

Attachments

March

2020

Attachments

Minutes

Ordinary Meeting of Council Minutes- February 2020

Audit Committee Meeting Minutes- February 2020

Great Eastern Country Zone Meeting Minutes-February 2020

Wheatbelt East Regional Organisation of Councils, Board Meeting Minutes-
February 2020

Agenda Attachments

- 9.1.1 Deed of Variation
- 9.2.1 Statement of Financial Activity-29 February 2020
- 9.2.2 Accounts for Payment-February 2020
- 12.2 Works Approval Amendment Application

Minutes



Shire of
YILGARN

"good country for hardy people"

Minutes

Ordinary Meeting of Council

20 February 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 Declaration of Interest	3
5 Public Question Time	3
6 Confirmation of Minutes	5
7 Presentations, Petitions, Deputations	5
8 Delegates' Reports	5
9 Officers' Reports	7
9.1. Chief Executive Officer	7
9.1.1 Review of Delegations	7
9.1.2 2019 Compliance Audit Return	10
9.1.3 New Council Policy-Continuing Professional Development of Elected Members	13
9.2 Executive Manager Corporate Services	19
9.2.1 Financial Reports-December 2019	19
9.2.2 Financial Reports-January 2020	21
9.2.3 Accounts for Payment-December 2019	23
9.2.4 Accounts for Payment-January 2020	25
9.2.3 2019/2020 Budget Review	27
9.3 Executive Manager Infrastructure	n/a
9.4 Executive Manager Regulatory Services	29
9.4.1 Development Application-Service Station-7 Antares Street	29

9.4.2 Development Application-18 Arcturus Street, Southern Cross.....	35
10 Application for leave of absence.....	38
11 Motions for which previous notice has been given.....	38
12 New business of an urgent nature introduce by decision of the meeting.....	38
13 Meeting closed to the public-Confidential Items.....	38
13.1 Appointment of Executive Manager Regulatory Services.....	38
14 Closure.....	41

UNCONFIRMED

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	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 N Warren Laura Della Bosca	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Executive Manager Regulatory Services Minute Taker
Apologies:	Nil	
Observers:	Mrs. Kaye Crafter. Mrs. Robyn Stevens, Sgt. Dave Thirwell, Mr. Craig Manton and Mr. Lee Hunt	
Leave of Absence:	Nil	

4. DECLARATION OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6. PRESENTATIONS, PETITIONS, DEPUTATIONS

Craig Manton (Regional Manager Wheatbelt) along with colleague Lee Hunt (Project Manager) from Main Roads attended Council to provide an update on works currently being carried out on the Great Eastern Highway and also future works.

Mr Manton outline the works currently ongoing on the Great Eastern Highway noting some sections had been reworked by contractors, due to not reaching the specifications in the

contract, leaving the roadworks currently running a few weeks behind schedule at this stage. Mr Manton noted that there had been some traffic control issues, in that, although the time spent waiting at traffic light is capped at five minutes how many traffic lights could be installed was not specified, this issue will be taken on notice and considered in future contacts.

Mr. Hunt outlined the current plan for the works planned on the Walgoolan and Moorine Rock bridges. The final design for the realignment and widening of the bridges will be finished in June and will go to tender. Once it is known how much it will cost for these works to be carried out the remainder of the Federal Government funding of \$18 million will go towards works on bridges in Coates Gully. The work on Walgoolan and Moorine Rock bridges is to begin in December 2020/January 2021 and will take approximately 26 weeks to complete.

Following the presentation, Councillors were afforded the opportunity of raising issues with Mr. Manton regarding the Shires roads. Matter raised included the issue of stop signs on railway crossings that are no longer in use along the Great Eastern Highway and what actions should be taken in order to help gain more funding for works along the Great Eastern Highway.

Mr. Manton stated that the issue of stop signs on disused railway lines is beyond Main Roads control, it takes an Act of Parliament to close a railway line, and as such these railway crossings are not officially closed but in 'care and maintenance' mode, however, the issue has previously been taken up with ARC and the PTA. In regards to federal funding for the Great Eastern Highway it is thought that it would be better to keep the ball rolling with the question 'what is next' coming through.

It was also stressed that the situation with the traffic control along the ongoing works was causing great frustration and on occasions some dangerous driving, the traffic lights are also noted as not always being reliable. Mr. Manton again reassured Council that Main Roads were aware of the problems and are looking at how to remedy the situation moving forward.

Cr Della Bosca thanked Mr. Manton and Mr. Hunt for attending the meeting.

Craig Manton and Lee Hunt left the meeting at 4.20pm

Sgt. Dave Thirwell left the meeting at 4.20pm

7. CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council, Thursday 19 December 2019

1/2020

Moved Cr Nolan/Seconded Cr Shaw

That the minutes from the Ordinary Council Meeting held on 19 December 2019 be confirmed as a true record of proceedings.

CARRIED (7/0)

7.2 Annual Electors Meeting, Tuesday 11 February 2020

2/2020

Moved Cr Cobden/Seconded Cr Rose

That the minutes from the Annual Electors Meeting held on 11 February 2020 be confirmed as a true record of proceedings.

CARRIED (7/0)

7.3 Yilgarn History Museum Advisory Committee Meeting, Wednesday 5 February 2020

3/2020

Moved Cr Shaw/Seconded Cr Close

That the minutes from the Yilgarn History Museum Committee meeting held on 5 February 2020 be received and the recommendations within be endorsed subject to the Museum Committee utilising the funds provided to the Museum Committee in Council's annual Budget allocation and being responsible for the engagement of a Yardman on a monthly basis.

CARRIED (7/0)

6.4 Wheatbelt Communities Inc. (WCI) Special General Meeting, Tuesday 17 December 2019

4/2020

Moved Cr Cobden/Seconded Cr Close

That the minutes from the WCI Special General Meeting held on the 17 December 2019 be received.

CARRIED (7/0)

7. DELEGATES' REPORTS

Cr Wayne Della Bosca announce the following:

- Attended the Mineral Resources Community Consultation Workshop-Mine Closure Plan on the 22 January 2020
- Attended the Shire of Yilgarn Australia Day celebrations on the 26 January 2020
- Attended the CEACA meeting on the 4 February 2020
- Attended the Annual Electors Meeting on the 11 February 2020
- Attended the Community Strategic Plan workshop on the 19 February 2020
- Attended the Audit Committee Meeting on the 20 February 2020

Cr Shaw announce the following:

- Attended the Annual Electors Meeting on the 11 February 2020
- Attended the Community Strategic Plan workshop on the 19 February 2020
- Attended the Audit Committee Meeting on the 20 February 2020

Cr Close announce the following:

- Attended the Mineral Resources Community Consultation Workshop-Mine Closure Plan on the 22 January 2020
- Attended the Shire of Yilgarn Australia Day celebrations on the 26 January 2020

Cr Cobden announced the following:

- Attended the Shire of Yilgarn Australia Day celebrations on the 26 January 2020
- Attended the Annual Electors Meeting on the 11 February 2020
- Attended the HAY committee meeting in February 2020
- Attended the LHAC meeting in February 2020
- Attended the Community Strategic Plan workshop on the 19 February 2020
- Attended the Audit Committee Meeting on the 20 February 2020

Cr Nolan Announce the following:

- Attended the Senior Citizens Christmas Luncheon on the 1 December 2019

Cr Rose announced the following:

- Attended the Yilgarn History Museum committee meeting on the 5 February 2020
- Attended the Mt Hampton Progress Association meeting in February 2020
- Attended the Annual Electors Meeting on the 11 February 2020
- Attended the Community Strategic Plan workshop on the 19 February 2020

Cr Guerini announced the following:

- Attended the Annual Electors Meeting on the 11 February 2020
- Attended the Community Strategic Plan workshop on the 19 February 2020

9. OFFICERS REPORTS

9.1 Officers Report – Chief Executive Officer

9.1.1 Review of Delegations Register

File Reference	2.3.3.6
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments	Draft Review of Delegations Register

Purpose of Report

To present to Council the annual review of the existing delegations to the Chief Executive Officer that is contained within the Shire of Yilgarn's Delegation Register.

Background

To assist in the effective administration of the Shire, Council has granted various delegations to the Chief Executive Officer. Delegations made under the *Local Government Act 1995* can only be made to the Chief Executive Officer or Council Committees. Where appropriate, the Chief Executive Officer can on-delegate to other Officers.

Delegations under other legislation are made directly to the officer concerned.

Council last reviewed the delegations register in February 2019.

Comment

The Chief Executive Officer has reviewed the current Delegations Register and recommends retention of all existing delegations.

Statutory Environment

5.42. Delegation of some powers and duties to CEO

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

* Absolute majority required.

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

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Strategic Implications

Nil

Policy Implications

Where a Policy exists for an activity/function that has been delegated, the Chief Executive Officer is to adhere to that Policy.

Financial Implications

Nil.

Officer Recommendation and Cr Decision

5/2020

Moved Cr Cobden/Seconded Cr Nolan

That Council, having reviewed the Delegations currently in force, approves the existing Delegations Draft document presented.

CARRIED BY ABSOLUTE MAJORITY (7/0)

9.1 Officers Report – Chief Executive Officer

9.1.2 2019 Annual Compliance Audit Return

File Reference	1.6.6.4
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments -	2019 Annual Compliance Audit Return

Purpose of Report

To present to Council the 2019 Annual Compliance Audit Return (CAR) for adoption and submission to the Department of Local Government, Sport and Cultural Industries.

Background

Council is required by section 14 of the *Local Government (Audit) Regulations 1996* to complete a CAR each year covering the period 1 January to 31 December. The CAR is to be:-

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council;
3. The adoption recorded in the minutes of the meeting at which it is adopted;
4. Signed by the Shire President and Chief Executive Officer and returned to the Department with a copy of the Council minutes of the meeting at which it was received; and
5. Submitted to the Department of Local Government by 31 March each year.

The CAR must also be reviewed by the Shire of Yilgarn Audit Committee prior to its adoption by Council.

Comment

The 2019 CAR was presented to the Audit Committee at its meeting held on 20 February 2019 prior to the Council meeting for consideration.

The 2019 CAR contains 104 questions of which:-

- 56 were complied with
- 46 were not applicable to the Shire of Yilgarn during the year under review, and
- 2 were non-compliant

The 2 items recorded as being non-compliant relate to the Integrated Planning and Reporting sections of the CAR. Section 19DA(3) of the *Local Government (Administration) Regulations 1996* state the following:-

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) **develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.**

Whilst a Long Term Financial Plan (LTFP) was adopted by Council in 2013/2014 and went out to 2022/2023, it has not been updated during that time. The Executive Manager Corporate Services is currently reviewing the LTFP and this will be presented to Council for adoption as part of the 2020/2021 Budget.

In respect to the Workforce Plan (WP), mention of Council's workforce is made within the Corporate Plan however, it does not meet the necessary requirements and therefore, a new WP will be developed for presentation to Council in the near future.

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil.

Committee Recommendation and Council Decision

6/2020

Moved Cr Nolan/Seconded Cr Close

That Council adopts the Local Government Compliance Audit Return (CAR) for the Shire of Yilgarn for the period 1 January 2019 to 31 December 2019 noting the two areas of non-compliance in respect to the Integrated Planning and Reporting section of the CAR. In accepting the CAR and noting the proposed actions to meet compliance, Council authorises the Shire President and CEO to sign and submit the CAR to the Department of Local Government, Sport and Cultural Industries as required.

CARRIED BY ABSOLUTE MAJORITY (7/0)

9.1 Officers Report – Chief Executive Officer

9.1.3 New Council Policy – Continuing Professional Development of Elected Members

File Reference	2.3.3.2
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments	Draft Policy

Purpose of Report

To present to Council for adoption, a new Policy on Continuing Professional Development of Elected Members in accordance with Section 5.128 of the *Local Government Act 1995*.

Background

The *Local Government Legislation Amendment Act 2019* was passed through Parliament on 5 July 2019.

The amendment act introduces significant amendments to the *Local Government Act 1995* which affect the governance of local governments in Western Australia.

Comment

As indicated below, Sections 5.126, 5.127 and 5.128 were introduced in the amendment act.

Section 5.128 requires Council to introduce a Policy for Continuing Professional Development of Elected Members and to ensure that Council complies, a draft Policy is presented to Council for inclusion in its Policy Manual.

Statutory Environment

5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.
- (2) Regulations may —
 - (a) prescribe a course of training; and
 - (b) prescribe the period within which training must be completed; and
 - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and
 - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.

[Section 5.126 inserted: No. 16 of 2019 s. 61.]

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

[Section 5.127 inserted: No. 16 of 2019 s. 61.]

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.

** Absolute majority required.*

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

** Absolute majority required.*

- (3) 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.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government —
 - (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

[Section 5.128 inserted: No. 16 of 2019 s. 61.]

Strategic Implications

Nil

Policy Implications

Introduction of new Policy for Continuing Professional Development of Elected Members.

Financial Implications

There will be financial considerations in respect to ongoing professional development and such costs will be included in future Budgets

Officer Recommendation and Council Decision

7/2020

Moved Cr Nolan/Seconded Cr Cobden

That Council adopts the attached newly developed Policy for "Continuing Professional Development of Elected Members" in accordance with the requirements of Section 5.128 of the Local Government 1995.

CARRIED BY ABSOLUTE MAJORITY (7/0)

UNCONFIRMED

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

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 undertake 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.

