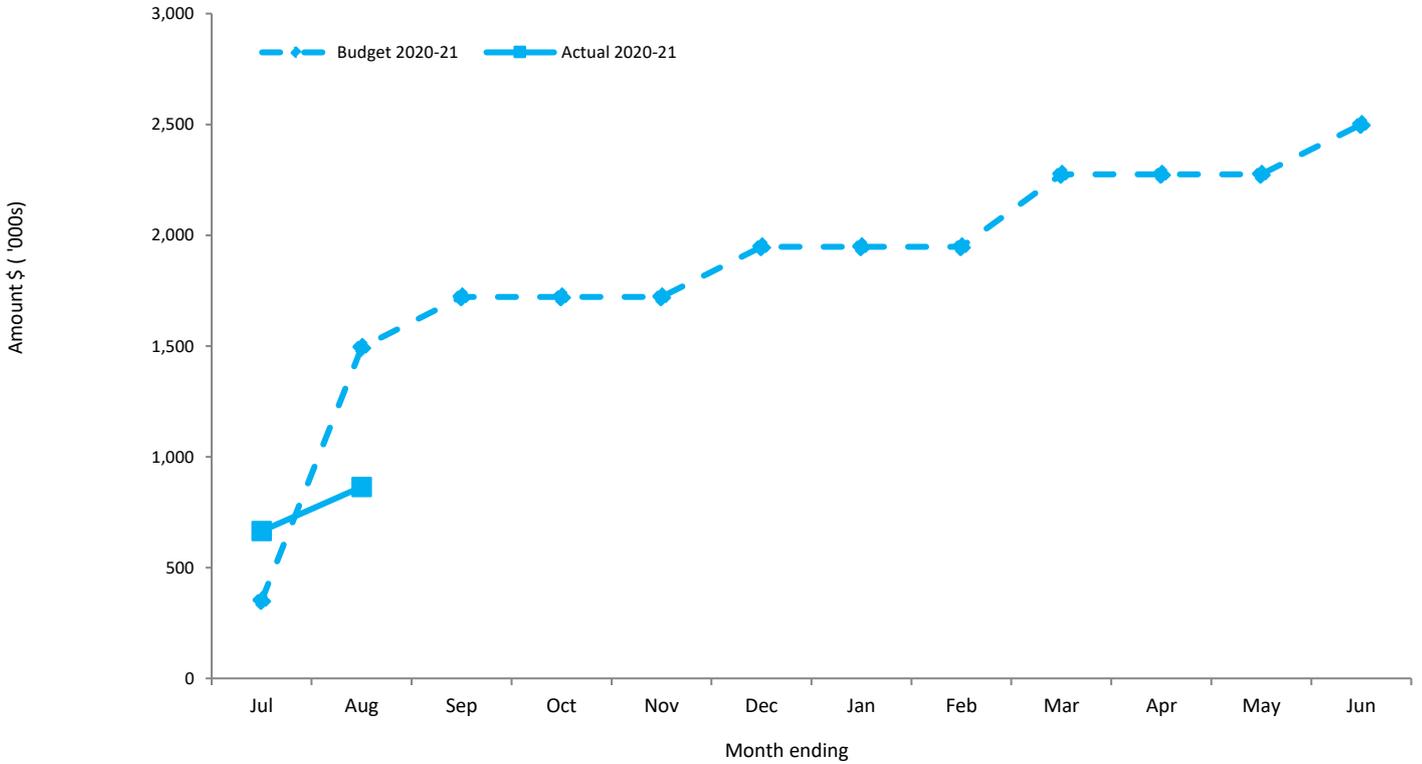
**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



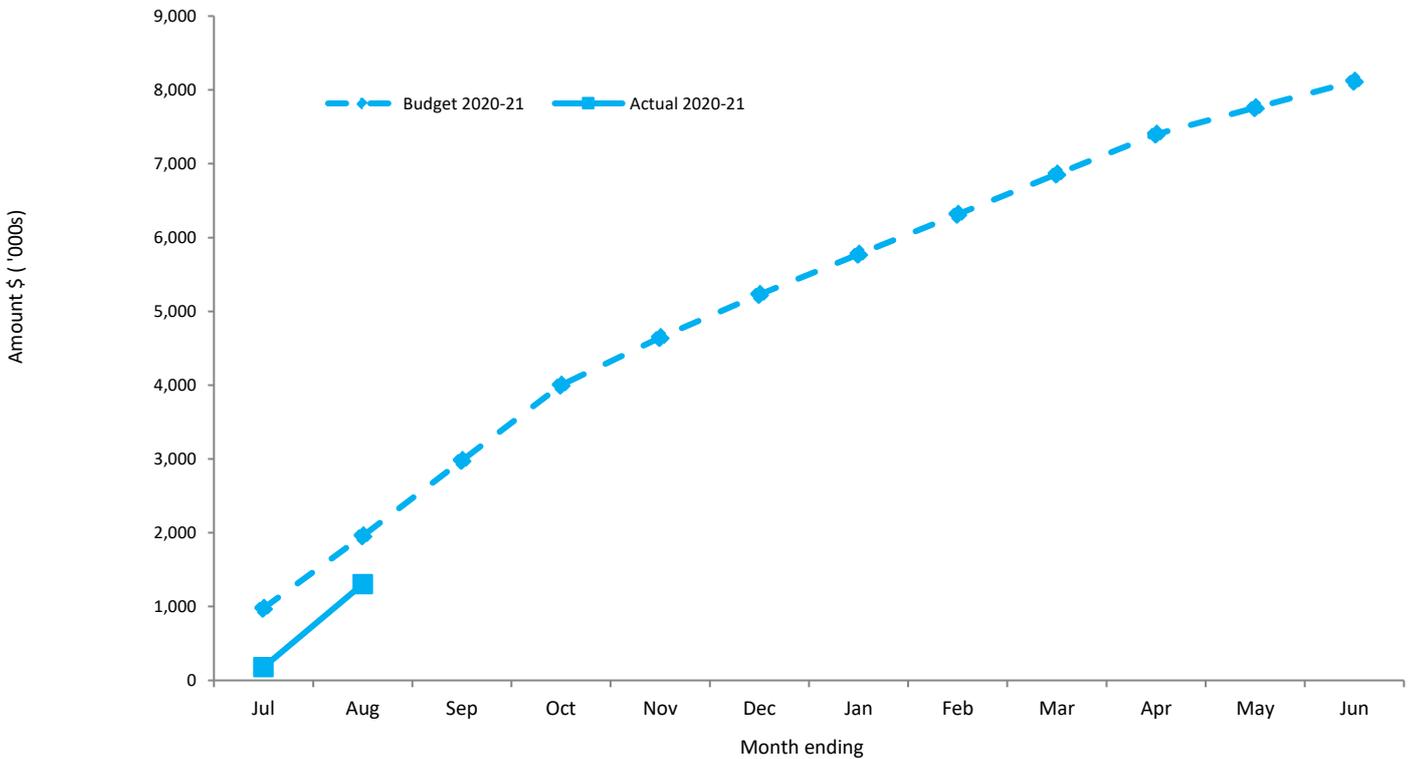
**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 31 August 2020**

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**Budget Capital Revenue -v- Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	3	\$ 3,591,755	\$ 3,591,755	\$ 9,010,598	\$ 5,418,842	151%	
<b>Revenue from operating activities</b>							
General Purpose Funding - Rates	9	4,051,369	4,121,369	4,148,137	26,768	1%	
General Purpose Funding		1,745,490	420,517	410,558	(9,959)	(2%)	
Law, Order and Public Safety		82,799	12,554	255	(12,299)	(98%)	
Health		1,500	250	298	48	19%	
Education and Welfare		177,651	38,119	42,687	4,568	12%	
Housing		78,000	12,996	12,767	(229)	(2%)	
Community Amenities		672,044	561,780	583,607	21,827	4%	
Recreation and Culture		15,150	8,480	19,178	10,698	126%	
Transport		188,687	29,808	25,560	(4,248)	(14%)	
Economic Services		1,296,337	520,027	416,048	(103,979)	(20%)	▼
Other Property and Services		139,464	23,242	45,594	22,352	96%	
		<b>8,448,491</b>	<b>5,749,142</b>	<b>5,704,690</b>			
<b>Expenditure from operating activities</b>							
Governance		(537,923)	(115,736)	(120,854)	5,118	4%	
General Purpose Funding		(286,084)	(48,176)	(31,520)	(16,656)	(35%)	
Law, Order and Public Safety		(478,194)	(115,426)	(57,348)	(58,078)	(50%)	▼
Health		(292,390)	(48,514)	(36,475)	(12,039)	(25%)	
Education and Welfare		(543,295)	(93,658)	(38,019)	(55,639)	(59%)	▼
Housing		(386,691)	(67,770)	(31,147)	(36,623)	(54%)	▼
Community Amenties		(1,155,245)	(187,307)	(122,169)	(65,138)	(35%)	▼
Recreation and Culture		(1,857,002)	(323,016)	(182,679)	(140,337)	(43%)	▼
Transport		(6,486,505)	(1,082,531)	(201,922)	(880,609)	(81%)	▼
Economic Services		(1,698,695)	(285,984)	(193,756)	(92,228)	(32%)	▼
Other Property and Services		(63,327)	(258,323)	(63,646)	(194,677)	(75%)	▼
		<b>(13,785,351)</b>	<b>(2,626,441)</b>	<b>(1,079,535)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,616,250	1,115,856	0	(1,115,856)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	114,589	19,098	0	(19,098)	(100%)	
<b>Amount attributable to operating activities</b>		<b>1,393,979</b>	<b>4,257,655</b>	<b>4,625,155</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	3,299,122	1,178,893	1,154,351	(24,542)	(2%)	
Proceeds from Disposal of Assets	8	308,000	0	0	0		
Land and Buildings	13	(1,589,202)	(555,310)	(333,555)	(221,755)	(40%)	▼
Infrastructure Assets - Roads	13	(3,193,479)	(515,786)	(204,686)	(311,100)	(60%)	▼
Infrastructure Assets - Other	13	(2,107,951)	(792,658)	(644,780)	(147,878)	(19%)	▼
Plant and Equipment	13	(1,127,770)	(49,970)	(48,773)	(1,197)	(2%)	
Furniture and Equipment	13	(47,500)	(7,916)	(31)	(7,885)	(100%)	
<b>Amount attributable to investing activities</b>		<b>(4,458,780)</b>	<b>(742,747)</b>	<b>(77,474)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,000,000	0	0	0		
Transfer from Reserves	7	1,141,841	641,841	641,841	0	0%	
Repayment of Debentures	10	(92,428)	0	0	0		
Transfer to Reserves	7	(562,327)	110,223	(7,709)	117,932	(107%)	
<b>Amount attributable to financing activities</b>		<b>1,487,086</b>	<b>752,064</b>	<b>634,132</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>2,014,040</b>	<b>7,858,727</b>	<b>14,192,410</b>			