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports-December 2019

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

Purpose of Report

To consider the Financial Reports

Background

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

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

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

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34(i)(a) and Regulation 17.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Decision

8/2020

Moved Cr Shaw/Seconded Cr Close

That Council endorse the various Financial Reports as presented for the period ending 31 December 2019

CARRIED (7/0)

UNCONFIRMED

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Financial Reports-January 2020

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

Purpose of Report

To consider the Financial Reports

Background

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

The following reports are attached and have been prepared as at the 31 January 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

9/2020

Moved Cr Nolan/Seconded Cr Rose

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

CARRIED (7/0)

UNCONFIRMED

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.3 Accounts for Payment-December 2019

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

Purpose of Report

To consider the Accounts for Payment

Background

Municipal Fund – Cheque Numbers 40859 to 40870 totalling \$23,159.55, Municipal Fund-EFT Numbers 9518 to 9638 (eft 9639 cancelled) totalling \$984,514.31, Municipal Fund – Cheque Numbers 1572 to 1578 and 1585 to 1586 totalling \$191,091.92, Municipal Fund Direct Debit Numbers 14258.1 to 14288.11 totalling \$39,439.67, Trust Fund (Chq 402482 cancelled) 402483 to 402485 totalling \$1260 and Trust Fund – Cheque Numbers 6208 to 6210 (DPI Licensing), totalling \$40,623.90 are presented for endorsement as per the submitted list.

Comment

Nil

Statutory Environment

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

Strategic Implications

Nil

Policy Implications

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

Financial Implications

Drawdown of Bank funds

Officer Recommendation and Council Decision

10/2020

Moved Cr Cobden/Seconded Cr Rose

Municipal Fund – Cheque Numbers 40859 to 40870 totalling \$23,159.55, Municipal Fund- EFT Numbers 9518 to 9638 (eft 9639 cancelled) totalling \$984,514.31, Municipal Fund – Cheque Numbers 1572 to 1578 and 1585 to 1586 totalling \$191,091.92, Municipal Fund Direct Debit Numbers 14258.1 to 14288.11 totalling \$39,439.67, Trust Fund (Chq 402482 cancelled) 402483 to 402485 totalling \$1260 and Trust Fund – Cheque Numbers 6208 to 6210 (DPI Licensing), totalling \$40,623.90 are presented for endorsement as per the submitted list.

CARRIED (7/0)

UNCONFIRMED

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.4 Accounts for Payment-January 2020

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	See attachment 9.2.4

Purpose of Report

To consider the Accounts for Payment

Background

Municipal Fund – Cheque Numbers 40871 to 40875 totalling \$6,148.77, Municipal Fund-EFT Numbers 9640 to 9746 (eft 9747 cancelled) totalling \$440,588.02, Municipal Fund – Cheque Numbers 1579 to 1584 and 1587 to 1588 totalling \$172,686.21, Municipal Fund Direct Debit Numbers 14287.1 to 14335.11 totalling \$38,941.98, Trust Fund 402486 to 402491 totalling \$2870.85 and Trust Fund – Cheque Numbers 6211 to 6215 (DPI Licensing), totalling \$54,716.45 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 another Fund.

Financial Implications

Drawdown of Bank funds

Officer Recommendation and Council Decision

11/2020

Moved Cr Shaw/Seconded Cr Close

Municipal Fund – Cheque Numbers 40871 to 40875 totalling \$6,148.77, Municipal Fund-EFT Numbers 9640 to 9746 (eft 9747 cancelled) totalling \$440,588.02, Municipal Fund – Cheque Numbers 1579 to 1584 and 1587 to 1588 totalling \$172,686.21, Municipal Fund Direct Debit Numbers 14287.1 to 14335.11 totalling \$38,941.98, Trust Fund 402486 to 402491 totalling \$2870.85 and Trust Fund – Cheque Numbers 6211 to 6215 (DPI Licensing), totalling \$54,716.45 are presented for endorsement as per the submitted list.

CARRIED (7/0)

UNCONFIRMED

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.5 2019/2020 Budget Review

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Attachment 1 – 2019/2020 Budget Review

Purpose of Report

Council is requested to accept the 2019/2020 Budget Review and adopt the recommendations made within.

Background

Financial Management Regulation 33A – Review of Budget, requires a Local Government to review its annual budget between the 1st of January and the 31st of March in any given financial year. The outcome of this review is to be submitted to Council for consideration and adoption.

Comment

The budget review document, including budget amendment recommendations, for the 2019/2020 financial year is attached for Councils consideration

Statutory Environment

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

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

Policy Implications

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

Financial Implications

The presented review includes several budget amendments.

Committee Recommendation and Council Decision

12/2020

Moved Cr Rose/Seconded Cr Guerini

That Council adopts the budget review for the period 1st June 2019 to 31st January 2020 inclusive of the recommended budget amendments as indicated in Note 4 of the report.

CARRIED BY ABSOLUTE MAJORITY (7/0)

9.4 Reporting Office – Executive Manager Regulatory Services

9.4.1 Development Application – Service Station – 7 Antares Street, Southern Cross

File Reference	3.1.3.1
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Traffic Management Plan

Purpose of Report

To consider a Development Application for the re-establishment of a service station at 7 Antares Street, Southern Cross.

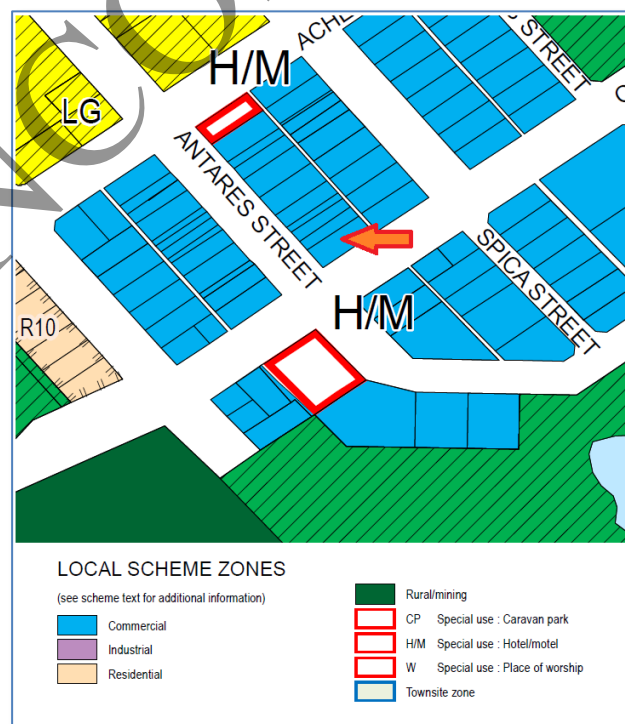
Background

The Shire is in receipt of a Development Application for 7 Antares Street, Southern Cross, seeking to re-establish a “Service Station” use.

The site at 7 Antares Street, Southern Cross was historically a service station, however has been out of operation for some years.

The proponents seek to undertake the sale of petrol from existing in-ground tanks, diesel from a new above ground tank, and takeaway and convenience foods.

The Shire of Yilgarn Town Planning Scheme 2 (TPS2), classes the site as commercial:



The TPS2 states the purpose of the Commercial zone is:

The Commercial Zone is to be used for retail shopping, sales, hotels, offices, professional suites, restaurants and other business oriented uses. Other uses, listed in Table 1, may be permitted at the discretion of Council if they are considered to be an integral part of the commercial environment and where Council is satisfied that they will benefit the community and not result in being a nuisance.

The Zoning Table, as per Section 3.2 of the TPS2, indicates, subject to the provisions of the Scheme, the uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

The Zoning Table, for Commercially zoned properties, deems a "Service Station" as being an "AA" use. The definition of a "Service Station" as per the TPS2, means *"any land or buildings used for the retail sale of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs, minor mechanical repairs to motor vehicles but does not include a transport depot, panel beating, spray painting, major repairs or wrecking."*

An "AA" means that the use is not permitted unless the Council has granted planning approval.

Whilst the site has historically been in operation as a service station, Section 7.4.1 of the TPS2 states *"When a non-conforming use of any land or building has been discontinued for a period of six months or more such land or building shall not thereafter be used otherwise than in conformity with the provisions of the Scheme."*

As a Service Station use is not a permitted use for commercial sites, and as the property has not been in operation as a service station for over 6 months, then the proponents are required to submit a Development Application to seek approval to again operate the property as a Service Station.

A Traffic Impact Assessment, which includes proposed layout plans is attached.

Council have the following options in relation to this application:

1. Deem the proposal **fits** with the purpose of the commercial zone and is considered to be an integral part of the commercial environment with Council satisfied that the proposal will benefit the community and not result in being a nuisance, and therefore deems the proposal **permitted**;
2. Require public notice be given for a period of 21 days, prior to making a determination;
3. Deem the proposal to **not fit** with the purpose of the commercial zone, in that Council is not satisfied it will be an integral part of the commercial environment and not satisfied that the proposal will benefit the community and may result in being a nuisance, and deem the proposal in **not permitted**.

Comment

DEVELOPMENT TABLE

The TPS2 "Development Table" defines the required setbacks, plot ratios and landscaping for commercial and industrial development. The relevant requirements for "Service Station" as per the table are shown below:

Use Class	Minimum Boundary Setback (m)			Maximum Plot Ratio	Minimum Landscape Area %	Minimum Car Parking Bays
	Front	Rear	Sides			
Service Station	7.5	7.5	*	*	5	1 for every working bay, plus 1 for each person employed on site.

*means 'to be determined by the Council' in each particular case.

Setbacks

As the Development Application is only seeking approval for the use of the property as a Service Station, and the current setbacks remain unchanged, then Councillors are not required to make a determination on the existing setbacks.

Plot Ratio

Council have the discretion to approve any plot ratio (which is the amount of open space versus built environment), and with the only additional structure proposed to be installed being the diesel tank, it is deemed sufficient plot ratio will exist.

Landscaping

The proponent intends to "beautify" the existing garden bed at the street frontage and install planter boxes, which will satisfy the landscaping requirements.

Car Bays

Vehicular repairs have not been included in this application, and as such, car parking bays are only required for each employee, with ample space to cater for this.

TRAFFIC MANAGEMENT

The applicants initial traffic management plan was submitted to Main Roads WA in September 2019, with a number of iterations of the plan produced over the next few months, Main Roads WA have provided the following response to the most recent version of the "Traffic Impact Assessment" submitted by Eagle Petroleum on the 5th February 2020, which is attached:

From the information provided the new fuel service station is for light traffic only and is expected to have peak hourly vehicle movements of 25 vehicles per hour. The existing volumes of traffic on Great Eastern Highway and Bullfinch Road (Antares Street) are 1400 veh/day and 200 veh/day respectively. The traffic generated by the development is not expected to have an adverse impact on the Main Roads network.

It is noted that the service vehicles for the development will be RAV 1 / As of right vehicles (19m in length or less) and that these will access the development after normal business hours. The Shire of Yilgarn have specified a route for these vehicles to access the property and have confirmed that the Shire is happy to permit these larger vehicles using the business district of Southern Cross. Vehicles larger than 19m long will not be permitted to use the services station and this will be managed through signage and line marking in the facility.

Main Roads acknowledges that this development is stage one of possible future development with Eagle Petroleum owning the adjacent blocks to the rear of the facility.

Main Roads is therefore prepared to support this development application with the following condition:

- The proposed signs (size and design) to prevent large vehicles using the development be submitted to Main Roads for approval of content and location prior to installation.*

As Councillors will know, the site preparations and customisations have been in place for some months, and with no negative public feedback received, it is the reporting officer's opinion that the public do not object to the development and public consultation is not required.

As such, it is recommended that the development be approved, with the following conditions:

1. The proprietors, staff and contractors of the Service Station are to comply with the endorsed Traffic Impact Assessment at all times, in particular, in relation to re-fuelling access and maintenance of ground directional arrows;
2. The proposed signs (size and design), preventing large vehicles using the development, is to be submitted to Main Roads WA for approval of content and location prior to installation;
3. Vehicular servicing, is not to occur at the premises, unless further approval is sought from Council;
4. In the event traffic management becomes an issue during operation of the premises, the proprietors are to comply with any directions issued by either Main Roads WA or the Shire of Yilgarn, in relation to traffic management;
5. Any damage to Shire of Yilgarn or Main Roads WA infrastructure, including kerbing and pavements, obviously caused as a result of vehicles accessing or servicing the premises, is to be made good by the proprietor; or costs incurred by the Shire of Yilgarn or Main Roads WA as a result of this damage, is to be reimbursed by the proprietor;
6. The applicants and proprietors must comply with all relevant legislative requirements and seek all relevant licences, if any, from all relevant regulatory bodies in relation to their premises and operations; and
7. The proponents are to ensure adequate bunds and spill protection facilities/equipment are in place at all times to ensure no pollution events occur.

Statutory Environment

Planning and Development Act 2005
Town Planning Scheme 2

Strategic Implications

Goal

A prosperous future for our community.

Outcome

Businesses in the Shire remain competitive and viable.

Strategy

Continue to provide an efficient and effective approval process.

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Decision

13/2020

Moved Cr Guerini/Seconded Cr Nolan

That Council, approve the re-establishment of a petrol filling station at 7 Antares Street, Southern Cross, on the following conditions:

- 1. The proprietors, staff and contractors of the Service Station are to comply with the endorsed Traffic Impact Assessment at all times, in particular, in relation to re-fuelling access and maintenance of ground directional arrows;*
- 2. The proposed signs (size and design), preventing large vehicles using the development, is to be submitted to Main Roads WA for approval of content and location prior to installation;*
- 3. Vehicular servicing, is not to occur at the premises, unless further approval is sought from Council;*
- 4. In the event traffic management becomes an issue during operation of the premises, the proprietors are to comply with any directions issued by either Main Roads WA or the Shire of Yilgarn, in relation to traffic management;*
- 5. Any damage to Shire of Yilgarn or Main Roads WA infrastructure, including kerbing and pavements, obviously caused as a result of vehicles accessing or servicing the premises, is to be made good by the proprietor; or costs incurred by the Shire of Yilgarn or Main Roads WA as a result of this damage, is to be reimbursed by the proprietor;*

6. *The applicants and proprietors must comply with all relevant legislative requirements and seek all relevant licences, if any, from all relevant regulatory bodies in relation to their premises and operations; and*
7. *The proponents are to ensure adequate bunds and spill protection facilities/equipment are in place at all times to ensure no pollution events occur.*

CARRIED (7/0)

UNCONFIRMED

9.4 Officers Report – Manager Regulatory Services

9.4.2 Development Application – 18 Arcturus Street, Southern Cross

File Reference	3.1.7.5
Disclosure of Interest	Nil
Voting Requirements	Simple majority
Attachments	Layout plan

Purpose of Report

To make a determination on an application to seek a reduced setback for ancillary buildings on an “Industrial – Light” property.

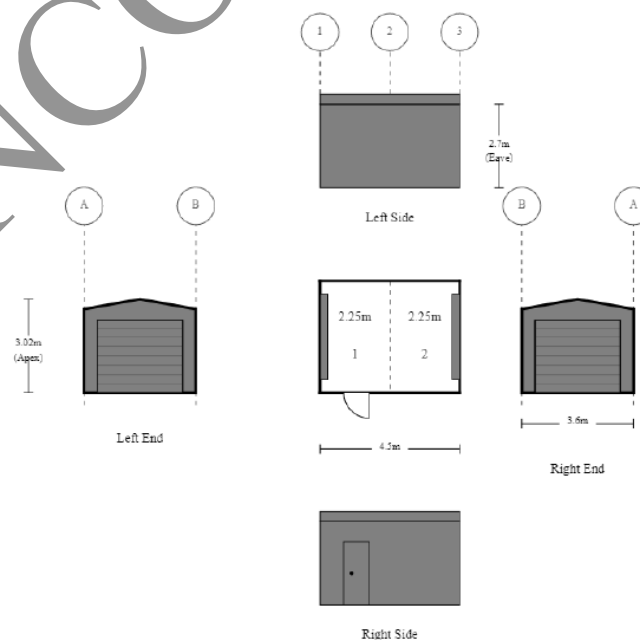
Background

The owners of 18 Arcturus Street, Southern Cross (the property) have lodged a building application for a 4.5 by 3.6 metre shed, which seeks a reduced rear setback of 0.23 metres from the boundary.

Previous Council reports have deemed the property to be “Industry – Light”, of which is still applicable, and as such, the proposed shed is deemed ancillary to the main use class.

The required rear setback for “Industry – Light” is 7.5 metres, however Council are able to approve a reduced setback.

Attached is the proposed layout plan and the shed dimensions are shown below:



Comment

The property backs onto a right of way, however access is gained via the western side and front boundaries.

Due to the right of way, there is no adjoining rear neighbour, and as such, the proposed location of the shed will have no impact on neighbouring properties.

It is the reporting officer opinion, that the proposed shed, which is only 16.2 square metres, will have no aesthetic or nuisance impacts, and as such, it is recommended Council grant approval for the reduced rear setback of 0.23 metres from the rear boundary.

Statutory Environment

Planning and Development Act 2005
Shire of Yilgarn Town Planning Scheme 2

Strategic Implications

Goal: A prosperous future for our community

Outcome: Businesses in the Shire remain competitive and viable

Strategy: - Continue to provide an efficient and effective approval process; &
- Support initiatives progressed by the local business community.

Policy Implications

Nil

Financial Implications

Building Services Fee

Officer Recommendation and Council Decision

14/2020

Move Cr Nolan/Seconded Cr Cobden

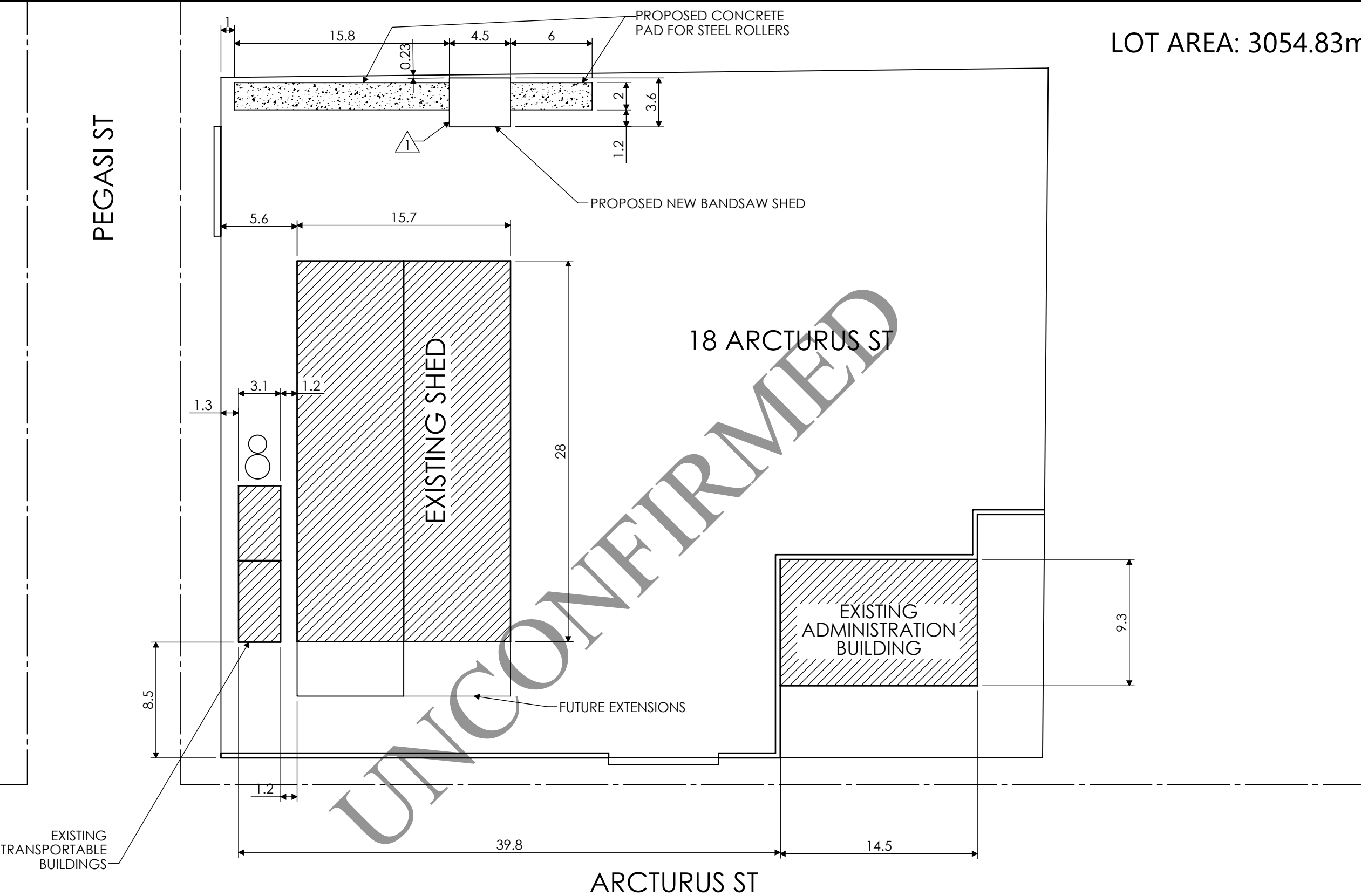
That Council, endorse the installation of a 4.5 by 3.6 metre shed on 18 Arcturus Street, Southern Cross, noting a rear setback of 0.23 metres to the rear boundary.

CARRIED (7/0)

Advice Notes

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

LOT AREA: 3054.83m²



FABRICATION NOTES:

1. ALL WELDS TO BE 6mm CFW OR FULL STRENGTH BUTT WELDS U.N.O.
2. ALL SHARP EDGES, SURFACE & ROLLING FLAWS TO BE CLEANED.
3. ALL STOP-STARTS ON WELDS TO BE BLENDED.
4. ALL MEASUREMENTS TO BE WITHIN $\pm 1\text{mm}$ TOLERANCE.
5. ALL HOLE CENTRES TO BE WITHIN $\pm 1\text{mm}$ TOLERANCE.



THIS DRAWING AND ITS CONTENTS ARE CONFIDENTIAL, ARE SUBJECT TO RETURN ON DEMAND AND MAY NOT BE COPIED OR DISCLOSED TO ANY THIRD PARTY OR USED DIRECTLY OR IN-DIRECTLY FOR ANY OTHER PURPOSE THAN AS EXPRESSLY DETERMINED IN WRITING BY HAVCON ENGINEERING.

REVISIONS					
REV.	DESCRIPTION	DRN	CHK	APP	DATE
0	ISSUED FOR CONSTRUCTION	DM			24/04/2019
1	BANDSAW SHED ADDED	DM			10/02/2020

TITLE: HAVCON ENGINEERING
LAYOUT DETAILS
18 ARCTURUS ST, SOUTHERN CROSS WA

DWG NO:
SOUTHERN CROSS LAYOUT - YARD LAYOUT

A3

WEIGHT: 37.93

SCALE: 1:300 @ A3



SHEET 1 OF 1

37

10 APPLICATION FOR LEAVE OF ABSENCE

Nil

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

15/2020

Moved Cr Cobden/Seconded Cr Guerini

That the meeting be closed to the public in accordance with the Local Government Act 1995 section 5.23 (2) (a)

CARRIED (7/0)

13 Officers Report – Chief Executive Officer

13.1 Appointment of Executive Manager Regulatory Services

File Reference	1.1.1.19
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

To inform Council of the appointment of Mr Grayson Hindmarsh as Executive Manager Regulatory Services.

Background

Following the resignation of Mr Nic Warren as Executive Manager Regulatory Services, the CEO undertook a recruitment process for the above position in January 2020.

Comment

As indicated in the Council Briefing Session Agenda, 3 applicants were interviewed for the position and following this process, the preferred applicant was offered the position but after negotiations declined to accept the position. This necessitated the CEO to defer to the

second most preferred applicant, being Mr Hindmarsh, who has been appointed to the position based on a 3 year Contract of Employment.

In accordance with Section 5.37(2) of the *Local Government Act 1995*, and as the Executive Manager for Regulatory Services is a senior employee of the Shire of Yilgarn, Council is duly informed of this appointment.

Statutory Environment

Local Government Act 1995

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
 - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
 - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —

- (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation and Council Decision

16/2020

Moved Cr Close/Seconded Cr Shaw

That Council endorses the actions of the CEO in the appointment of Mr Grayson Hindmarsh as Executive Manager Regulatory Services based on a 3 year performance based Contract of Employment commencing on Monday, 23 March 2020. Council acknowledges the appointment in accordance with Section 5.37 of the Local Government Act 1995 as a senior employee of the Shire of Yilgarn.

CARRIED (7/0)

17/2020

Move Cr Guerini/Seconded Cr Close

That the meeting be opened to the public.

CARRIED (7/0)

14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5.13pm.

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 20th February 2020, are confirmed on Thursday, 19th March 2020 as a true and correct record of the February Ordinary Meeting of Council.

Wayne Della Bosca
SHIRE PRESIDENT

UNCONFIRMED



Shire of
YILGARN

“good country for hardy people”

*Audit
Committee
Meeting
Minutes*

*20th February
2020*

Table of Content

1. Declaration of Opening.....	1
2. Record of Attendance.....	1
3. Response to Previous Public Questions Taken on Notice.....	1
4. Public Question Time.....	1
5. Confirmation of Minutes.....	1
6. Declarations by Members & Officers.....	1
7. Status of Actions Previously Tabled.....	2
8. Risk Developments.....	2
9. Presentations.....	2
10. Officers Reports	
10.1 2019 Annual Compliance Audit Return.....	3
10.2 2019/2020 Budget Review.....	19
11. Closure of meeting.....	20

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 2:30pm.

2. ATTENDANCE

Cr W Della Bosca	Member (Chair)
Cr S Shaw	Member
Cr J Cobden	Member
Mrs. J Della Bosca	Community Member
Mr. P Clarke	Chief Executive Officer
Mr. C Watson	Executive Manager Corporate Services
Mrs. N Mwale	Manager of Finance
Apologies:	Nil
Observers:	Cr L Rose Cr B Close – from 2:38pm Mr. Nic Warren – Executive Manager Regulatory Services
Leave of Absence:	Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Audit Committee Meeting, 19th December 2019

AC1/2020

Moved Cr S Shaw /Seconded Cr J Cobden

That the minutes of the Audit Committee Meeting held on 19 December, 2019 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

6. DECLARATIONS BY MEMBERS AND OFFICERS

Nil

7. STATUS OF ACTIONS PREVIOUSLY TABLED

All actions resulting from items previously tabled are complete.

8. RISK DEVELOPMENTS

No change

9. PRESENTATIONS

Nil

Unconfirmed

10. OFFICERS REPORT - CHIEF EXECUTIVE OFFICER

10.1 2019 Annual Compliance Audit Return

File Reference	1.6.6.4
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments	Attachment 1 - 2019 Annual Compliance Audit Return

Purpose of Report

To present to the Audit Committee the 2019 Annual Compliance Audit Return (CAR) for its consideration before presentation to Council for adoption and submission to the Department of Local Government, Sport and Cultural Industries.