▲▼ 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 2020**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	3,591,755	3,591,755	<b>9,010,598</b>	5,418,842	151%	
<b>Revenue from operating activities</b>							
Rates	9	4,051,369	4,121,369	<b>4,148,137</b>	26,768	1%	
Operating Grants, Subsidies and Contributions	11	2,212,667	777,407	<b>774,467</b>	(2,940)	(0%)	
Fees and Charges		1,807,208	788,172	<b>717,952</b>	(70,220)	(9%)	
Service Charges		0	0	<b>0</b>	0		
Interest Earnings		178,160	29,690	<b>15,041</b>	(14,649)	(49%)	
Reimbursements		89,700	14,946	<b>31,602</b>	16,656	111%	
Other Revenue		104,000	16,662	<b>17,491</b>	829	5%	
Profit on Disposal of Assets	8	5,387	896	<b>0</b>	(896)	(100%)	
		<b>8,448,491</b>	<b>5,749,142</b>	<b>5,704,690</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(3,007,766)	(511,753)	<b>(420,114)</b>	(91,639)	(18%)	▼
Materials and Contracts		(2,465,971)	(556,682)	<b>(234,956)</b>	(321,726)	(58%)	▼
Utility Charges		(952,782)	(158,756)	<b>(125,606)</b>	(33,150)	(21%)	▼
Depreciation on Non-Current Assets		(6,616,250)	(1,115,856)	<b>0</b>	(1,115,856)	(100%)	▼
Interest Expenses		(16,902)	0	<b>0</b>	0		
Insurance Expenses		(319,986)	(223,368)	<b>(199,921)</b>	(23,447)	(10%)	
Other Expenditure		(285,718)	(40,032)	<b>(98,938)</b>	58,906	147%	▲
Loss on Disposal of Assets	8	(119,976)	(19,994)	<b>0</b>	(19,994)	(100%)	
		<b>(13,785,351)</b>	<b>(2,626,441)</b>	<b>(1,079,535)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,616,250	1,115,856	<b>0</b>	(1,115,856)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	114,589	19,098	<b>0</b>	(19,098)	(100%)	
<b>Amount attributable to operating activities</b>		<b>1,393,979</b>	<b>4,257,655</b>	<b>4,625,155</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	3,299,122	1,178,893	<b>1,154,351</b>	(24,542)	(2%)	
Proceeds from Disposal of Assets	8	308,000	0	<b>0</b>	0		
Land and Buildings	13	(1,589,202)	(555,310)	<b>(333,555)</b>	(221,755)	(40%)	▼
Infrastructure Assets - Roads	13	(3,193,479)	(515,786)	<b>(204,686)</b>	(311,100)	(60%)	▼
Infrastructure Assets - Other	13	(2,107,951)	(792,658)	<b>(644,780)</b>	(147,878)	(19%)	▼
Plant and Equipment	13	(1,127,770)	(49,970)	<b>(48,773)</b>	(1,197)	(2%)	
Furniture and Equipment	13	(47,500)	(7,916)	<b>(31)</b>	(7,885)	(100%)	
<b>Amount attributable to investing activities</b>		<b>(4,458,780)</b>	<b>(742,747)</b>	<b>(77,474)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,000,000	0	<b>0</b>	0		
Transfer from Reserves	7	1,141,841	641,841	<b>641,841</b>	0	0%	
Repayment of Debentures	10	(92,428)	0	<b>0</b>	0		
Transfer to Reserves	7	(562,327)	110,223	<b>(7,709)</b>	(117,932)	107%	
<b>Amount attributable to financing activities</b>		<b>1,487,086</b>	<b>752,064</b>	<b>634,132</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>2,014,040</b>	<b>7,858,727</b>	<b>14,192,411</b>			

▲ ▼ 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.

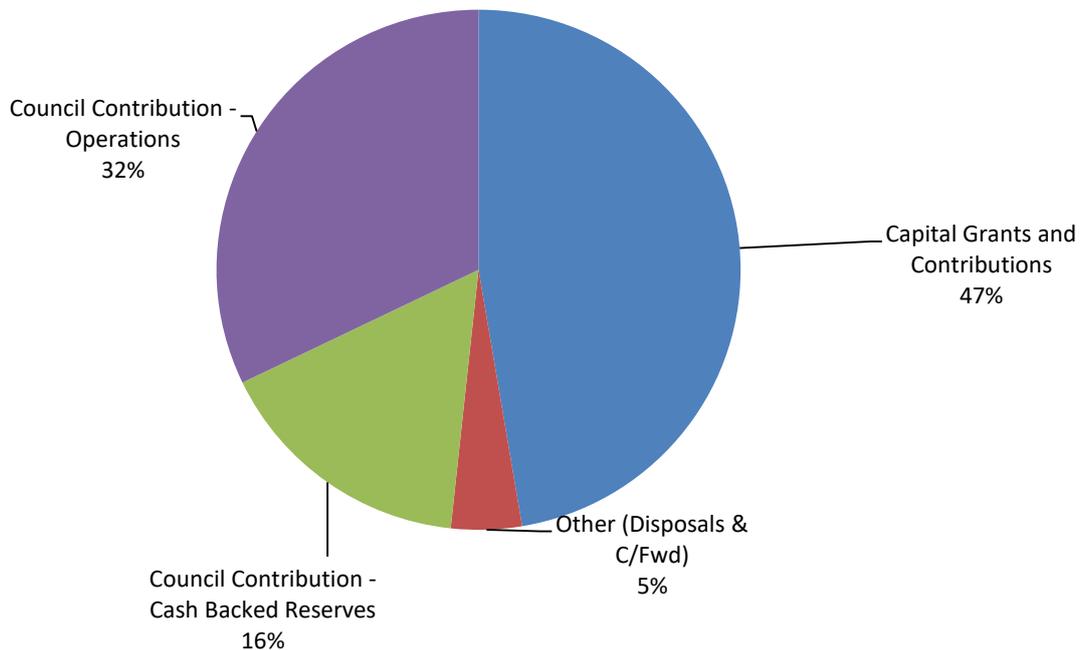
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF YILGARN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 August 2020

**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 and Buildings	13	277,980	55,575	555,310	1,589,202	333,555	221,755
Infrastructure Assets - Roads	13	203,186	1,500	515,786	3,193,479	204,686	311,100
Infrastructure Assets - Footpaths	13	0	0	8,222	196,264	0	8,222
Infrastructure Assets - Refuse	13	0	0	4,082	24,500	0	4,082
Infrastructure Assets - Sewerage	13	0	0	4,666	28,000	0	4,666
Infrastructure Assets - Drainage	13	0	9,690	2,356	14,172	9,690	(7,334)
Infrastructure Assets - Parks & Ovals	13	9,152	0	19,580	117,509	9,152	10,428
Infrastructure Assets - Other	13	625,938	0	753,752	1,727,506	625,938	127,814
Plant and Equipment	13	48,773	0	49,970	1,127,770	48,773	1,197
Furniture and Equipment	13	31	0	7,916	47,500	31	7,885
<b>Capital Expenditure Totals</b>		<b>1,165,060</b>	<b>66,765</b>	<b>1,921,640</b>	<b>8,065,902</b>	<b>1,231,825</b>	<b>689,815</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				1,203,059	3,344,992	1,198,886	
Other (Disposals & C/Fwd)				0	308,000	0	
Council Contribution - Cash Backed Reserves				1,141,841	1,141,841	0	
Council Contribution - Operations				(423,260)	2,271,069	32,939	
<b>Capital Funding Total</b>				<b>1,921,640</b>	<b>8,065,902</b>	<b>1,231,825</b>	

**Budgeted Capital Acquisitions Funding**



**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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 2020**

**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 2020**

**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 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,

**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.

**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.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 1: Significant Accounting Policies**