Background

Council is required by section 14 of the *Local Government (Audit) Regulations 1996* to complete a CAR each year covering the period 1 January to 31 December. The CAR is to be:-

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council;
3. The adoption recorded in the minutes of the meeting at which it is adopted;
4. Signed by the Shire President and Chief Executive Officer and returned to the Department with a copy of the Council minutes of the meeting at which it was received; and
5. Submitted to the Department of Local Government by 31 March each year.

The CAR must also be reviewed by the Shire of Yilgarn Audit Committee prior to its adoption by Council.

Comment

The 2019 CAR contains 104 questions of which:-

- 56 were complied with
- 46 were not applicable to the Shire of Yilgarn during the year under review, and
- 2 were considered to be non-compliant

The 2 items recorded as being non-compliant relate Questions 6 and 7 of the Integrated Planning and Reporting sections of the CAR. Section 19DA(3) of the *Local Government (Administration) Regulations 1996* state the following:-

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) **develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.**

Whilst a Long-Term Financial Plan (LTFP) was adopted by Council in 2013/2014 and projected out to 2022/2023, it has not been updated during that time. The Executive Manager Corporate Services is currently reviewing the LTFP and this will be presented to Council for adoption as part of the 2020/2021 Budget.

In respect to the Workforce Plan (WP), mention of Council's workforce is made within the Corporate Plan however, it does not meet the necessary requirements and therefore, a new WP will be developed for presentation to Council in the near future.

Statutory Environment

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Officer Recommendation

AC2/2020

Moved Cr S Shaw /Seconded Cr J Cobden

That the Audit Committee recommends to Council that it adopts the Local Government Compliance Audit Return (CAR) for the Shire of Yilgarn for the period 1 January 2019 to 31 December 2019 noting the 2 areas of non-compliance identified in respect to the Integrated Planning and Reporting section of the CAR and acknowledging the actions proposed to become compliant in the 2020 calendar year.

CARRIED BY ABSOLUTE MAJORITY 4/0



Yilgarn - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Peter Clarke
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Peter Clarke
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Peter Clarke
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Peter Clarke
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Peter Clarke



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No Committees have delegated authority	Peter Clarke
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Peter Clarke
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Peter Clarke
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Peter Clarke
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Peter Clarke
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Peter Clarke
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Peter Clarke
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Peter Clarke
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Peter Clarke
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A		Peter Clarke
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Peter Clarke
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Peter Clarke
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Peter Clarke

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Peter Clarke



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

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	N/A	Did not occur other than Councillors declaring Impartiality Interests and being allowed to remain in the chamber and vote on the matter	Peter Clarke
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Peter Clarke
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Peter Clarke
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Peter Clarke
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Peter Clarke
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	N/A	Not applicable as no new designated employees commenced with the Shire in the year under review	Peter Clarke
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Peter Clarke
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Peter Clarke
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Peter Clarke
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Peter Clarke
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Peter Clarke
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Peter Clarke
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Peter Clarke



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

No	Reference	Question	Response	Comments	Respondent
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Peter Clarke
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Peter Clarke
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	N/A	No issues arose during the course of the year under review where an employee was required to disclose their interest.	Peter Clarke
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	N/A	See Q17	Peter Clarke
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Peter Clarke

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes	Related to Leases of Council owned property	Peter Clarke
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Peter Clarke



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

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Peter Clarke
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	Not required as no Disclosure of Gifts forms presented	Peter Clarke

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Cameron Watson
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Cameron Watson
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Cameron Watson
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	No appointments made during reporting period.	Cameron Watson
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Cameron Watson
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Cameron Watson
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	N/A	No matters raised.	Cameron Watson



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

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A	No matters raised.	Cameron Watson
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Cameron Watson
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Cameron Watson
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Cameron Watson
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Cameron Watson
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Cameron Watson
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Cameron Watson



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adopted by Council at its Ordinary Meeting held on 20 June 2019	Peter Clarke
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	N/A	See above	Peter Clarke
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Original Strategic Community Plan adopted by Council on 21 July 2016. Currently in community consultation process for new Community Strategic Plan for 2020-2030 that will be adopted prior to 30 June 2020.	Peter Clarke
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	Community Strategic Plan 2016-2026 reviewed by Council at its Ordinary meeting held on 19 July 2018.	Peter Clarke
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Asset Management Plan adopted by Council at its Ordinary meeting held on 18 October 2018.	Peter Clarke
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	No	Currently reviewing Long Term Financial Plan for adoption prior to 30 June 2020.	Peter Clarke
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	No	Whilst a dedicated Workforce Plan has not been adopted, reference to staffing is made within the Corporate Business Plan.	Peter Clarke



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	No changes to CEO position in year under review	Peter Clarke
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A	No changes to senior positions in year under review	Peter Clarke
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Peter Clarke
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Peter Clarke
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Peter Clarke



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

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Peter Clarke
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	No official complaints received in year under review	Peter Clarke
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Peter Clarke
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Peter Clarke
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Peter Clarke
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Peter Clarke



Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Review undertaken in August 2019 by AMD Chartered Accountants	Peter Clarke
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Review undertaken in August 2019 by AMD Chartered Accountants	Peter Clarke
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	Appears in Note 16 of the Financial Reports for the 2017/2018 Financial Year that was presented to the Annual Electors meeting held on 21 March 2019	Peter Clarke
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Peter Clarke

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Peter Clarke
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Peter Clarke
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Peter Clarke
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Peter Clarke



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

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A		Peter Clarke
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Peter Clarke
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A		Peter Clarke
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Peter Clarke
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Peter Clarke
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Peter Clarke
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A		Peter Clarke
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Peter Clarke
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Peter Clarke
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Peter Clarke
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes		Peter Clarke



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

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A	Not in the year under review however, Council did invite Panel of Pre-Qualified Suppliers and adopted Panel at its Ordinary meeting on 16 August 2018.	Peter Clarke
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	See Question 16	Peter Clarke
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A	See Question 16	Peter Clarke
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Peter Clarke
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Peter Clarke
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Peter Clarke
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Peter Clarke
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Peter Clarke
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Peter Clarke
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Peter Clarke



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

No	Reference	Question	Response	Comments	Respondent
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Peter Clarke
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Peter Clarke

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Yilgarn

Signed CEO, Yilgarn

10. OFFICERS REPORT – EXECUTIVE MANAGER CORPORATE SERVICES

10.2 2019/2020 Budget Review

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Attachment 1 – 2019/2020 Budget Review

Purpose of Report

Council is requested to accept the 2019/2020 Budget Review and adopt the recommendations made within.

Background

Financial Management Regulation 33A – Review of Budget, requires a Local Government to review its annual budget between the 1st of January and the 31st of March in any given financial year. The outcome of this review is to be submitted to Council for consideration and adoption.

Comment

The budget review document, including budget amendment recommendations, for the 2019/2020 financial year is attached for Councils consideration

Statutory Environment

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

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

Policy Implications

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

Financial Implications

The presented review includes several budget amendments.

Officer Recommendation

AC1/2020

Moved Cr J Cobden/Seconded Mrs. J Della Bosca

That the Audit Committee recommends to Council that it adopts the budget review for the period 1st June 2019 to 31st January 2020 inclusive of the recommended budget amendments as indicated in Note 4 of the report.

CARRIED BY ABSOLUTE MAJORITY 4/0

11. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member declared the meeting closed at 2:46pm



Shire of Yilgarn
BUDGET REVIEW REPORT
For the Period Ended 31st January 2020

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program	2
Statement of Financial Activity by Nature or Type	3
Note 1 Significant Accounting Policies	4-13
Note 2 Summary Graphs - Financial Activity	14
Note 3 Net Current Funding Position	15
Note 4 Budget Amendments	16

Shire of Yilgarn
STATEMENT OF BUDGET REVIEW
(Statutory Reporting Program)
For the Period Ended 31st January 2020

	Budget v Actual			Predicted Variance			
	Note	Adopted Annual Budget	YTD Actual	Budget Increase / (Decrease)	Timing / (Carryover)	Estimated Year End	Material Variance
		\$	\$	\$	\$	\$	
Net current assets at start of financial year surplus/(deficit)		3,345,560	3,427,368	81,808		3,427,368	▲
Revenue from operating activities (excluding rates)							
Governance		0	0	0		0	
General Purpose Funding		1,873,299	869,807	(150,000)		1,663,952	▼
Law, Order and Public Safety		73,567	71,093	0		77,983	
Health		1,000	1,478	0		2,534	
Education and Welfare		175,932	122,450	0		170,710	
Housing		78,000	47,132	0		80,798	
Community Amenities		680,544	597,422	0		663,721	
Recreation and Culture		60,700	15,180	0		63,573	
Transport		78,900	12,167	0		28,463	▼
Economic Services		725,170	856,538	43,637		1,126,818	▲
Other Property and Services		135,464	119,772	0		187,996	▲
		3,882,576	2,713,039	(106,363)	0	4,066,547	
Expenditure from operating activities							
Governance		(491,927)	(315,950)	3,700		(475,010)	
General Purpose Funding		(304,155)	(143,305)	0		(265,034)	▼
Law, Order and Public Safety		(512,919)	(284,334)	0		(474,485)	
Health		(282,389)	(152,540)	0		(276,624)	
Education and Welfare		(546,516)	(259,162)	0		(497,646)	
Housing		(376,542)	(164,249)	0		(298,539)	▼
Community Amenities		(1,114,688)	(477,064)	16,000		(1,040,074)	
Recreation and Culture		(1,814,142)	(902,717)	73,700		(1,813,352)	
Transport		(6,389,386)	(3,153,554)	0		(6,327,363)	
Economic Services		(1,197,851)	(816,135)	0		(1,443,411)	▲
Other Property and Services		(89,327)	(69,035)	39,000		(131,021)	▲
		(13,119,842)	(6,738,045)	132,400	0	(13,042,558)	
Operating activities excluded from budget							
Add Back Depreciation		6,661,650	3,331,461	0		6,589,248	
Adjust (Profit)/Loss on Asset Disposal		4,050	74,725	0		92,579	
Adjust Provisions and Accruals		0	0	0		0	
Amount attributable to operating activities		773,994	2,808,548	107,845	0	1,133,183	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		3,016,498	1,323,872	0	0	3,026,436	
Purchase of Investments		0	0	0		0	
Land Held for Resale		0	0	0		0	
Land and Buildings		(2,481,503)	(363,216)	79,694		(2,541,157)	
Plant and Equipment		(1,056,800)	(352,260)	(11,500)		(1,015,260)	
Furniture and Equipment		0	0	0		0	
Infrastructure Assets - Roads		(3,259,036)	(1,738,302)	0		(3,259,912)	
Infrastructure Assets - Other		(3,301,143)	(129,116)	124,500		(3,445,259)	
Proceeds from Disposal of Assets		286,500	147,181	0		290,785	
Proceeds from Sale of Investments		0	0	0		0	
Proceeds from Advances		0	0	0		0	
Amount attributable to investing activities		(6,795,484)	(1,111,841)	192,694	0	(6,944,368)	
FINANCING ACTIVITIES							
Repayment of Debentures	10	0	0	0		0	
Proceeds from New Debentures		0	0	0		0	
Advances to Community Groups		0	0	0		0	
Self-Supporting Loan Principal		6,000	0	0		6,000	
Transfer to Reserves	9	(1,162,610)	(700,507)	0		(1,128,192)	
Transfer from Reserves	9	3,586,154	0	0		3,586,154	
Amount attributable to financing activities		2,429,544	(700,507)	0	0	2,463,962	
Budget deficiency before general rates		(3,878,446)	913,579			(3,347,223)	
Estimated amount to be raised from general rates		4,018,009	4,000,780			4,000,780	
Closing Funding Surplus(Deficit)	2	139,563	4,914,359			653,557	

Shire of Yilgarn
STATEMENT OF BUDGET REVIEW
(Nature or Type)
For the Period Ended 31st January 2020

Note	Budget v Actual		Predicted Variance			
	Adopted Annual Budget	YTD Actual	Budget Increase / (Decrease)	Timing / (Carryover)	Estimated Year End	Material Variance
	\$	\$	\$	\$	\$	
Net current assets at start of financial year surplus/(deficit)	3,345,560	3,427,368	81,808		3,427,368	▲
Revenue from operating activities (excluding rates)						
Grants, Subsidies and Contributions	2,024,419	1,122,650	(106,363)		1,879,046	
Profit on Asset Disposal	57,550	0	0		0	▼
Fees and Charges	1,015,298	961,545	0		1,330,225	▲
Service Charges	314,310	322,149	0		322,149	
Interest Earnings	244,799	135,230	0		206,812	▼
Other Revenue	226,200	171,465	0		328,315	▲
	3,882,576	2,713,039	(106,363)	0	4,066,547	
Expenditure from operating activities						
Employee Costs	(3,080,786)	(1,620,259)	15,000		(2,901,429)	
Materials and Contracts	(2,291,429)	(933,642)	109,900		(2,237,458)	
Utilities Charges	(498,052)	(421,943)	(7,500)		(791,185)	▲
Depreciation (Non-Current Assets)	(6,661,650)	(3,331,461)	0		(6,589,248)	
Interest Expenses	0	0	0		0	
Insurance Expenses	(267,332)	(285,223)	0		(311,313)	▲
Loss on Asset Disposal	(61,600)	(74,725)	0		(92,579)	▲
Other Expenditure	(258,993)	(153,413)	0		(206,389)	▼
	(13,119,842)	(6,820,666)	117,400	0	(13,129,600)	
Funding Balance Adjustment						
Add Back Depreciation	6,661,650	3,331,461	0		6,589,248	
Adjust (Profit)/Loss on Asset Disposal	4,050	74,725	0		92,579	
Adjust Provisions and Accruals	0	0	0		0	
Amount attributable to operating activities	773,994	2,725,927	92,845	0	1,046,141	
INVESTING ACTIVITIES						
Non-Operating Grants, Subsidies and Contributions	3,016,498	1,323,872	0		3,026,436	
Land Held for Resale	0	0	0		0	
Land and Buildings	(2,481,503)	(363,216)	79,694		(2,541,157)	
Plant and Equipment	(1,056,800)	(352,260)	(11,500)		(1,015,260)	
Furniture and Equipment	0	0	0		0	
Infrastructure Assets - Roads	(3,259,036)	(1,738,302)	0		(3,259,912)	
Infrastructure Assets - Other	(3,301,143)	(129,116)	124,500		(3,445,259)	
Purchase of Investments	0	0	0		0	
Proceeds from Disposal of Assets	286,500	147,181	0		290,785	
Proceeds from Sale of Investments	0	0	0		0	
Amount attributable to investing activities	(6,795,484)	(1,111,841)	192,694	0	(6,944,368)	
FINANCING ACTIVITIES						
Proceeds from New Debentures	0	0	0		0	
Proceeds from Advances	0	0	0		0	
Self-Supporting Loan Principal	6,000	0	0		6,000	
Transfer from Reserves	3,586,154	0	0		3,586,154	
Repayment of Debentures	0	0	0		0	
Advances to Community Groups	0	0	0		0	
Transfer to Reserves	(1,162,610)	(700,507)	0		(1,128,192)	
Amount attributable to financing activities	2,429,544	(700,507)	0	0	2,463,962	
Budget deficiency before general rates	(3,878,446)	913,579			(3,347,223)	
Estimated amount to be raised from general rates	4,018,009	4,000,780			4,000,780	
Closing Funding Surplus(Deficit)	139,563	4,914,359			653,557	

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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 budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

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.

The Local Government Reporting Entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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.

(b) 2019/20 Actual Balances

Balances shown in this budget review report as 2019/20 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

(c) Rounding Off Figures

All figures shown in this budget review report, other than a rate in the dollar, 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 Shire 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 (GST)

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 Note 4 Net Current Assets

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.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 4 Net Current Assets.

(h) 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.

(i) 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.

(j) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	5 to 10 years
Plant and Equipment	5 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
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

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

(k) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cost approach (Continued)

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget review report as necessary.

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments (Continued)

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment of Assets

In accordance with Australian Accounting Standards the Shire assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

(m) Impairment of Assets (Continued)

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget review report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2019.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget review report.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(o) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(p) 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 until such time as the asset is substantially ready for its intended use or sale.

(q) Provisions

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(r) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

SHIRE OF YILGARN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Investment in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(t) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

(u) 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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

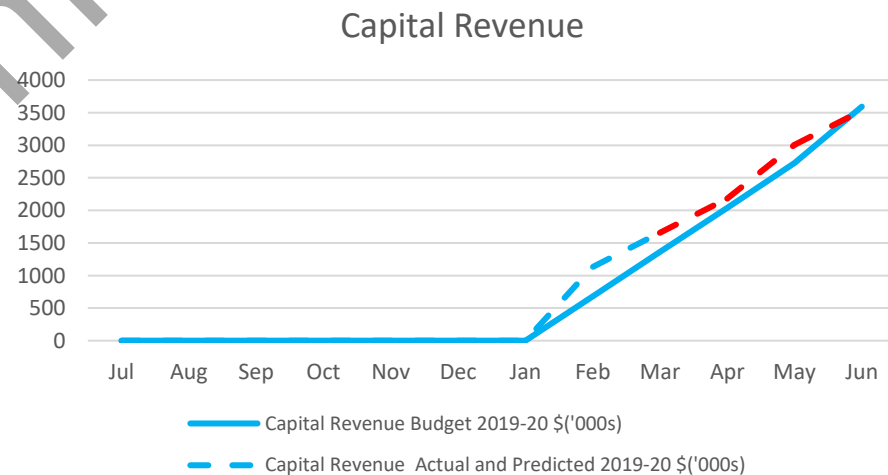
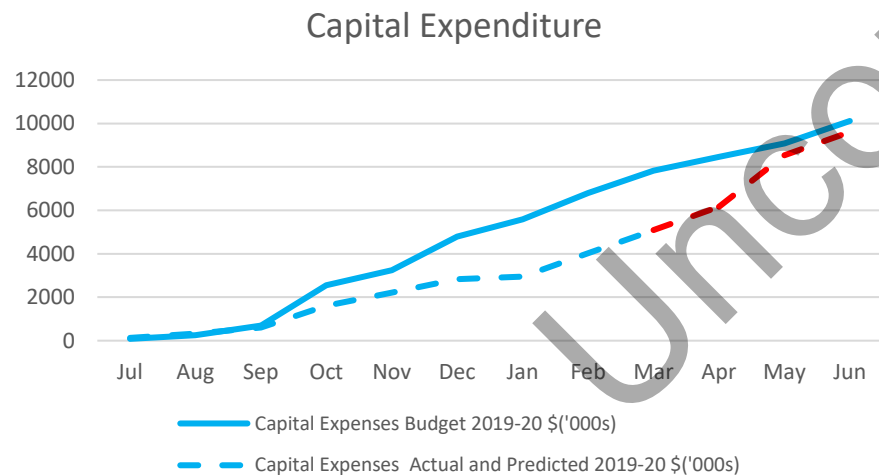
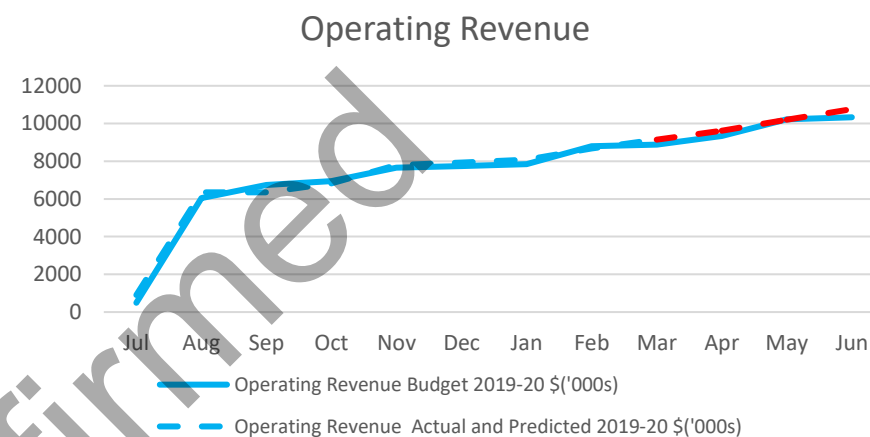
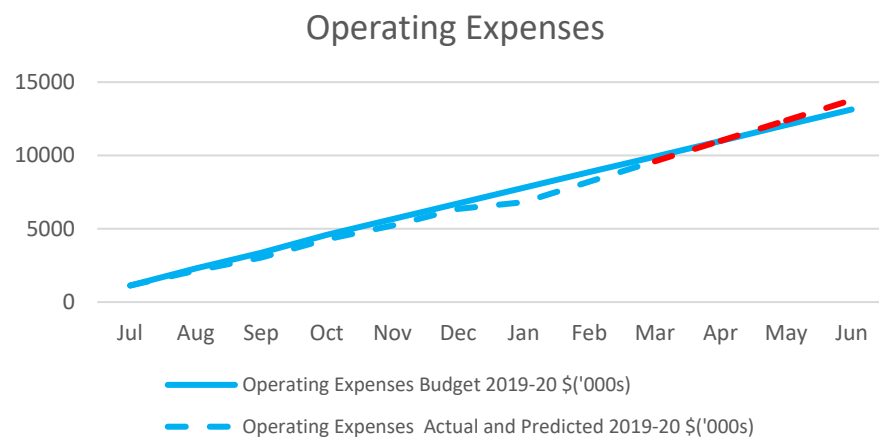
(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF YILGARN
SUMMARY GRAPHS - BUDGET REVIEW
For the Period Ended For the Period Ended 31st January 2020



This information is to be read in conjunction with the accompanying financial statements and notes.

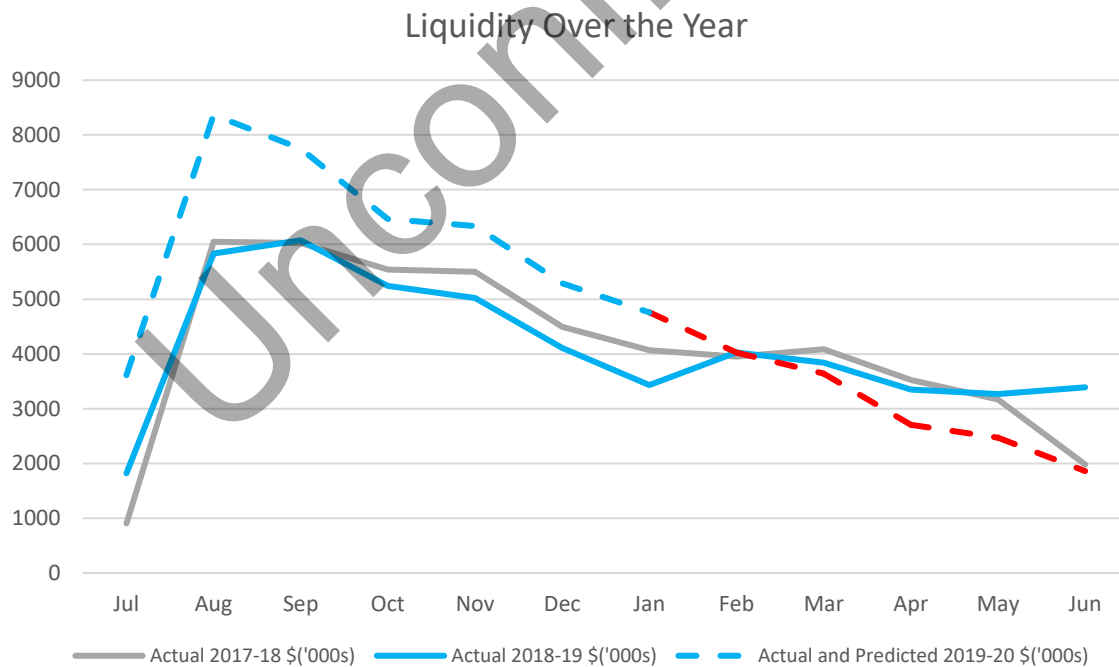
Shire of Yilgarn
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 31st January 2020

Note 3: NET CURRENT FUNDING POSTION

Positive=Surplus (Negative=Deficit)

2019-20

	Note	This Period	Last Period	Same Period Last Year
		\$	\$	\$
Current Assets				
Cash Unrestricted		4,277,964	4,713,242	2,228,357
Cash Restricted		7,282,270	7,274,639	6,194,991
Receivables - Rates and Rubbish		889,166	951,648	1,151,246
Receivables -Other		81,303	57,691	339,442
Inventories		26,792	27,092	9,246
		12,557,495	13,024,312	9,923,281
Less: Current Liabilities				
Payables		(286,384)	(228,829)	(44,819)
Provisions		(228,772)	(229,089)	(253,226)
		(515,156)	(457,918)	(298,045)
Less: Cash Restricted		(7,282,270)	(7,274,639)	(6,194,991)
Net Current Funding Position		4,760,069	5,291,755	3,430,245



Comments/Notes - Net Current Funding Position

Shire of Yilgarn
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 31st January 2020

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
Budget Adoption			Opening Surplus(Deficit)		81,808		81,808	
Budget Amendments Previously Approved								
CRF01	CRF - Bodallin South Rd - Construct to 7m Seal - SLK 2.7 - 4.9 (1'	215/2019	Capital Expenses			406,367	(406,367)	
R12111	Commodity Route Funding	215/2019	Capital Revenue		406,367		406,367	
Budget Amendments Resulting From Review								
<u>03. General Purpose Funding</u>								
R03200	Grants Commission General		Operating Revenue			45,000	(45,000)	Greater than 50% prepayment made in prior year
R03201	Grants Commission Roads		Operating Revenue			105,000	(105,000)	Greater than 50% prepayment made in prior year
<u>04. Governance</u>								
E04123	Ict - Councillors		Operating Expenses			3,700	(3,700)	Newly Elected Councillor iPads
<u>09. Housing</u>								
E09413	120 Antares Street - Land & Buildings Capital		Capital Expenses		20,806		20,806	Works completed under Maintenance
<u>10. Community Amenities</u>								
E10450	Marvel Loch Sewerage Scheme - Infrastructure Capital		Capital Expenses		10,500		10,500	Works completed under Maintenance
J10601	Australia Day Celebrations		Operating Expenses			3,000	(3,000)	Increased Scope of Activities due to Pool Closure
J10605	Community Development - General		Operating Expenses			8,000	(8,000)	Additional Events and Shows
E10610	Town Planning Scheme - Other		Operating Revenue			5,000	(5,000)	Costs associated with Subdivision of 50 Antares St
<u>11. Recreation & Culture</u>								
J11151	Southern Cross War Memorial - Infrastructure Capital		Capital Expenses			15,000	(15,000)	Greater than anticipated Quotation Value
E11212	Swimming Pool Water		Operating Expenses			4,500	(4,500)	Half Pool season due to delayed Construction
E11213	Swimming Pool Electricity		Operating Expenses			3,000	(3,000)	Half Pool season due to delayed Construction
E11214	Swimming Pool Chemicals/Gas		Operating Expenses			1,200	(1,200)	Half Pool season due to delayed Construction
J11201	Swimming Pool maintenance		Operating Expenses			5,000	(5,000)	Half Pool season due to delayed Construction
J11316	Marvel Loch Townsite Maintenance		Operating Expenses			60,000	(60,000)	Contribution to Fencing & Demolition of Derelict House
J11330	Playground Equipment - Constellation Park - Infrastructure Capital		Capital Expenses			120,000	(120,000)	Increased scope of works
J11502	Yilgarn History Museum - Land & Buildings Capital		Capital Expenses			10,000	(10,000)	Increased cost or remedial works