**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

**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 2020**

**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 2020**

**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 2020/21 Year is \$30,000 or 10% whichever is the greater.

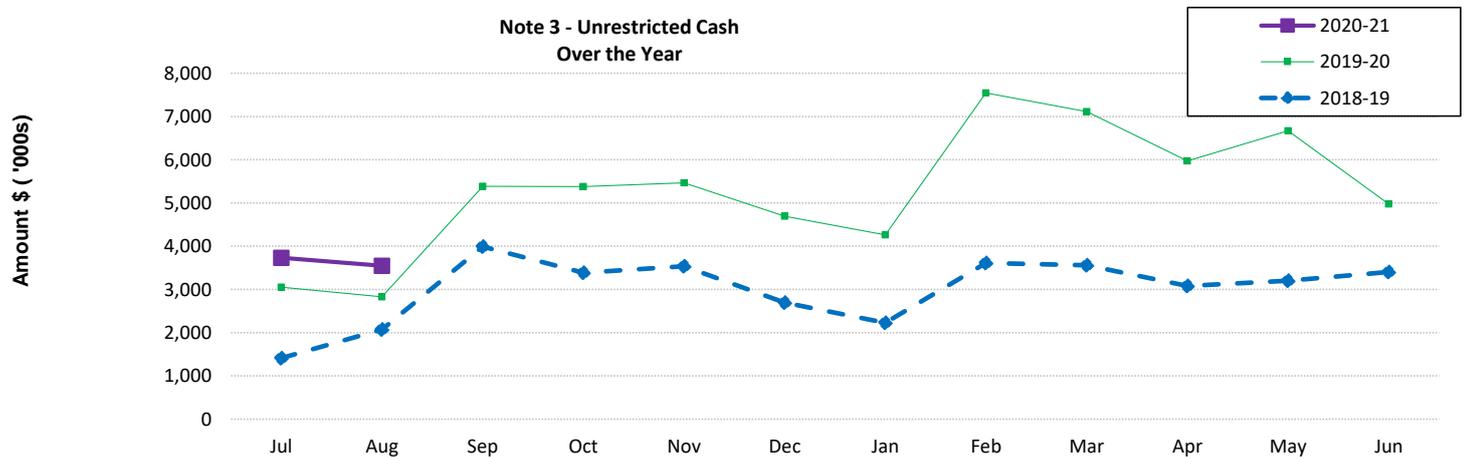
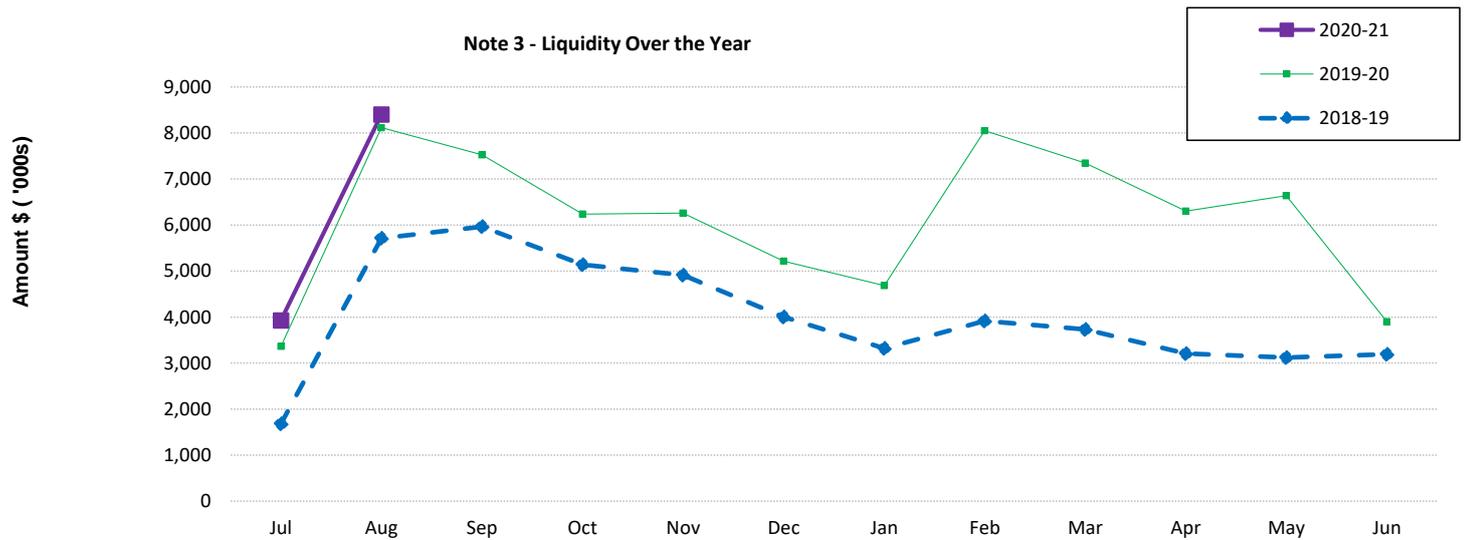
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>					
	\$	%			
Economic Services	(103,979)	(20%)	▼	Permanent	Lees than expected Caravan Park and Stand Pipe Water income.
<b>Operating Expense</b>					
Law, Order and Public Safety	(58,078)	(50%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Education and Welfare	(55,639)	(59%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Housing	(36,623)	(54%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Community Amenties	(65,138)	(35%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Recreation and Culture	(140,337)	(43%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Transport	(880,609)	(81%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Economic Services	(92,228)	(32%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
Other Property and Services	(194,677)	(75%)	▼	Timing	Depreciation yet to be run due to review of asset RUL currently underway.
<b>Capital Expenses</b>					
Land and Buildings	(221,755)	(40%)	▼	Timing	Swimming Pool construction underway.
Infrastructure - Roads	(311,100)	(60%)	▼	Timing	Works underway.
Infrastructure - Other	(147,878)	(19%)	▼	Timing	Swimming Pool construction under way.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2020	This Time Last Year 31 Aug 2019	Current 31 Aug 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	4,353,740	3,400,902	3,548,445
Cash Restricted	4	5,158,019	6,581,762	4,544,554
Receivables - Rates	6	589,115	489,049	5,106,104
Receivables - Other	6	94,730	62,213	417,175
Interest/ATO Receivable/Trust		213,737	53,653	113,834
Loans Receivable-Clubs/Institutions		0	6,000	0
Inventories		27,554	29,909	32,732
		<u>10,436,896</u>	<u>10,623,487</u>	<u>13,762,843</u>
<b>Less: Current Liabilities</b>				
Payables		(1,435,351)	(312,267)	(277,789)
Provisions		(565,476)	(246,963)	(270,792)
		<u>(2,000,827)</u>	<u>(559,230)</u>	<u>(548,581)</u>
Less: Cash Reserves	7	(5,132,480)	(6,581,762)	(4,498,349)
Add back Leave Reserve		294,167	290,294	294,684
<b>Net Current Funding Position</b>		<b>3,591,755</b>	<b>3,772,790</b>	<b>9,010,598</b>



**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Muni Funds - Bank Working Acc	209,481			209,481	Westpac	0.01%	At Call
Muni Funds - Bank Investment Acc	1,651,173			1,651,173	Westpac	0.05%	At Call
Trust Fund Bank			424,862	424,862	Westpac	0.01%	At Call
Cash On Hand	1,350			1,350			
<b>(b) Term Deposits</b>							
Muni Funds - Notice Saver (31 Days)	1,686,441			1,686,441	Westpac	0.90%	31 Days from Call
Reserve Funds - Notice Saver (90 Days)		4,544,554		4,544,554	Westpac	1.00%	90 Days from Call
<b>Total</b>	<b>3,548,445</b>	<b>4,544,554</b>	<b>424,862</b>	<b>8,517,860</b>			

**Comments/Notes - Investments**

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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
	<b>Budget Adoption</b>			\$	\$	\$	\$
	Nil						0
	<b>Changes Due to Timing</b>						0
	Nil						0
				0	0	0	0

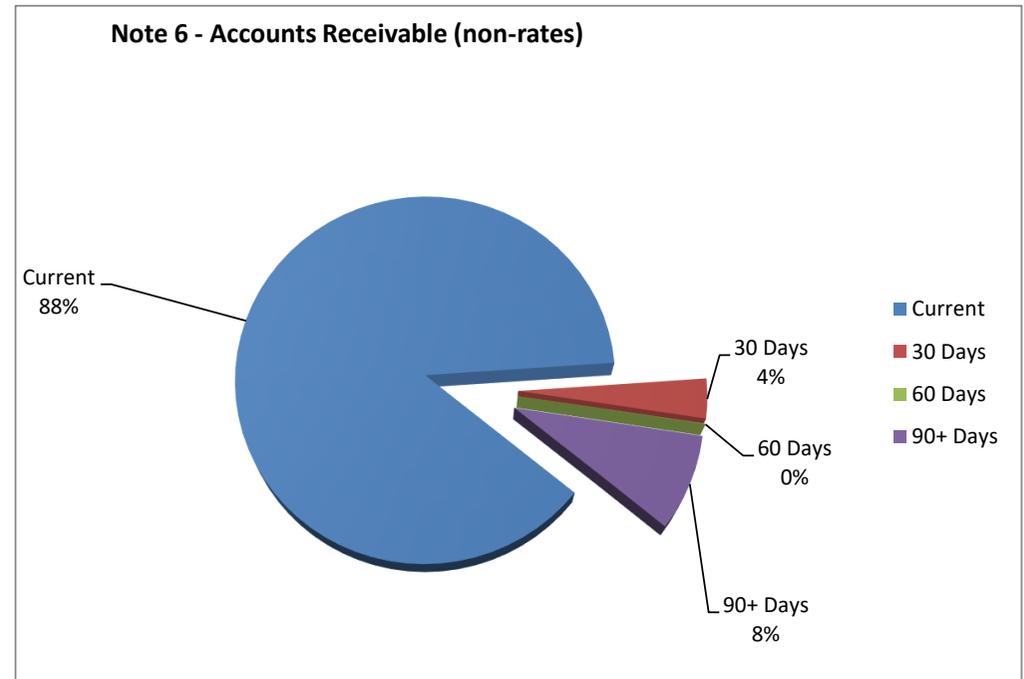
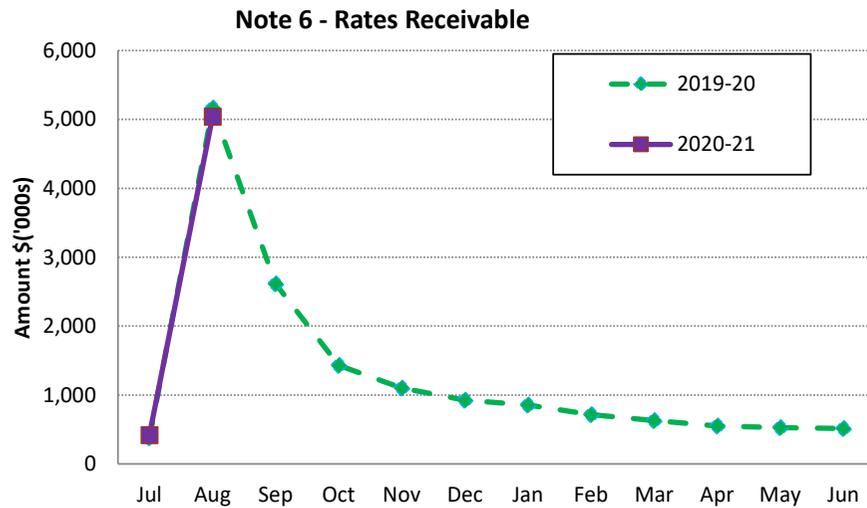
**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 6: Receivables**