Shire of Yilgarn
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 31st January 2020

Note 4: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
<u>12. Transport</u>								
J12300	Depot - Plant & Equipment Capital		Capital Expenses			35,500	(35,500)	Installtion of Secure Diesel Bowser
<u>13. Economic Services</u>								
R13701	Transfer From Trust Account		Operating Expenses		43,637		43,637	Transfer from unspent grants held in Trust
E13750	Skeleton Weed - Plant & Equipment Capital		Capital Expenses	47,000			0	Item purchased in prior year resulting in lower CF \$
<u>14. Other Property & Services</u>								
E14212	Training		Operating Expenses			15,000	(15,000)	Increase in Training Requirements
E14642	11 Antares Street Admin Centre - Maintenance		Operating Expenses			24,000	(24,000)	Less Maint Exp required due to increased Cap Exp
J14603	11 Antares Street - Land & Buildings Capital		Operating Expenses			60,500	(60,500)	Capital expenditure required to lease 2 spaces
E14212	Training		Operating Expenses			15,000	(15,000)	Increase in Training Requirements
Amended Budget Cash Position as per Council Resolution				47,000	563,118	944,767	(381,649)	

Great Eastern Country Zone

Minutes

Kellerberrin Recreation & Leisure Centre

Wednesday 26 February 2020

Table of Contents

1.	OPENING AND WELCOME	4
2.	ATTENDANCE AND APOLOGIES.....	4
3.	DECLARATIONS OF INTEREST	6
4.	ANNOUNCEMENTS	6
7.1	Federal Government Drought Communities program (Brought Forward)	8
5.	GUEST SPEAKERS / DEPUTATIONS.....	9
5.1	Helen Creed - Regional Early Education and Development	9
5.2	Department of Local Government, Sport and Cultural Industries	10
6.	MINUTES	10
6.1	Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 28 November 2019	10
6.2	Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 28 November 2019	10
6.3	Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 13 February 2019.....	10
6.3.1	(Executive committee item 5.3) Budget 2020/21	11
6.3.2	Minutes of the Executive Committee 13 February 2020	11
7.	ZONE BUSINESS	11
7.1	Federal Government Drought Communities program (Refer page 8 above)	11
7.2	Wheatbelt Conference 2020	12
7.3	Sports Infrastructure Forum	12
7.4	Local Government Telecommunications Case Studies	14
7.5	Government Regional Housing (GROH)	15
7.6	Wheatbelt Health MOU	16
7.7	Review of State Council and Zone Structure Process - Update	17
8.	ZONE REPORTS	17
8.1	Zone President Report.....	17
8.2	Local Government Agricultural Freight Group	18
8.3	Wheatbelt Secondary Freight Group.....	18
8.4	Wheatbelt District Emergency Management Committee	19
9.	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS.....	20
9.1	State Councillor Report.....	20
9.2	WALGA Status Report to be updated	10
9.3	Review of WALGA State Council Agenda – Matters for Decision.....	12
9.4	Review of WALGA State Council Agenda – Matters for Noting / Information	13
9.5	Review of WALGA State Council Agenda – Organisational Reports.....	13
9.6	Review of WALGA State Council Agenda – Policy Forum Reports	14
9.7	WALGA President's Report	14
10.	AGENCY REPORTS.....	14
10.1	Department of Local Government, Sport and Cultural Industries	14
10.2	Main Roads Western Australia	15
10.3	Wheatbelt RDA.....	15

10.4	Wheatbelt Development Commission	15
11.	MEMBERS OF PARLIAMENT.....	15
11.1	Mia Davies MLA, Member for Central Wheatbelt	15
12.	EMERGING ISSUES.....	15
13.	URGENT BUSINESS.....	15
14.	DATE, TIME AND PLACE OF NEXT MEETINGS	15
15.	CLOSURE.....	15

Great Eastern Country Zone

Meeting held at the Kellerberrin Leisure Centre

Commenced at 9.30am, Wednesday 26 February 2020

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Ramesh Rajagopalan
Shire of Cunderdin	Cr Dennis Whisson Cr Alison Harris Mr Stuart Hobley, Chief Executive Officer non-voting delegate
Shire of Dowerin	Ms Rebecca McCall, Chief Executive Officer non-voting delegate
Shire of Kellerberrin	Kate Dudley, Deputy Chief Executive Officer
Shire of Kondinin	Ms Mia Maxfield, Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Julie Flockart Deputy President Cr Mal Willis Mr Mark Dacombe, (Temp) Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse – Deputy Chair Mr John Nuttall, Chief Executive Officer non-voting delegate
Shire of Narembeen	President Cr Rhonda Cole – Chair Cr Alan Wright Mr Scott Wildgoose, Acting Chief Executive Officer non-voting delegate
Shire of Nungarin	President Pippa DeLacey Cr Eileen O'Connell Mr Adam Majid Chief Executive Officer non-voting delegate
Shire of Tammin	President Cr Michael Greenwood Deputy President Cr Glenice Batchelor Mr Neville Hale, Chief Executive Officer non-voting delegate
Shire of Trayning	Deputy President Cr Geoff Waters
Shire of Westonia	President Cr Karin Day Jasmine Geier, Manager Corporate Services
Shire of Wyalkatchem	Deputy President Cr Owen Garner
Shire of Yilgarn	President Bryan Close Cr Wayne Della Bosca Mr Peter Clarke Chief Executive Officer non-voting delegate

WALGA Executive	Tony Brown, Executive Manager Governance & Organisational Development Mark Batty, Executive Manager, Environment and Waste Lyn Fogg, Governance Advisor, Sector Support and Advice
<u>GUESTS</u>	Hon Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth Hon Laurie Graham MLC, Agricultural Region Emma Collyer, Policy Advisor, Minister for Water Office Kathleen Brown, Electorate Officer, Mia Davies MLA Office Patricia Pedlety, Water Corporation
DLGSC	Ms Jennifer Collins, Regional Manager, Wheatbelt Mr Gordon MacMile, Director Strategic Coordination and Delivery Planning and Service Delivery
Main Roads WA	Ms Janet Hartley-West, Network Manager
RDA Wheatbelt	Mandy Walker, Director Regional Development
REED - Regional Early Education & Develop.	Ms Helen Creed, Chairperson
<u>APOLOGIES</u>	
Shire of Bruce Rock	Mr Darren Mollenoyux Chief Executive Officer, Non-voting Delegate
Shire of Dowerin	Cr Julie Chatfield Cr Darrel Hudson
Shire of Kellerberrin	President Cr Rodney Forsyth Cr Scott O'Neill Mr Raymond Griffiths, Chief Executive Officer non-voting delegate
Shire of Kondinin	President Cr Sue Meeking Cr Bev Gangell
Shire of Koorda	President Cr Ricky Storer Cr Pamela McWha Mr Darren Simmons Chief Executive Officer non-voting delegate
Shire of Mount Marshall	Cr Nick Gillett
Shire of Mukinbudin	President Gary Shadbolt Cr Sandie Ventris Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Cr Tania Daniels
Shire of Trayning	Cr Melanie Brown Mr Brian Jones, Chief Executive Officer, Non-voting Delegate
Shire of Westonia	Cr Bill Huxtable Mr Jamie Criddle Chief Executive Officer non-voting delegate

Shire of Wyalkatchem President Cr Quentin Davies
Ms Taryn Dayman Chief Executive Officer non-voting delegate

GUESTS Hon. Martin Aldridge MLC, Agricultural Region
Mr Craig Manton, Main Roads WA
Mia Davies MLA, Member for Central Wheatbelt

ATTACHMENTS

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 28 November 2019.
2. Great Eastern Country Zone Executive Committee Minutes 13 February 2019.
3. State Emergency Management Committee Agenda
4. Telstra Fact Sheet
5. President's Report
6. RDA Wheatbelt Update
 - Wheatbelt District Emergency Management Attachments -
State Council Agenda – via link: <https://walga.asn.au/getattachment/23e6a5d1-55b5-4244-a8c7-2cf682088bac/Agenda-State-Council-4-March-2020.pdf>

The following documents are attached to the minutes;

7. REED – Regional Early Education and Development presentation
8. Department of Local Government, Sport and Cultural Industries Update and National Redress Scheme presentations.
9. Hon. Mia Davies – copy of correspondence to Federal Minister for Water

3. DECLARATIONS OF INTEREST

Cr Eileen O'Connell, Shire of Nungarin disclosed an interest in Item 7.1 - Federal Government Drought Communities Program.

4. ANNOUNCEMENTS

The Chair, President Cr Rhonda Cole, introduced the Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth and the Hon Laurie Graham MLC, Agricultural Region, who is attending this meeting to hear and address the Zone's concerns - refer Item 7.1 - Federal Government Drought Communities Program.

The Minister addressed the meeting regarding the following matters:

- COAG Minister's Forum in Tasmania (week of 17-21 Feb 2020) received a climate outlook update from the Bureau of Meteorology (BOM) – key take away points included:
 - Australia is facing a drier climate with the south west of WA continuing in a long term drying pattern;
 - Australia will get hotter, with consequential impacts on weather generally and therefore agriculture;
 - Australia will experience less cyclonic events, however cyclonic events will become more intense.
- Usually only 2 districts with declarations of water deficiency, however 9 such declarations are currently in place.
- State Government now carting water for animal welfare and to supplement scheme water for 8 town sites. End of financial year costs to State Government estimated at \$11m.
- State Government has spent \$1.5m on community water supply improvement projects.

- Water Department has identified a further 90 Strategic Community Water Supply Projects.
- Minister is seeking to resolve lack of coordination between Water Corporation, Department of Water, Department of Primary Industries and Regional Development and Local Governments. Minister has implemented regular meetings with these agencies to better coordinate State Government responses.
- Federal Government drought expenditure of \$14 billion – 95% spent on east coast, approx. 2% in WA.
- Federal Government Drought Communities Program round one included 100 Local Governments in WA – nil qualified. Second round resulted in 52 local governments funded nationally of which 48 were in WA. State Government has met with Federal Minister, David Littleproud and is advocating for a third round of funding, so that WA drought areas may be better funded. Expressed 'surprise' that the Federal Government had not sought to consult with the State Government nor WALGA when determining funding.
- Noted commentary from the Ernst Young review of the Federal program, that data that informed Federal Government funding decisions was primarily based on rainfall data from the Murray/Darling basin – no WA data used.
- Minister would like to speak with WA Local Governments that were funded / not funded to better understand the issues.
- Noted that Federal "Future Drought Fund" has potential to provide \$100m per annum in funding – State Government therefore advocating for Federal funding for:
 - The identified 90 strategic community water supply projects;
 - Investigating on farm small scale desalination plants (currently on trial at Muresk);
 - Urban horticulture projects.
- Goldfields water pipeline replacement / undergrounding project – is the continuance of the ongoing maintenance program however now packaged as a 50 year plan to facilitate Federal funding approvals.
 - Confirmed that parts of the pipeline relevant to tourism / heritage will remain above ground.

The Minister then took questions and comments from Zone Members:

- Mount Marshall – Government drought responses lack understanding of the importance of rainfall patterns in WA (rather than focus only on total volume of rainfall) i.e. rain at wrong time of year can have greater detrimental impact.
- Narembeen – This lack of understanding increases potential for wrong projects to be funded, value lost in the rush to spend money.
- Kondinin – No BOM data collected within the Kondinin District, contributing to difficulties for the Shire to successfully apply for drought funding. Currently carting water into the District and consider that there is a massive water supply problem ahead with stock feed lots substantially jeopardised.
- Yilgarn – Raised concerns with the Water Corp change in policy for access to and fees charged for water supplies from standpipes and particularly the agreements Water Corp requires Local Governments to enter into. Noted that similar concerns arise for the Shires of Kellerberrin and Westonia. Have written to Minister on 27 November 2019, however no response yet received. Minister advised that the delay in response was attributable to him seeking clarification on the advice provided by Water Corp. Minister advised a response will be provided.
- Bruce Rock – Raised concerns that the Federal Government was responding to individual Local Governments, suggested WALGA to coordinate a sector response / advocacy. Minister advised that he was supportive of working with the sector to coordinate a WA response.
- Bruce Rock – Aging infrastructure is contributing to substantial water wastage. Minister advised that the State has prioritised continued funding of the program to address this issue.
- Narembeen – Noted concerns with standpipe access / equity and cost issues, particularly how changes to Water Corp protocols now require Local Governments to pick up costs for maintaining standpipes whilst Water Corp collects the fees.

- Yilgarn – Additional dams required in strategic locations to contribute to drought proofing the area. Minister advised that some dams in disrepair have been identified for inclusion in the '90 Strategic Community Water Supply Projects'.
- Narembeen – Noted that dams don't just fall into disrepair and that the State Government's withdrawal of resources in regional areas has contributed to the failure of infrastructure to be appropriately maintained.
- WALGA – Mark Batty advised the Zone that the WALGA Secretariat required political direction from the sector to direct future advocacy. Noted that the Ernst Young Report identified poor methodology and Federal Government funding of some Local Governments that did not meet the selection criteria. Commented on the absence of 'joined up' advocacy – State Government / Local Government, and the need for the National Resource Steering Committee to be reconvened including Ministerial representation from all relevant portfolios – water, environment, infrastructure.
- Tammin – Expressed support for the re-establishment of the National Resource Steering Committee. Minister advised that he was open to suggestions for how to formalise the reconvening of the National Resource Steering Committee.

10.25am The Great Eastern Country Zone agreed that for the convenience of the Minister for Water and for Zone Members that Item 7.1 would be brought forward for discussion.

7.1 Federal Government Drought Communities program (Brought Forward)

By WALGA Executive Manager Environment & Waste, Mark Batty

Background

Drought Funding Update

There are a number of funding streams relevant to Local Government under the Commonwealth Drought Response, Resilience and Preparedness Plan 2019.

https://www.agriculture.gov.au/sites/default/files/documents/aust-govt-drought-response-plan_0.pdf

Future Drought Fund

The Drought Response, Resilience and Preparedness Plan 2019 identifies the establishment and operating of a Future Drought Fund (still in preparation and due to be presented to the Australian Parliament in February 2020).

The Australian Government's initial \$3.9 billion upfront contribution will be invested by the Future Fund with earnings to be reinvested until the balance reaches \$5 billion. It will provide a sustainable and ongoing source of funding to make agriculture more productive and profitable and enhance the wellbeing of our farming communities and the sustainability of our farming landscapes.

The Fund will provide support to assist primary producers and regional communities to prepare for the impact of drought, as well as to encourage them to adopt self-reliant approaches to manage exposure to drought. The Fund will support initiatives that enhance the public good (that is benefits that are not solely for individual farm entities), including:

- invest in research, innovation, extension and adoption
- assist in the adoption of new and existing technology
- improved environmental and natural resource management
- infrastructure and community initiatives.

From 2020–21, \$100 million will be available for drought-resilience initiatives. A Consultative Committee has been established to advise on the Drought Resilience Funding Plan, which will be developed in consultation with farmers and regional communities. The Funding Plan will guide the selection and prioritisation of drought-resilience projects. There was only limited public consultation in the

development of the draft plan by the Consultative Committee (Merredin, Perth - state agencies only – and Geraldton).

Drought Communities Programme Extension

This programme has been designed as a rapid economic stimulus package to the current drought conditions being experienced nationally. 128 Local Governments were initially identified (all eastern states Local Governments), plus the recent addition of 35 Local Governments in Western Australia. Up to \$1 million per announcement for local community infrastructure and other drought relief projects.

This is the program that is causing the consternation across the sector with regard to eligibility criteria. Significant portions of the SWLD and pastoral regions are ineligible due to the narrow scope and interpretation of the three primary selection criteria - based on rainfall deficiency data from the Bureau of Meteorology and population and industry data from the 2016 census.

WALGA has been working with ALGA in order to gain some greater clarity on the rationale for selection criteria, which is by default creating a sense of 'winners and losers', with over twenty additional Local Governments in WA now seeking inclusion into the Drought Communities Programme Extension. WALGA will be seeking a review of the eligibility criteria, as both the criteria used, and the interpretation of it in determining Local Government eligibility is entirely unsatisfactory in the WA context of ongoing drought conditions.

President Craigie gave public voice to the emerging concerns across the sector in her column in the West Australian on Tuesday 11 February.

State Government assistance across the south west land division is largely focussed on the Water Deficient Declared Areas (e.g. parts of Shires of Esperance, Lake Grace, Jerramungup, Ravensthorpe), and is also focussed on carting water to Denmark, Cranbrook, Grass Patch, Hyden, Lake King, Rocky Gully, Wellsted, Salmon Gums, Ravensthorpe and Walpole. At this stage there is little apparent coordination between the State and Commonwealth drought assistance processes.

RESOLUTION

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

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.

CARRIED

The GECZ Chair, President Cr Rhonda Cole, extended the Zone's thanks to the Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth and the Hon Laurie Graham MLC, Agricultural Region, for attending the Zone meeting.

10.35am Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth, Emma Collyer, Policy Advisor, Minister for Water Office, Kathleen Brown, Electorate Officer, Mia Davies MLA Office, Patricia Pedlety, Water Corporation and Mark Batty, WALGA – left the meeting.

5. GUEST SPEAKERS / DEPUTATIONS

5.1 Helen Creed - Regional Early Education and Development

Helen Creed, Chairperson, Regional Early Education and Development provided a presentation to the Zone. The presentation is provided as Attachment 7.

11.00am Helen Creed left the meeting.

5.2 Department of Local Government, Sport and Cultural Industries

As resolved at the November Zone meeting, a representative from the Department presented to the Zone on relevant key projects for this first Zone meeting of 2020. The Department will continue to provide an update to each future Zone meeting based on the topics of interest that are provided from the Zone.

Ms Jennifer Collins, Regional Manager, Wheatbelt spoke to matters related to DLGSC services and activities and Mr Gordon MacMile, Director Strategic Coordination and Delivery spoke regarding National Redress Scheme. The presentation is provided in Attachment 8.

11.40am The Chair, President Cr Rhonda Cole, adjourned the meeting.

11.52am The meeting was reconvened.

11.53am Ms Jennifer Collins, Regional Manager, Wheatbelt spoke to matters related to DLGSC services and activities and Mr Gordon MacMile, Director Strategic Coordination and Delivery – left the meeting.

6. MINUTES

6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 28 November 2019

The Minutes of the Great Eastern Country Zone meeting held on Thursday 28 November 2019 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Ramesh Rajagopalan
Seconded: President Cr Karin Day

That the minutes of the Great Eastern Country Zone meeting held Thursday 28 November 2019 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 28 November 2019

NIL.

6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 13 February 2019

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

6.3.1 (Executive committee item 5.3) Budget 2020/21

Background:

Preparation of the draft budget for the 2020/21 reporting year will soon commence. This will then be tabled at the April of the Executive committee.

To support the preparation of the budget, the committee was invited to discuss and provide guidance on the following:

- Whether it wishes to provide any budget allocation for a Convention or similar events,
- Other new items of activity, like regional Elected Member training
- Subscription options.

The Committee needs to be aware that total cash currently held is \$184,599 and that this year's subscription was reduced by 50 percent. In determining the subscription, the committee may wish to consider potential activities beyond next year.

Executive Committee Resolved

That the Subscriptions be retained at \$1750 for the 20/21 financial year.

Resolved

The GECZ requested WALGA to provide advice detailing the potential costs if the Zone funded the Council Member Essentials Training for Zone Members, including if the Zone refunds in-person and / or eLearning training costs already incurred by Zone member Local Governments for the April Zone meeting.

ZONE RESOLUTION

Moved: Cr Alan Wright
Seconded: Cr Wayne Della Bosca

That the Subscriptions be retained at \$1750 for the 20/21 financial year.

CARRIED

6.3.2 Minutes of the Executive Committee 13 February 2020

RESOLUTION

Moved: President Cr Julie Flockart
Seconded: President Cr Pippa DeLacey

That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 13 February 2020 be endorsed.

CARRIED

7. ZONE BUSINESS

7.1 Federal Government Drought Communities program (Refer page 8 above)

Item 7.1 was, by agreement, discussed earlier in the meeting.

7.2 Wheatbelt Conference 2020

By Executive Officer, Tony Brown

Background

At the August 2019 Great Eastern Country Zone meeting, it was resolved as follows:

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

The Executive Committee then resolved at the November meeting,

4.2.1 Wheatbelt Conference

The status on the Wheatbelt conference is that the other 2 Zones were not supportive of a 2020 Wheatbelt Conference.

Great Eastern Country Zone resolved to review after the 2019 Local Government elections. This item will come up at the March 2020 Zone Meeting for further consideration.

Noted: GECZ suggested that a proposal for a 2021 or 2022 Wheatbelt Conference be discussed with other Wheatbelt Zones at the 2020 WALGA Convention.

7.3 Sports Infrastructure Forum

By Executive Officer, Tony Brown

Background

At the November 2019 Zone meeting, the Zone requested the secretariat to obtain feedback and report back to the Zone on the outcomes of the Sports Infrastructure Forum.

The information below has been previously emailed to Zone members and is provided for discussion and noting.

Local Government have requested that WALGA continues to advocate for funding, support and resources from the State Government to assist with meeting the needs of communities and support for improved health outcomes of which sporting facilities and programs play an integral role. In acknowledging that sporting clubs and facilities can be the backbone to social cohesion in any community, extensive work has been undertaken by Local Governments to identify opportunities to address strategic planning and resourcing of community and regional scale sporting facilities.

At the WALGA Convention in August 2019, a concurrent session was held to assist Local Governments to better understand the strategic and funding environment that will assist Councils in continuing to provide low or no cost facilities and support the ongoing development of programs for recreation organisations. The session was well received and called to action stronger advocacy in this space. As a result, a Sports Infrastructure Roundtable was held on 4 November 2019 as an integral step in hearing the perspectives of a number of stakeholders and collectively designing potential opportunities that anticipate meeting the needs of the community.

It was a great opportunity to bring together key representatives for a discussion around the future of sports infrastructure whilst opening the prospect of strengthened relationships and aligned advocacy for effective statewide decision making. Participants on the day were representatives from Local Government Growth Alliance Perth And Perth (GAPP), Chaired by the City of Swan, and the Local Government Metropolitan Recreational Advisory Group (MARAG) currently Chaired by the City of Bayswater. Also participating on the day were representatives from Infrastructure WA, State Government agencies Department Planning, Lands and Heritage and the Department of Local Government Sport and Cultural Industries, the peak State Sport Association (SSA), SportWest who

was accompanied by a few state sporting associations and Local Government Elected Members and Officers.

Participants in the Roundtable are collectively supportive of State Government in establishing a separate funding allocation for Regional level sports facilities and the allocation of an appropriate level of funding for the CSRFF program, together with ongoing advocacy across all tiers of Government.

WALGA, has been working with its members to address strategic planning and resourcing of community and regional scale sporting facilities. The Roundtable was an integral step in hearing the perspectives of all key stakeholders and collectively designing potential opportunities that anticipate meeting the needs of the community whilst contributing to the achievement of the State's priorities.

It was confirmed at the Roundtable, that the Minister is aware of the shortcomings of CSRFF but a commitment from State Government was still to be made on the best way to address the gaps.

A key component to addressing funding for sports facilities is to clearly demonstrate social and economic benefit for investment into infrastructure which is an area in need of improvement across all Western Australian Local and State Government sporting facilities. Of which Local Governments together with SSAs can provide through statistical data, such as usage statistics, as fundamental mechanisms to drive funding. This is currently being done well by the WA Cricket Association who have adopted a significant value for participation perspective.

One of the options discussed at the Roundtable, was to increase CSRFF significantly, as mentioned in the email below. This option would address more of the immediate need and include advice to State Government to develop a framework for the regional business case (and hold off funding business case development for future facility funding). The risk of choosing this option is that the CSRFF funding pool will still be susceptible to funding for regional facilities and the amount available to Local Governments for local facilities would be much the same as the current situation.

To counter this risk it was discussed and collectively agreed that the development of a regional business case, developed synergistically with a significant increase to CSRFF in the immediate State Government budget 2020-21, was the preferred measure. This option would address immediate concerns for Local Governments at the same time presenting an opportunity for longer term sustainability through the development of an investment strategy.

Therefore, a key outcome from the meeting was the aligned advocacy and collective action for the future of sports infrastructure in WA as was outlined in the WALGA Pre Budget Submission and stated:

- an increase in the annual amount of grant funding available in the Community Sport and Recreation Facilities Fund (CSRFF) to \$25 million (recurrent), and
- an additional \$2.3 million over four years (2020-21 to-2023-24) for the development of a Regional Sports Facilities Investment Strategy that reviews the current and future need for regional sporting facilities across WA, identifies and prioritises future regional level sport infrastructure projects, and provides a framework for how these projects will be funded.

It is important to note that where we can get an aligned message we have seen greater successful outcomes. WALGA is working with key partners to ensure aligned messaging for this State Budget ask on CSRFF and an additional Regional Sports Facilities Investment Strategy across Western Australia and seeks your support with this messaging. We are also conscious that this is the last State budget before the elections in 2021 and in that light are also building an election campaign to promote a collective voice to leverage outcomes for Local Government in conducting one of their functions of facility provision through to community.

If anyone would like to discuss this in further detail, please don't hesitate to contact Kirstie Davis, Policy Manager Community kdavis@walga.asn.au or contact on mobile 0438 231 710.

Noted

Background

WALGA appreciates the Zone Local Governments forwarding through all the valuable information regarding your challenges with telecommunications and your interactions with Telstra. As per previous commitments, WALGA took these concerns to the State Emergency Management Committee (SEMC) meeting on Friday 13th December and I wanted to communicate our advocacy and key outcomes from the discussions.

WALGA received information from fourteen members and consolidated that into a single document which is attached. This was tabled with all members of the SEMC, along with the Telstra representatives, the day prior to the meeting. This was to ensure your concerns were formally on the table and provided Telstra with an opportunity to frame their presentation to cover off on the issues raised.