Receivables - Rates Receivable	31 Aug 2020	30 June 2020
	\$	\$
Opening Arrears Previous Years	591,230	489,049
Levied this year	4,148,136	4,018,009
<u>Less</u> Collections to date	381,335	(3,915,828)
Equals Current Outstanding	<b>5,120,701</b>	<b>591,230</b>
<b>Net Rates Collectable</b>	<b>5,120,701</b>	<b>591,230</b>
% Collected	-8.05%	86.88%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	367,449	14,487	150	35,089	417,175
<b>Balance per Trial Balance</b>					
Sundry Debtors					417,175
Receivables - Other					0
<b>Total Receivables General Outstanding</b>					<b>417,175</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

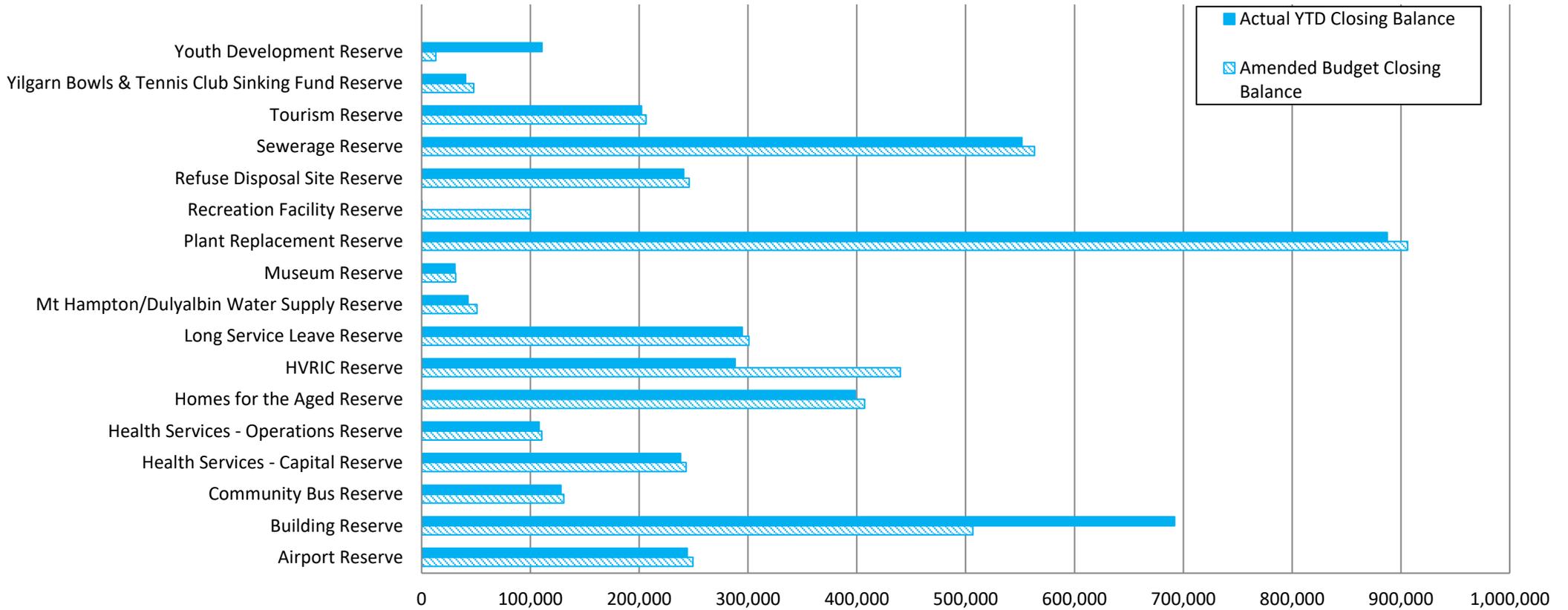
**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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	243,777	5,569	428	0	0	0	0	249,346	244,206
Building Reserve	690,794	15,780	1,214	200,000	0	(400,000)	0	506,574	692,007
Community Bus Reserve	127,798	2,919	225	0	0	0	0	130,717	128,023
Health Services - Capital Reserve	237,541	5,426	417	0	0	0	0	242,967	237,958
Health Services - Operations Reserve	107,921	2,465	190	0	0	0	0	110,386	108,111
Homes for the Aged Reserve	397,909	9,089	699	0	0	0	0	406,998	398,608
HVRIC Reserve	287,984	0	245	152,104	0	0	0	440,088	288,228
Long Service Leave Reserve	294,167	6,720	517	0	0	0	0	300,887	294,684
Mt Hampton/Dulyalbin Water Supply Reserve	42,483	8,470	75	0	0	0	0	50,953	42,558
Museum Reserve	30,554	755	54	0	0	0	0	31,309	30,608
Plant Replacement Reserve	885,969	20,238	1,556	0	0	0	0	906,207	887,526
Recreation Facility Reserve	641,841	0	81	100,000	0	(641,841)	(641,841)	100,000	82
Refuse Disposal Site Reserve	240,510	5,494	423	0	0	0	0	246,004	240,933
Sewerage Reserve	550,806	12,582	968	0	0	0	0	563,388	551,774
Tourism Reserve	201,669	4,607	354	0	0	0	0	206,276	202,023
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	40,332	7,587	71	0	0	0	0	47,919	40,403
Youth Development Reserve	110,425	2,522	194	0	0	(100,000)	0	12,947	110,619
	<b>5,132,480</b>	<b>110,223</b>	<b>7,709</b>	<b>452,104</b>	<b>0</b>	<b>(1,141,841)</b>	<b>(641,841)</b>	<b>4,552,966</b>	<b>4,498,349</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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 2020**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
1865	TRAILER - SIDE TIPPER - YL7059	0	0			54,040	35,000		(19,040)
1866	TRAILER - SIDE TIPPER - YL7016	0	0			54,040	35,000		(19,040)
1875	TRACTOR - JOHN DEERE - YL5410	0	0			19,613	25,000	5,387	
1998	TRUCK- 2015 MITSUBISHI FUSO CANTER 4X2 -YL4949	0	0			41,235	25,000		(16,235)
1999	TRUCK- 2015 MITSUBISHI FUSO CANTER 815 -YL046	0	0			37,405	25,000		(12,405)
2000	UTE - 2015 ISUZU NPS 65 -155 - YL311	0	0			45,290	25,000		(20,290)
2017	2017 - TOYOTA LANDCRUISER SINGLE CAB LC70 WORMATE -YL645	0	0			41,649	38,000		(3,649)
2036	2019 HOLDEN COLORADO LTZ -CREW CAB 4WD UTILITY -YL252	0	0			34,622	30,000		(4,622)
2038	2019 TOYOTA PRADO DSL WGN A/T VX -YL1	0	0			51,598	40,000		(11,598)
2047	2019 TOYOTA KLUGER AWD V6 WAGON A/T GXL - SILVER(YL50)	0	0			43,097	30,000		(13,097)
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>422,589</b>	<b>308,000</b>	<b>5,387</b>	<b>(119,976)</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 9: Rating Information**

	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Non - Rateable	0.0000	123	337,864	0	0	0	0	0	0	0	0
GRV - Residential/Industrial	11.2332	507	3,565,582	441,056	0	0	441,056	382,556	0	0	382,556
GRV - Commercial	7.9074	41	1,010,886	77,588	0	0	77,588	77,588	0	0	77,588
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	122,504	0	0	122,504	122,505	0	0	122,505
UV - Rural	1.7575	402	104,207,876	1,826,511	0	0	1,826,511	1,830,465	0	0	1,830,465
UV - Mining Tenement	17.3923	554	8,618,039	1,490,102	0	0	1,490,102	1,490,102	0	0	1,490,102
<b>Sub-Totals</b>		<b>1,646</b>	<b>119,054,154</b>	<b>4,041,511</b>	<b>0</b>	<b>0</b>	<b>4,041,511</b>	<b>3,986,966</b>	<b>0</b>	<b>0</b>	<b>3,986,966</b>
<b>Minimum Payment</b>	<b>\$</b>										
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	3	1,075	1,200	0	0	1,200	1,200	0	0	1,200
UV - Rural	400.00	40	289,145	16,400	0	0	16,400	16,000	0	0	16,000
UV - Mining Tenement	400.00	229	275,026	91,600	0	0	93,573	91,600	0	0	91,600
<b>Sub-Totals</b>		<b>399</b>	<b>741,523</b>	<b>113,200</b>	<b>0</b>	<b>0</b>	<b>115,173</b>	<b>171,300</b>	<b>0</b>	<b>0</b>	<b>171,300</b>
		<b>2,045</b>	<b>119,795,677</b>	<b>4,154,711</b>	<b>0</b>	<b>0</b>	<b>4,156,684</b>	<b>4,158,266</b>	<b>0</b>	<b>0</b>	<b>4,158,266</b>
Concession							(6,575)				(140,000)
<b>Amount from General Rates</b>							<b>4,150,109</b>				<b>4,018,266</b>
Ex-Gratia Rates							0				33,104
							<b>4,150,109</b>				<b>4,051,370</b>

**Comments - Rating Information**

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 10: Information on Borrowings**

*(a) Debenture Repayments*

Particulars	Actual		Amended Budget	
	Principal	Interest	Principal	Interest
	\$	\$	\$	\$
<b>Recreation and Culture</b>				
Loan 98 - Yilgarn Aquatic Centre	-	-	92,428	16,902
	0	0	92,428	16,902

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget		Revenue	(Expended)	Grant
			(a)	\$	\$	\$	(d)	(d)+(e)	\$	\$	(a)+(b)+(c)
<b>General Purpose Funding</b>											
Grants Commission - General	WALGGC	Operating	0	778,999	0	194,749	778,999	778,999	231,634	(231,634)	0
Grants Commission - Roads	WALGGC	Operating	0	776,331	0	194,082	776,331	776,331	162,612	(162,612)	0
Local Roads & Community Infrastructure	Fed. Dept. Infra	Non-operating	0	0	943,500	471,750	943,500	943,500	471,491	(27,383)	444,108
<b>Law, Order and Public Safety</b>											
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	64,199	0	10,698	64,199	64,199	0	0	0
FESA Grant - Capital Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Non-operating	0	0	42,600	42,600	42,600	42,600	42,663	(42,663)	0
<b>Education &amp; Welfare</b>											
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	0	102,252	0	25,563	102,252	102,252	25,990	(25,990)	0
Centrelink Commissions	Centrelink	Operating	0	5,219	0	868	5,219	5,219	5,741	(5,741)	0
Grant - Seniors Week	Council on the Aged	Operating - Tied	0	800	0	132	800	800	0	0	0
<b>Community Amenities</b>											
Grants - Various Community Development Programs	Various	Operating	0	1,000	0	166	1,000	1,000	0	0	0
<b>Recreation and Culture</b>											
Sport & Recreation Grant - Swimming Pool	Dept. Sport & recreation	Non-operating	0	0	175,000	0	175,000	175,000	0	0	0
<b>Transport</b>											
Main Roads - Direct Grant	Main Roads WA	Non-operating	0	0	352,420	352,420	352,420	352,420	352,420	(352,420)	0
HVRIC - WA Salt	WA Salt	Non-operating	0	0	145,000	24,166	145,000	145,000	19,990	0	19,990
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	906,164	0	906,164	906,164	199	(29,000)	0
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	780,308	312,123	780,308	780,308	312,123	(268,098)	44,025
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	(46,164)	326,567	0	326,567	326,567	326,567	316,000	(67,483)	202,353
<b>TOTALS</b>			<b>(46,164)</b>	<b>2,055,367</b>	<b>3,344,992</b>	<b>1,955,884</b>	<b>5,400,359</b>	<b>5,400,359</b>	<b>1,940,863</b>	<b>(1,213,024)</b>	<b>710,476</b>
<b>SUMMARY</b>											
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(46,164)	493,818	0	362,960	493,818	493,818	341,990	(93,473)	202,353
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	3,344,992	1,203,059	3,344,992	3,344,992	1,198,886	(719,564)	508,123
<b>TOTALS</b>			<b>(46,164)</b>	<b>2,055,367</b>	<b>3,344,992</b>	<b>1,955,884</b>	<b>5,400,359</b>	<b>5,400,359</b>	<b>1,940,863</b>	<b>(1,213,024)</b>	<b>710,476</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**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 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
Police Licensing	5,757	588,922	(588,922)	5,757
Builders Levy	6,597	22,558	(3,264)	25,891
Transwa Bookings	2,979	10,635	(9,876)	3,738
Staff Personal Dedns	42,307	42,275	(34,368)	50,214
Housing Tenancy Bonds	11,620	2,480	(4,940)	9,160
Security Key System - Key Bonds	50	1,780	0	1,830
Skeleton Weed	53,887	0	(53,887)	0
Clubs & Groups	789	3,860	(4,430)	219
Third Party Contributions	6,338	250	(250)	6,338
Rates Overpaid	17,655	9,214	(10,979)	15,890
Retention Monies	0	304,710	0	304,710
	<b>316,407</b>	<b>998,477</b>	<b>(890,022)</b>	<b>424,862</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Land &amp; Buildings</b>								
<b>Education &amp; Welfare</b>								
	Homes for the Aged Capital Works - LRCI Grant Courtyard Improvements	J08401	0	0	0	(169,500)	0	0
	Homes for the Aged -Units 6 Capital Works	J08403	0	0	0	(49,498)	(8,246)	8,246
	Homes for the Aged -Units 7 Capital Works	J08404	(9,277)	0	(9,277)	(49,498)	(8,246)	(1,031)
	<b>Education &amp; Welfare Total</b>		<b>(9,277)</b>	<b>0</b>	<b>(9,277)</b>	<b>(268,496)</b>	<b>(16,492)</b>	<b>7,215</b>
<b>Housing</b>								
	2 Libra Place - Electrical Rewire - Full House	J09200	0	0	0	(8,000)	(1,332)	1,332
	120 Antares Street -Reroof premises	J09400	0	0	0	(26,227)	(4,368)	4,368
	<b>Housing Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(34,227)</b>	<b>(5,700)</b>	<b>5,700</b>
<b>Community Amenities</b>								
<b>Sewerage Southern Cross</b>								
	Southern Cross Sewerage Scheme - Containerised filtration & Treatment system inc insta	E10351	(29,625)	0	(29,625)	(123,750)	(20,624)	(9,001)
	<b>Community Amenities Total</b>		<b>(29,625)</b>	<b>0</b>	<b>(29,625)</b>	<b>(123,750)</b>	<b>(20,624)</b>	<b>(9,001)</b>
<b>Recreation And Culture</b>								
<b>Swimming Areas and Beaches</b>								
	Swimming Pool - Land & Building Capital - Facility Design & Project Management	E11250	(268,100)	0	(268,100)	(974,596)	(487,298)	219,198
<b>Other Recreation &amp; Sport</b>								
	SX Sports Complex Building - Replace Basketball Court Flooring, Update Ladies toilet	SPRT10	0	(47,313)	(47,313)	(110,409)	(18,396)	(28,917)
<b>Heritage</b>								
	Yilgarn History Museum - Replace Boundry Fences	J11502	0	0	0	(24,848)	(4,138)	4,138
	<b>Recreation And Culture Total</b>		<b>(268,100)</b>	<b>(47,313)</b>	<b>(315,413)</b>	<b>(1,109,853)</b>	<b>(509,832)</b>	<b>194,419</b>
<b>Transport</b>								
	Depot - Capital Works - Upgrade Nursery Shed, Old Depot Office Painting, new Signage	J14602	0	(4,131)	(4,131)	(36,832)	(6,134)	2,003
	<b>Transport Total</b>		<b>0</b>	<b>(4,131)</b>	<b>(4,131)</b>	<b>(36,832)</b>	<b>(6,134)</b>	<b>2,003</b>

 Level of completion indicator, please see table at the end of this note for further detail.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment	
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance		
		\$	\$	\$	\$	\$	\$		
<b>Economic Services</b>									
	Caravan Park Improvements -New Storage/Laundry Building with Carport	J13203	(603)	0	(603)	(65,539)	(10,918)	10,315	
	<b>Economic Services Total</b>		<b>(603)</b>	<b>0</b>	<b>(603)</b>	<b>(65,539)</b>	<b>(10,918)</b>	<b>10,315</b>	
<b>Other Property &amp; Services</b>									
<b>Public - Administration</b>									
	Administration Centre - Land & Building - Replace Facades & Exterior Paint, external Wo	J14601	0	0	0	(37,423)	(6,234)	6,234	
	<b>Public - Administration Total</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(37,423)</b>	<b>(6,234)</b>	<b>6,234</b>	
<b>Infrastructure - Maintenance</b>									
	Administration Centre - Land & Building - Replace Facades & Exterior Paint	J14602	0	(4,131)	(4,131)	(36,832)	0	(4,131)	
	<b>Infrastructure - Maintenance Total</b>	<b>Total</b>		<b>(4,131)</b>	<b>(4,131)</b>	<b>(36,832)</b>	<b>0</b>	<b>(4,131)</b>	
<b>Land &amp; Building Total</b>			<b>(277,980)</b>	<b>(55,575)</b>	<b>(363,180)</b>	<b>(1,589,202)</b>	<b>(555,310)</b>	<b>221,755</b>	
<b>Furniture &amp; Office Equip.</b>									
<b>Other Community Amenities</b>									
	Cemetery -Plant & Equipment Capital	E10755	(31)	0	(31)	(8,500)	(1,416)	1,385	
	<b>Other Community Amenities Total</b>		<b>(31)</b>	<b>0</b>	<b>(31)</b>	<b>(8,500)</b>	<b>(1,416)</b>	<b>1,385</b>	
<b>Other Recreation &amp; Sport</b>									
	Parks & Gradens -Plant & Equipment Capital-LCRI Grant upgrade Park BBQ	E11357	0	0	0	(24,000)	(4,000)	4,000	
	<b>Other Recreation &amp; Sport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(24,000)</b>	<b>(4,000)</b>	<b>4,000</b>	

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Other Property &amp; Services</b>								
 Depot - Furniture & Equipment	E12352	0	0	0	(15,000)	(2,500)	2,500	
	<b>Other Property &amp; Services Total</b>	<b>0</b>	<b>0</b>	<b>(62)</b>	<b>(15,000)</b>	<b>(2,500)</b>	<b>2,500</b>	
<b>Furniture &amp; Office Equip Total</b>		<b>(31)</b>	<b>0</b>	<b>(93)</b>	<b>(47,500)</b>	<b>(7,916)</b>	<b>7,885</b>	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Recreation And Culture</b>								
 Swimming Pool -Plant & Equipment - LCRI Grant Swimming Pool Covers	E11252	0	0	0	(60,000)	0	0	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(60,000)</b>	<b>0</b>	<b>0</b>	
<b>Transport</b>								
 YL 7059 - Trailer-Side Tipper - Replace Asset 1865	E12350	0	0	0	(120,000)	0	0	
 YL 7016 - Trailer-Side Tipper - Replace Asset 1866	E12350	0	0	0	(120,000)	0	0	
 YL 5410 - Tractor - John Deere - Replace Asset 1875	E12350	0	0	0	(71,500)	0	0	
 YL4949 - Truck - 2015 Mitsubishi Fuso Canter 4x2- Replace Asset 1998	E12350	0	0	0	(92,500)	0	0	
 YL046 - Truck - 2015 Mitsubishi Fuso Canter 815- Replace Asset 1999	E12350	0	0	0	(87,500)	0	0	
 YL311 - UTE -2015 ISUZU NPS 65-155 - 4x4 Ute - Replace Asset 2000	E12350	0	0	0	(92,500)	0	0	
 YL645 -Toyota LandCruiser CAB LC70- 4x4 Ute (Workmate)- Replace Asset 2017	E12350	0	0	0	(65,500)	0	0	
 New Asset - Street Sweeper	E12350	0	0	0	(190,000)	0	0	
 New Asset - Electronic Signage Trailer	E12350	(17,970)	0	(17,970)	(17,970)	(17,970)	0	
 New Asset - Mulcer (Bobcat Attachment)	E12350	(30,803)	0	(30,803)	(32,000)	(32,000)	1,197	
	<b>Transport Total</b>	<b>(48,773)</b>	<b>0</b>	<b>(48,773)</b>	<b>(889,470)</b>	<b>(49,970)</b>	<b>1,197</b>	
<b>Other Property &amp; Services</b>								
 YL 252 -Holden Colorado LTZ-CREW CAB 4WD UTILITY(EMRS) - Replace Asset 2036	E14656	0	0	0	(57,000)	0	0	
 YL 1 - Toyota Prado- DSL WGN A/T VX(CEO) - Replace Asset 2038	E14656	0	0	0	(66,300)	0	0	
 YL 50 - Toyota Kluger - AWD V6 Wagon A/T GXL - SILVER(EMCS) - Replace Asset 2047	E14656	0	0	0	(55,000)	0	0	
	<b>Other Property &amp; Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(178,300)</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(48,773)</b>	<b>0</b>	<b>(48,773)</b>	<b>(1,127,770)</b>	<b>(49,970)</b>	<b>1,197</b>	

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Infrastructure - Roads (Non Town)</b>								
 R2030 - M40 - 10 Mm Bitumen Reseal - Silk 3.0 - 9.0(20/21)	RRG14	0	0	0	(194,327)	(32,384)	32,384	
 R2030 - Koolyanobbing Road - Construct to 7 mSeal - slk 11.0 - 14.0(20/21)	RRG15	(87,352)	0	(87,352)	(613,939)	(102,318)	14,966	
 R2030 - Koolyanobbing Road -10 Mm Reseal - slk 8.0 - 11.0(20/21)	RRG16	0	0	0	(102,176)	(17,024)	17,024	
 R2030 - Moorine South Rd 10Mm Bitumen Reseal - Silk 16.5 - 24.5(20/21)	RRG17	0	0	0	(270,398)	(45,064)	45,064	
 R2R - Crampthorn Road - Construct to 7M Seal- slk 8.5 - 10.0(20/21)	R2R22	0	0	0	(328,017)	(54,664)	54,664	
 R2R - Bodallin South Road - Construct To 7M Seal - slk 6.5 - 7.7(20/21)	R2R23	0	0	0	(293,252)	(48,872)	48,872	
 R2R - Bodallin South Road - Bitumen Reseal - slk 4.9 - 6.4(20/21)	R2R24	0	0	0	(41,009)	(6,832)	6,832	
 R2R - Southern Cross South Rd- Formation & Gravel Overlay slk 47.8 -51.3(20/21)	R2R25	(6,000)	0	(6,000)	(145,698)	(24,280)	18,280	
 R2R - Southern Cross South Rd- Formation & Gravel Overlay slk 13.4 -16.4(19/20)	R2R20	0	0	0	(98,188)	0	0	
 R2R - Gatley Road - Formation & Gravel Overlay - slk 2.5 -4.5(20/21)	R2R26	0	0	0	(98,188)	(16,360)	16,360	
 RRU - Kent Road - Formation & Gravel -slk 18.3-20.3(20/21)	RRU12	0	0	0	(97,836)	(16,302)	16,302	
 RRU - Nulla Nulla Sth Road - Formation & Gravel -slk 30.0-32.5(20/21)	RRU17	0	0	0	(102,245)	(17,034)	17,034	
 RRU - Cockatoo Tank Road - Formation & Gravel Overlay - slk 7.0 -9.0(20/21)	RRU18	0	0	0	(108,086)	(18,008)	18,008	
 RRU - Emu Fence Road - Formation & Gravel Overlay - slk 137.5 - 139.5(20/21)	RRU19	(79,379)	0	(79,379)	(102,030)	(17,000)	(62,379)	
 RRU - Koolyanobbing Road Bitumen Reseal - Silk 31.0 - 33.0(19/20)	RRU20	0	0	0	(58,151)	(9,686)	9,686	
 RRU - Brennand Road Formation & Gravel Overlay - Silk 13.5- 15.5(20/21)	RRU21	(28,955)	0	(28,955)	(99,382)	(16,556)	(12,399)	
 LRCl - Three Boys Road Construct To 7M Seal - Silk 1.8 - 3.3(20/21)	RRU22	0	0	0	(227,341)	(37,886)	37,886	
 LRCl- Moorine South Road -Sliplane - Moorine South & Bennett Roads(20/21)	RRU23	0	0	0	(95,488)	(15,910)	15,910	
<b>Infrastructure - Roads (Non Town) Total</b>		<b>(201,686)</b>	<b>0</b>	<b>(201,686)</b>	<b>(3,075,751)</b>	<b>(496,180)</b>	<b>294,494</b>	
<b>Infrastructure - Roads (Non Town) Total</b>		<b>(201,686)</b>	<b>0</b>	<b>(201,686)</b>	<b>(3,075,751)</b>	<b>(496,180)</b>	<b>294,494</b>	

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Infrastructure - Roads (Town)</b>								
 TRU - Achener Street - Bitumen Reseal, Antares - Sirius St (19/20 & 20/21)	TRU05	0	0	0	(61,738)	(10,286)	10,286	
 TRU - Cnr Altair/Geh - Concrete Crossover Corner Parking areat ( 20/21)	TRU06	0	0	0	(8,326)	(1,386)	1,386	
 TRU - Bituminise Depot Parking & Depot Entrance (20/21)	TRU07	(522)	(522)	(1,044)	(36,850)	(6,136)	5,092	
 TRU - Pegasi Street - Drainage & Sea(20/21)	TRU08	(978)	(978)	(1,956)	(10,814)	(1,798)	(158)	
	<b>Infrastructure - Roads (Town) Total</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(3,000)</b>	<b>(117,728)</b>	<b>(19,606)</b>	<b>16,606</b>	
	<b>Infrastructure - Roads (Town) Total</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(3,000)</b>	<b>(117,728)</b>	<b>(19,606)</b>	<b>16,606</b>	
	<b>Infrastructure - Road Total</b>	<b>(203,186)</b>	<b>(1,500)</b>	<b>(201,686)</b>	<b>(3,193,479)</b>	<b>(515,786)</b>	<b>311,100</b>	
<b>Infrastructure - Footpaths</b>								
<b>Transport</b>								
 Concrete Footpath - Spica Street - Southern Cross	J12101	0	0	0	(49,364)	(8,222)	8,222	
 LRCI Grant -Concrete Footpath - Beaton Rd -Antares ST To Cemetery Southern Cross	J12102	0	0	0	(146,900)	0	0	
	<b>Infrastructure - Footpaths Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(196,264)</b>	<b>(8,222)</b>	<b>8,222</b>	
	<b>Infrastructure - Footpaths Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(196,264)</b>	<b>(8,222)</b>	<b>8,222</b>	
<b>Infrastructure - Refuse</b>								
<b>Community Amenities</b>								
 SX Refuse Disposal Site - Capital -Install security Cameras,Solar lighting	J10107	0	0	0	(24,500)	(4,082)	4,082	
	<b>Infrastructure - Refuse Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(24,500)</b>	<b>(4,082)</b>	<b>4,082</b>	
	<b>Infrastructure - Refuse Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(24,500)</b>	<b>(4,082)</b>	<b>4,082</b>	

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

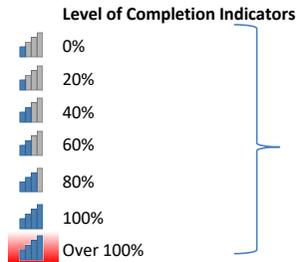
**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Infrastructure - Sewerage</b>								
<b>Community Amenities</b>								
	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
	<b>Infrastructure - Sewerage Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(28,000)</b>	<b>(4,666)</b>	<b>4,666</b>
	<b>Infrastructure - Sewerage Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(28,000)</b>	<b>(4,666)</b>	<b>4,666</b>
<b>Infrastructure - Drainage</b>								
<b>Community Amenities</b>								
	Southern Cross Drainage - Infrastructure Capital	J10901	0	(9,690)	(9,690)	(14,172)	(2,356)	(7,334)
	<b>Infrastructure - Drainage Total</b>		<b>0</b>	<b>(9,690)</b>	<b>(9,690)</b>	<b>(14,172)</b>	<b>(2,356)</b>	<b>(7,334)</b>
	<b>Infrastructure - Drainage Total</b>		<b>0</b>	<b>(9,690)</b>	<b>(9,690)</b>	<b>(14,172)</b>	<b>(2,356)</b>	<b>(7,334)</b>
<b>Infrastructure - Parks &amp; Ovals</b>								
<b>Community Amenities</b>								
	Rotary Park- Replace 3x Picnic settings/Seating & Install Water Fountain	J10711	0	0	0	(14,509)	(2,414)	2,414
<b>Recreation &amp; Culture</b>								
	Toddler Playground Equipment - Constellation Park - Shade sails, W D Fountain	E11352	(9,152)	0	(9,152)	(103,000)	(17,166)	8,014
	<b>Infrastructure - Parks &amp; Ovals Total</b>		<b>(9,152)</b>	<b>0</b>	<b>(9,152)</b>	<b>(117,509)</b>	<b>(19,580)</b>	<b>10,428</b>
	<b>Infrastructure - Parks &amp; Ovals Total</b>		<b>(9,152)</b>	<b>0</b>	<b>(9,152)</b>	<b>(117,509)</b>	<b>(19,580)</b>	<b>10,428</b>
<b>Infrastructure - Other</b>								
<b>Swimming Areas and Beaches</b>								
	Swimming Pool - Infrastructure Capital -Contracted works to be completed	E11251	(625,938)	0	(625,938)	(1,507,506)	(753,752)	127,814
	<b>Swimming Areas and Beaches Total</b>		<b>(625,938)</b>	<b>0</b>	<b>(625,938)</b>	<b>(1,507,506)</b>	<b>(753,752)</b>	<b>127,814</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Other Recreation &amp; Sport</b>								
Sx Youth Recreational Works -Infra Capital - LRCI Grant -Construction-Sx Skate Park	E11350	0	0	0	(220,000)	0	0	
<b>Other Recreation &amp; Sport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(220,000)</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Other Total</b>		<b>(625,938)</b>	<b>0</b>	<b>(625,938)</b>	<b>(1,727,506)</b>	<b>(753,752)</b>	<b>127,814</b>	
<b>Capital Expenditure Total</b>		<b>(1,165,060)</b>	<b>(66,765)</b>	<b>(1,258,512)</b>	<b>(8,065,902)</b>	<b>(1,921,640)</b>	<b>689,815</b>	



Percentage YTD Actual to Annual Budget  
 Expenditure over budget highlighted in red.

# Attachments

## 9.2.2

### **Accounts for Payment**

Date: 08/09/2020  
Time: 2:01:20PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 1

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
40937	14/08/2020	LGRCEU	Payroll deductions	A		20.50
40938	14/08/2020	SHIRE OF YILGARN	Payroll deductions	A		1,295.00
40939	14/08/2020	SHIRE OF YILGARN	CHEMIST LEASE - RETAINED IN TRUST (T13) - JULY 2020	A		550.00
40940	14/08/2020	TELSTRA	PHONE - JULY 2020 - SHIRE	A		1,849.79
40941	28/08/2020	LGRCEU	Payroll deductions	A		20.50
40942	28/08/2020	SHIRE OF YILGARN	Payroll deductions	A		1,395.00

REPORT TOTALS

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
A	MUNICIPAL FUND	5,130.79
<b>TOTAL</b>		<b>5,130.79</b>

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10372	14/08/2020	ABCO PRODUCTS	Dust masks	A		366.12
EFT10373	14/08/2020	ADAM COUTIS	REIMBURSEMENT - COMMUNITY BUS - FUEL	A		32.00
EFT10374	14/08/2020	AFGRI EQUIPMENT	AT356101 Mirror	A		545.18
EFT10375	14/08/2020	WA Distributors Pty Ltd	EC2188 box Earthcare hand towel	A		281.20
EFT10376	14/08/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC JULY 2020	A		694.23
EFT10377	14/08/2020	ANALYTICAL REFERENCE LABORATORY	Water Sampling Resuse Water Scheme TSS Only	A		55.00
EFT10378	14/08/2020	AUSTRALIA POST	POSTAGE CHARGES - JULY 2020	A		327.25
EFT10379	14/08/2020	AVON WASTE	MONTHLY RUBBISH COLLECTION - JULY 2020	A		16,471.30
EFT10380	14/08/2020	ALLWOOD TIMBER SUPPLIES	2.4 x 140 x40 Meranti	A		287.23
EFT10381	14/08/2020	BANNER EXCAVATIONS & ROCKBREAKING	38 hours Dozer Hire Re-hab Gravel Pit Emu Fence Road - RRU19 (doc # 1831)	A		11,704.00
EFT10382	14/08/2020	BERNIE'S MOBILE MECHANICAL SERVICE	BERNIE'S JULY PURCHASES 2020	A		1,365.80
EFT10383	14/08/2020	BEST PRACTICE SOFTWARE PTY LTD	BP PREMIER PART TIME DOCTOR	A		654.31
EFT10384	14/08/2020	BEV MARTIN TEXTILES	X12XL-NH-MSH 75x155cm Pearl Towel	A		816.53
EFT10385	14/08/2020	BOC GASES	Argoshield Universal E2	A		111.61
EFT10386	14/08/2020	CAMERON WATSON	PHONE BUNDLE REIMBURSEMENT - JULY 2020	A		90.00
EFT10387	14/08/2020	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		340.64
EFT10388	14/08/2020	COOPER & OXLEY GROUP PTY LTD	SOUTHERN CROSS AQUATIC CENTRE DEVELOPMENT- PROGRESS CLAIM 7	A		983,441.25

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10389	14/08/2020	CORSIGN	4 x G9-9 - 1500 x 750 (class 1 with struts)	A		4,828.45
EFT10390	14/08/2020	CUTTING EDGES EQUIPMENT PARTS	GB7858HT Grader Blade	A		4,110.68
EFT10391	14/08/2020	GRB RESOURCES PTY LTD	Pump truck hire, sewerage access chamber breakdown - Arcturus street.	A		3,272.50
EFT10392	14/08/2020	HARE AND FORBES PTY LTD	D598 Drill Pedestal	A		3,259.80
EFT10393	14/08/2020	TOLL IPEC PTY LTD	TOLL FREIGHT	A		674.69
EFT10394	14/08/2020	WESFARMERS KLEENHEAT GAS PTY LTD	Caravan Park bulk gas 30 JUNE 2020	A		1,608.79
EFT10395	14/08/2020	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO. M2020/7 DATED 25/06/2020 TO 16/07/2020	A		188.60
EFT10396	14/08/2020	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	EL6000SC70 Brava EL6000 entrance set lever	A		278.00
EFT10397	14/08/2020	MEDELECT	Supply of 6 X ECG Clips for Doctors Surgery	A		154.00
EFT10398	14/08/2020	MIDWEST SOLAR & WATER WA	Pressure Check Standpipes and RPZ Backflow Prevention Devices.	A		4,310.50
EFT10399	14/08/2020	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT AS PER CONTRACT PER WEEK	A		2,300.00
EFT10400	14/08/2020	MOMAR AUSTRALIA PTY LTD	Momar stallion black rubberised coating aerosol 454 grams	A		380.60
EFT10401	14/08/2020	MOORE AUSTRALIA AUDIT WA	Fuel Tax Credits Webinar - 28.08.2020 - Nalukui Mwale	A		242.00
EFT10402	14/08/2020	IXOM OPERATIONS PTY LTD	JULY 2020 CHLORINE RENTAL	A		211.42
EFT10403	14/08/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY FEE FOR DAILY MONITORING, MANAGEMENT AND RESOLUTION OF DISASTER RECOVERY OPTIONS AT SITE JULY 2020	A		127.50
EFT10404	14/08/2020	PROMOTIONAL EXPOSURE	BALANCE FOR COMEDY GOLD SHOW 2020	A		1,760.00
EFT10405	14/08/2020	R MUNNS ENGINEERING CONSULTING SERVICES	Carry out RAV Assessment on Emu Fence and Wheatly Roads	A		2,695.79

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10406	14/08/2020	SHAC ELECTRICAL SERVICES	Please check caravan park luminated sign as only half working	A		2,377.75
EFT10407	14/08/2020	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		102.00
EFT10408	14/08/2020	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - JULY 2020 - SHIRE	A		881.92
EFT10409	14/08/2020	SOUTHERN CROSS HARDWARE AND NEWS	JULY 2020 HARDWARE PURCHASES	A		6,818.61
EFT10410	14/08/2020	SOUTHERN CROSS MOTOR MART	SX MOTO MART JULY 2020 PURCHASES	A		447.90
EFT10411	14/08/2020	SOUTHERN CROSS TYRE SERVICES	SOUTHERN CROSS TYRE & AUTO SERVICES JULY 2020 PURCHASES	A		5,738.81
EFT10412	14/08/2020	BOB WADDELL & ASSOCIATES PTY LTD	END OF YEAR 2019-2020 - ASSISTANCE WITH PENSIONER CLAIMS FOR A795, A3430, A4230, A3270 & A2000. ESTIMATED TIME OF WORK - 6 HOURS. [\$120.00 P/H + GST = \$132.00 X 6 HRS= \$792.00]	A		792.00
EFT10413	14/08/2020	WATER CORPORATION.	WATER - JULY 2020 - EMRS	A		80,033.01
EFT10414	14/08/2020	WESTRAC EQUIPMENT PTY LTD	1 x 475-2760 HM 115C Mulcher as per attached quote	A		33,922.87
EFT10415	14/08/2020	WHEATBELT BUSINESS NETWORK	WBN MEMBERSHIP	A		1,500.00
EFT10416	14/08/2020	WHEATBELT STEEL SUPPLIES	135148 PURTS-TOPSPAN 61 X 1.00MM GALVANISED #6.100M#	A		5,795.24
EFT10417	14/08/2020	TELSTRA	PHONE - JULY 2020 - WHISPIR	A		323.42
EFT10418	14/08/2020	WURTH AUSTRALIA PTY LTD	0890108719 Brake Cleaner - 20 lt	A		263.25
EFT10419	14/08/2020	YILGARN AGENCIES	YILGARN AGENCIES JULY PURCHASES 2020	A		1,535.90
EFT10420	14/08/2020	YILGARN PLUMBING AND GAS	Please repair burst pipe at park	A		7,658.54
EFT10421	21/08/2020	AUSTRALIAN TAXATION OFFICE	JULY 2020, BAS, PAYG, GST LIABILITY AND GST CREDITS	A		49,791.00

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10422	28/08/2020	ABCO PRODUCTS	5L TREBLE	A		692.60
EFT10423	28/08/2020	WA Distributors Pty Ltd	EC2188 EARTHCARE HAND TOWEL	A		454.10
EFT10424	28/08/2020	AH & PA OETIKER	GRAVEL PURCHASE 6000M3 BLOCK LOCATION # 462	A		6,600.00
EFT10425	28/08/2020	AQUATIC SERVICES WA	DOLPHIN POOL CLEANER HIRE SEPTEMBER TO NOVEMBER 2019	A		1,980.00
EFT10426	28/08/2020	AVON WASTE	BIN PURCHASE 20 X GREEN WASTE BINS AND 5 X RECYCLE BINS	A		2,340.00
EFT10427	28/08/2020	AV-SEC SECURITY SERVICES	SECURITY SYSTEM MAINTENANCE	A		2,349.00
EFT10428	28/08/2020	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		340.64
EFT10429	28/08/2020	J & S CIABARRI	PLEASE REPAINT INTERNAL OF UNIT 91A ANTARES	A		4,461.60
EFT10430	28/08/2020	BRYAN CLOSE	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		400.00
EFT10431	28/08/2020	COPIER SUPPORT	ADMIN COPIER READINGS AUGUST 2020	A		2,649.35
EFT10432	28/08/2020	GERALDTON CENTRAL REGIONAL TAFE	SEMESTER 2 FEES FOR CHAYCE PEARCE	A		421.32
EFT10433	28/08/2020	CUTTING EDGES EQUIPMENT PARTS	8E4567 BOLT ON EDGE	A		661.25
EFT10434	28/08/2020	DELL AUSTRALIA PTY LTD	Dell OptiPliex 7070 Small Form Factor MLK - As per quote 26368320/2	A		2,017.40
EFT10435	28/08/2020	DRAEGER AUSTRALIA PTY LTD	TRAINING - BREATH ALCOHOL DETECTOR USER AS PER QUOTE 00912794153725-3	A		3,578.30
EFT10436	28/08/2020	DUNNING INVESTMENTS PTY LTD	BULK DIESEL	A		20,929.92
EFT10437	28/08/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2020/2021 ESL QUARTER 1	A		32,563.50
EFT10438	28/08/2020	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - 20TH AUGUST - SITTING FEES	A		446.53

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10439	28/08/2020	GILBA DOWNS	19/8/2020 - 10 HOURS ROADTRAIN HIRE BRENNAND RD - RRU21	A		9,702.00
EFT10440	28/08/2020	GREAT EASTERN FREIGHTLINES	PICK UP AND DELIVERY OF GRADER BLADES	A		560.01
EFT10441	28/08/2020	HARE AND FORBES PTY LTD	V145 Drill Vice125mm Toolmaster	A		126.50
EFT10442	28/08/2020	J.R.& A.HERSEY	160 White Post	A		3,750.73
EFT10443	28/08/2020	INDUSTRIAL AUTOMATION GROUP P/L	STANDPIPE REMOTE ACCESS MANAGEMENT 01 JULY 2020 TO 31 DECEMBER 2020	A		4,140.95
EFT10444	28/08/2020	TOLL IPEC PTY LTD	TOLL FREIGHT - 11/08/2020 TO 14/08/2020	A		516.51
EFT10445	28/08/2020	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		400.00
EFT10446	28/08/2020	LINDA ROSE	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		558.42
EFT10447	28/08/2020	WA LOCAL GOVERNMENT ASSOCIATION	WESLEY FURNEY ACCOUNTS PAYABLE FOR LOCAL GOVERNMENT OFFICERS (24 SEPT)	A		1,371.00
EFT10448	28/08/2020	MERREDIN GLAZING SERVICE	WINDOWS AS PER QUOTE 2028	A		5,736.90
EFT10449	28/08/2020	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT AS PER CONTRACT PER WEEK	A		2,300.00
EFT10450	28/08/2020	OFFICE NATIONAL	STATIONERY ORDER ADMIN DEPOT - AUGUST 2020	A		702.59
EFT10451	28/08/2020	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		697.03
EFT10452	28/08/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES 07/08/2020 AND 17/08/2020	A		2,070.75
EFT10453	28/08/2020	THE GOODS AUSTRALIA	BOX OF 50 DUST MASKS	A		65.56
EFT10454	28/08/2020	SEMINARS AUSTRALIA P/L	Webinar - Termination, Redundancy & Unfair Dismissal - 14.08.2020	A		365.00

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10455	28/08/2020	SUSAN ELIZABETH SHAW	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		400.00
EFT10456	28/08/2020	SHAC ELECTRICAL SERVICES	NEW PUMP AND FITTING AT OVAL	A		18,337.41
EFT10457	28/08/2020	Sheqsy PTY LTD	GARMIN INREACH SE+	A		2,829.52
EFT10458	28/08/2020	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		102.00
EFT10459	28/08/2020	SYNTHETIC TURF PRODUCTS PTY LTD	25% PROGRESS PAYMENT - INSTALLATION OF INDOOR MODULAR SURFACE FOR SPORTS COMPLEX	A		13,461.25
EFT10460	28/08/2020	T-QUIP	TOP112-8400 FUEL PUMP KIT	A		353.45
EFT10461	28/08/2020	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	AIR FILTER CLEAN - DEPOT	A		255.31
EFT10462	28/08/2020	WATER CORPORATION.	WATER - JULY - 2020 - EMI	A		23,598.82
EFT10463	28/08/2020	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING - 20TH AUGUST 2020 - SITTING FEES	A		600.00
EFT10464	28/08/2020	WESTRAC EQUIPMENT PTY LTD	149-1912 Filter Air	A		284.48
EFT10465	28/08/2020	WURTH AUSTRALIA PTY LTD	57143010 Impact Wrench 1/2	A		806.83
EFT10466	28/08/2020	XSENTIAL PTY LTD	MUBCT20-5 20"X 4.5"CARBON BLOCK FILTER	A		177.10
EFT10467	28/08/2020	YILGARN PLUMBING AND GAS	INSTALL NEW TOILET BOWL IN UNIT B3-B4 AT SANDALWOOD LODGE CARAVAN PARK	A		725.04

Date: 08/09/2020  
Time: 2:03:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 7

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
---------------------------	-------------	-------------	----------------------------	----------------------	-----------------------	---------------

---

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
A	MUNICIPAL FUND	1,423,849.86
<b>TOTAL</b>		<b>1,423,849.86</b>

Date: 08/09/2020  
Time: 2:09:23PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1648	13/08/2020	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE AUGUST 2020 -GST	A		333.96
1649	15/04/2020	WESTPAC BANKING CORPORATION	EMGSSEGR MELAMINE EDGING	A		601.88
1650	17/08/2020	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - JULY 2020	A		1,361.87
1651	12/08/2020	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE AUGUST 2020	A		250.00
1652	19/08/2020	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 18/08/2020	A		83,708.65
1653	02/09/2020	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2020	A		6,600.00
1654	04/09/2020	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 01/09/2020	A		82,458.77

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	175,315.13
TOTAL		175,315.13

Date: 08/09/2020  
 Time: 2:42:09PM

**SHIRE OF YILGARN**

USER: Wes Furney  
 PAGE: 1

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD15000.1	01/09/2020	WALGS PLAN	Payroll deductions	A		11,886.31
DD15000.2	01/09/2020	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		273.00
DD15000.3	01/09/2020	PRIME SUPER	Payroll deductions	A		429.17
DD15000.4	01/09/2020	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,113.34
DD15000.5	01/09/2020	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		417.80
DD15000.6	01/09/2020	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		590.02
DD15000.7	01/09/2020	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		621.65
DD15000.8	01/09/2020	BT SUPERWRAP	Superannuation contributions	A		1,965.16
DD15000.9	01/09/2020	HESTA SUPER FUND	Superannuation contributions	A		765.13
DD15000.10	01/09/2020	VISION SUPER SAVER	Superannuation contributions	A		910.99
DD15000.11	01/09/2020	AUSTRALIAN SUPER	Superannuation contributions	A		459.33

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
A	MUNICIPAL FUND	<b>19,431.90</b>
<b>TOTAL</b>		<b>19,431.90</b>

Date: 08/09/2020  
Time: 2:31:29PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14967.1	18/08/2020	WALGS PLAN	Payroll deductions	A		11,908.90
DD14967.2	18/08/2020	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		234.10
DD14967.3	18/08/2020	PRIME SUPER	Payroll deductions	A		401.27
DD14967.4	18/08/2020	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,166.80
DD14967.5	18/08/2020	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		419.59
DD14967.6	18/08/2020	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		685.46
DD14967.7	18/08/2020	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		621.65
DD14967.8	18/08/2020	BT SUPERWRAP	Superannuation contributions	A		1,964.53
DD14967.9	18/08/2020	HESTA SUPER FUND	Superannuation contributions	A		689.04
DD14967.10	18/08/2020	VISION SUPER SAVER	Superannuation contributions	A		865.38
DD14967.11	18/08/2020	AUSTRALIAN SUPER	Superannuation contributions	A		458.51

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,415.23
<b>TOTAL</b>		<b>19,415.23</b>

Date: 08/09/2020  
Time: 2:17:04PM

SHIRE OF YILGARN

USER: Wes Furney  
PAGE: 1

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
6245	14/08/2020	DEPARTMENT OF TRANSPORT	LICENSING FROM 03/08/2020 TO 07/08/2020	E		6,284.90
6246	19/08/2020	DEPARTMENT OF TRANSPORT	LICENSING FROM 10/08/2020 TO 14/08/2020.	E		11,127.95
6247	26/08/2020	DEPARTMENT OF TRANSPORT	LICENSING FROM 17/08/2020 TO 21/08/2020	E		7,937.05
6248	03/09/2020	DEPARTMENT OF TRANSPORT	LICENSING FROM 24/08/2020 TO 28/08/2020	E		4,759.95
6249	03/09/2020	DEPARTMENT OF TRANSPORT	LICENSING FROM 31/08/2020 TO 31/08/2020	E		963.70

REPORT TOTALS

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
E	TRUST FUND	31,073.55
<b>TOTAL</b>		<b>31,073.55</b>

**SHIRE OF YILGARN**  
**Accounts for Payment - September 2020**

Chq Number	Payee	Description	Amount	Date
---------------	-------	-------------	--------	------

**Municipal Cheques**

40937	LGRCEU	PAYROLL DEDUCTIONS	\$20.50	14/08/2020
40938	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	\$1,295.00	14/08/2020
40939	SHIRE OF YILGARN	CHEMIST LEASE - RETAINED IN TRUST (T13) - JULY 2020	\$550.00	14/08/2020
40940	TELSTRA	PHONE - JULY 2020 - SHIRE	\$1,849.79	14/08/2020
40941	LGRCEU	PAYROLL DEDUCTIONS	\$20.50	28/08/2020
40942	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	\$1,395.00	28/08/2020
<b>TOTAL:</b>			<b>\$5,130.79</b>	

**DPI Cheques**

6245	DEPARTMENT OF TRANSPORT	LICENSING FROM 03/08/2020 TO 07/08/2020	\$6,284.90	14/08/2020
6246	DEPARTMENT OF TRANSPORT	LICENSING FROM 10/08/2020 TO 14/08/2020	\$11,127.95	19/08/2020
6247	DEPARTMENT OF TRANSPORT	LICENSING FROM 17/08/2020 TO 21/08/2020	\$7,937.05	26/08/2020
6248	DEPARTMENT OF TRANSPORT	LICENSING FROM 24/08/2020 TO 28/08/2020	\$4,759.95	03/09/2020
6249	DEPARTMENT OF TRANSPORT	LICENSING FROM 31/08/2020 TO 31/08/2020	\$963.70	03/09/2020
<b>Total</b>			<b>\$31,073.55</b>	

**Municipal Cheques**

1648	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE AUGUST 2020	\$333.96	13/08/2020
1649	WESTPAC BANKING CORPORATION	EMCS CC MARCH 2020	\$601.88	15/04/2020
1650	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES: JULY 2020, DATA, EQUIPMENT, VOICE: JULY 2020	\$1,361.87	17/08/2020
1651	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES: BONDER HIRE AUGUST 2020	\$250.00	12/08/2020
1652	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 18/08/2020	\$83,708.65	19/08/2020
1653	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - SEPTEMBER 2020	\$6,600.00	02/09/2020
1654	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 01/09/2020	\$82,458.77	04/09/2020
<b>Total</b>			<b>\$175,315.13</b>	