Telstra brought four representatives to the meeting including Mr Malcolm De Silva – State Manager Enterprise and Government, Mr Paul Harrison – National Emergency Manager, Mr Shane Kinnear – WA Emergency Service Liaison, Mr Brian Young – WA Deputy Emergency Services And Mr Mark Thompson - Corporate Affairs Manager.

The National Manager led a presentation which focused primarily on their capacity to deal with large scale emergencies and did not go into much detail with respect to the key areas of interest of our members. The SEMC Chair gave WALGA the opportunity to speak to your concerns and in doing so WALGA relayed the following:

- WALGA have circulated concerns raised by our members so that all SEMC members were aware of the ongoing challenges in telecommunications particularly in regional communities. Some of these concerns date back to 2016.
- We recognise that Telstra is but one service provider and that they will not be able to speak to each of these issues.
- There are common themes throughout the examples tabled, which include:
 - Blackspots
 - Battery backup failures
 - unreliability/lack of consistency and duration of the battery back-up for the Telstra Exchange in the event of a sustained power outage, and the time it takes for Western Power to deliver and install a generator.
 - The Telstra Exchange is powered by Western Power, and this supply is supplemented by battery back-up which automatically starts in the event of a power outage.
 - The battery back-up is intended to provide support to the Exchange for three hours but this is often not the case.
 - Outages – which have led to loss of landlines and mobiles
 - This has significant impact on LG capability to communicate before, during and after an emergency.
 - LGs rely on mobile networks to notify stakeholders of Harvest vehicle movement bans, communication with and deployment of volunteers, impacts day to day operations and community services.
 - Telstra Notification Systems
 - LGs report that often when they contact Telstra they are advised that Telstra were unaware of the outages. Correspondence has indicated that Telstra explain that it is intended to be an automated notification of outages but this seems to be failing.
- LGs are not only concerned about their ability to fulfil their obligations during emergencies, it clearly has consequences for residents living in these communities who are unable to ring 000, access data (in some instances) and lose communications themselves.

- We are tabling these with the SEMC as Local Governments have identified risks to their communities and to date, have not been able to resolve these issues through the various channels available to them.

Telstra acknowledged that communication with Local Governments and other stakeholders is an area to work on. State agency heads also raised this as a major concern. Telstra acknowledged that in order to resolve these issues they would look into how they could better engage with Local and District emergency management committees on a consistent basis to provide more timely advice and information on the matters as they are raised. They were also cognisant of the interdependencies with the power companies but did not offer tangible solutions to the issues raised.

Noting WALGAs concerns, Telstra have agreed to a separate meeting to discuss the matters we have raised on your behalf. My office is currently working on the timing of this meeting as a matter of urgency and WALGA will communicate with you all again once this is known. State Councillor Stephen Strange, will also attend to provide leadership from our members at this meeting.

Attached with the Agenda (Attachment 3) was the Agenda from the State Emergency Management Meeting from 13 December 2019.

Following the State Emergency Management Meeting, Telstra reached out for a follow up meeting. WALGA is pleased to say we met with Telstra, where we discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.

State Councillor Stephen Strange, WALGAs Policy Manager for Emergency Management, Mel Pexton and WALGA CEO, Nick Sloan hosted a meeting with WA Telstra representatives on Wednesday 18 December. The Reps included:

- Malcolm De Silva, State Manager Enterprise and Government
- Shane Kinnear, WA Emergency Service Liaison
- Mark Thompson, Corporate Affairs Manager
- Naomi Evans, Regional team

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.

The first fact sheet to be provided by Telstra is on Power Outages and was attached (Attachment 4) for your information. Please make note of the key contacts and make use of these as required.

Further to this information, WALGA has requested Telstra to review their local contractor arrangements to see if there are opportunities for more local content which may have an impact on expediting service reinstatement in regional areas.

WALGA recognise the interdependent nature of power supply and telecommunications, and we will be meeting with the sector in 2020. We have agreed to host a telecommunications and power info session in early 2020.

Discussion President Cr Stephen Strange provided an update on the 18 December 2019 meeting held with Telstra Representatives (noted above).

Noted.

7.5 Government Regional Housing (GROH)

By Policy Manager, Community, Kirstie Davis

Background

WALGA's Community Policy area has been dealing with this matter through recommendations made by Great Eastern Country Zone.

The response has been centralised around housing options of quality and quantity of stock, and other cost and workforce associated challenges for Police, however the GROH Framework considers all teachers also. The formal communication trail includes:

- After consultation and advocacy between WALGA, Local Government and relevant State Government agencies and key industry bodies, the McGowan Government deferred a planned increase to GROH rents in 2019-20 in a media statement released in May 2019. <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx>
- 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 through one on one meetings to discuss challenges and develop opportunities for change.
- 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 Tenant Rent Setting Framework review will be included.
- Since the very public Department of Communities corruption disruption in the weeks leading up to Christmas, the area responsible for GROH has confirmed the GROH profile is undergoing a restructure with no further advice currently available.

WALGA notes and includes all Zones Recommendations and advice received from Local Governments in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic.

As further information is made available, WALGA will remain in contact with the Zones to provide timely feedback and advice.

Noted.

7.6 Wheatbelt Health MOU

Background:

The Zone has received correspondence from WALGA CEO Nick Sloan, seeking each of the WALGA Wheatbelt Zones support, to re-establish the Wheatbelt Health MOU and invite the nomination of a representative to participate in a working group that will commence in February 2020.

By way of background, earlier this year the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) approached WALGA to deliver a regional health forum in the Wheatbelt. All Wheatbelt Local Governments were invited to attend this Forum held in Trayning on 20 September 2019. The forum was held with key service providers and stakeholders; WA Country Health Service (WACHS), St John Ambulance, WA Primary Health Alliance, Royal Flying Doctor Service, Regional Development Australia and the Hon Mia Davies MLA.

After the presentations from the key service providers and stakeholders, WALGA coordinated a workshop with the participants where key recommendations were captured. A report titled 'Wheatbelt Regional Health Services Summary Report' was then prepared.

The Wheatbelt Regional Health Services Summary Report along with its recommendations from the workshop were presented to WALGA State Council for endorsement on 4 December 2019. The following recommendations were endorsed:

That WALGA:

1. *Re-establishes a working group to progress a Memorandum of Understanding with Local Governments in the Wheatbelt region and the WA Country Health Service, based on the previous work by the former Wheatbelt Health MOU Group, which outlines communication, responsibilities and strategic priorities unique to the region; and*
2. *Work with key service providers and stakeholders to engage with Local Government to further discuss the issues and develop solutions in the aged care services sector.*

RESOLUTION 154.7/2019 CARRIED

The Wheatbelt Health MOU Group was previously established in December 2006 to be an advocacy group and to provide an avenue for Local Governments and stakeholders to work together to improve the delivery and availability of health services in the Wheatbelt. It was a partnership between the Avon Midland Country Zone, Central Country Zone and Great Eastern Country Zone; Regional Development Australia Wheatbelt; WACHS; and the Wheatbelt Development Commission. The group ceased operating in 2015. WALGA was not previously involved with the former MOU.

WALGA has written to the Chief Executive Officer, WACHS, Mr Jeffrey Moffet, Chief Executive Officer, WA Primary Health Alliance, Ms Learne Durrington and the Acting Chief Executive Officer, Wheatbelt Development Commission, Mr Gavin Robins to also seek their support.

ZONE RESOLUTION

Moved: President Cr Julie Flockart
Seconded: Cr Ramesh Rajagopalan

- **That Cr Glenice Batchelor (Shire of Tammin) be put forward to represent the Zone on the Wheatbelt Health MOU Group.**
- **That Cr Alison Harris (Shire of Cunderdin) be the Proxy representative.**

CARRIED

7.7 Review of State Council and Zone Structure Process - Update

By Executive Officer, Tony Brown

An overview of the recent changes to WALGA's State Council and Zone processes will be provided at the meeting.

Noted

8. ZONE REPORTS

8.1 Zone President Report

By Cr Rhonda Cole

The Chair, President Cr Rhonda Cole advised the meeting that it would be good for the Zone to write as follows;

- **Outgoing WALGA President, Cr Lynne Craigie** – expressing the Zone's appreciation for Cr Craigie's leadership and service to the Local Government sector.
- **Newly elected WALGA President (once elected)** – congratulating them on their election and inviting them to attend a GECZ meet and greet, that could include all Council Members and CEO's from Zone Members.

The Chair also asked if the WALGA Secretariat could again coordinate / extend an invitation for WALGA CEO, Nick Sloan to also attend a GECZ meeting.

RESOLUTION

Moved: Cr Wayne Della Bosca
Seconded: Cr Alan Wright

That the Zone President's Report be received.

CARRIED

8.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

Cr Forsyth is an apology for this meeting.

8.3 Wheatbelt Secondary Freight Group

The Chair, President Cr Rhonda Cole, tabled a report on behalf of President Cr Ricky Storer as WBS delegate to WSFN steering committee.

"Firstly like to thank Cr Rhonda Cole for stepping into the position, at least for the interim, as WBS delegate to the WSFN Steering committee. I would also like to thank and congratulate the Shire of Bruce Rock for taking on the role as host council for the Project Manager, and thank Darren for his assistance in conducting the interviews for this position.

We are pleased to welcome Mr Stephen Thompson, currently with the Shire of Brookton into the position of Project Manager. Stephen comes highly credentialed and recommended and will be, I'm sure, a valuable asset to the project. Stephen begins his role on the 3rd of March when he will firstly monitor work on the 2 pilot projects and also begin working with Local Governments to develop and ensure compliance of the 20/21 projects.

We are still waiting for the data from the TSD machine (expected in the next week or so), to finalise the prioritisation of the projects.

After quite a delay, the first instalment of \$4 million of the Federal ROSI funds were approved and the Shires of Victoria Plains and Quairading were able to proceed in the tendering process. Works in Vic Plains has begun with clearing the 2.75 km section of the Mogumber/Yarawindah Road.

Quairading will begin widening and drainage works later this month.

\$2 million is allocated to the pilot projects with the balance of a further \$2 million will be used for project development.

The construction phase of the Project was very successfully launched in Mogumber last Wednesday. The Deputy Prime Minister Hon Michael McCormack and State Transport Minister Hon Rita Saffioti jointly participated in the proceedings. Over 40 people attended including Melissa Price, Mia Davies, Laurie Graham, Shane Love, and Martin Aldridge, several Shire Presidents, councillors CEO's and staff as well various media representatives.

I would like to thank all who attended and apologise for the change in time which prevented many from attending due to other commitments."

RESOLUTION

Moved: Deputy President Cr Geoff Waters
Seconded: President Cr Julie Flockart

That the Wheatbelt Secondary Freight Group Report be received.

CARRIED

8.4 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

Wheatbelt District Emergency Management Committee Report – GECZ February 2020

The Wheatbelt DEMC last met on Wednesday, 19th February, 2020 at the St John WA District office in Northam. At this point the minutes are not yet available but for information and reference the Agenda and attachments were included in this report. The meeting was attended by Cr Julie Flockart and Cr Tony Sachse as delegates for the GECZ. There was a good attendance of agencies at the meeting.

Item 3: Guest Presentation “Global and Local Developments – Coronavirus” by Merridy Hoffman (Clinical Nurse Specialist – Disease Control – Wheatbelt Public Health Unit):

- Respiration Infections Disease Emergency Response (RIDER) Plan “How to Prepare and Respond” was already set up and has held Australia in good standing for Coronavirus.
- Up to 17/02/2020 there were around 73,000 confirmed cases.
- At present “Pandemic Potential” [Not called a Pandemic yet].
- There were around 1,200 deaths from Influenza strains in Australia in 2019.
- Wuhan Province in China has 10 – 11 million people and the infection rate has been 0.01%. Most people have mild illness but those over 60 years old or with secondary health problems are more at risk.
- Surgical masks can be worn but should be changed every hour. Hand hygiene is important. It was probably not the best management to quarantine the “Diamond Princess”.
- Coronavirus Incubation is 5 – 14 days. Headache, runny nose, may start to cough are symptoms. The common cold is a coronavirus. So was SARS.

Strategies: Some medication works but is only effective if taken in first 48 hours. Indonesia is not currently testing. Some of the staff on the cruise ship were Indonesian. Australia will run out of medication if it becomes a pandemic. Put off overseas travel, especially if have underlying medical condition. At this point authorities don’t believe it travels through vents on aircraft.

Discussion: Vaccine availability especially for those involved in Emergency Management is really important. Agencies should provide Influenza vaccine for their employees. The influenza vaccine only lasts for 4 months so timing is really important. Attempting to produce vaccines which will last up to 5 years.

Item 5: Shire of Dowerin and Shire of Wyalkatchem have completed the 5-year review of their LEMA’s.

State Emergency Management Committee (SEMC) request for the DEMC debrief. This is currently underway.

SEMC Communique and Update – Telstra Power Outages. This communique really only confirms the current position of Telstra with mobile and landline communication during power outages. As the Wheatbelt DEMC and the GECZ have identified, the current position of Telstra Towers being affected with power outages is of great concern as residents cannot call for assistance in an emergency. The Wheatbelt DEMC will continue to monitor and advocate for a better outcome. The Wheatbelt DEMC encourages all LGA’s to continue to lobby Government in this regard.

Item 6.3.1: The Shire of Kellerberrin’s LEMA has been considered compliant.

Item 6.3.2: Please see appendix 2 for LEMA currency, LEMC functionality and LEMC and exercise schedules.

Item 7: General discussion on closing/opening roads and communication with Main Roads. These could be better explained in the Incident Management Plan (IMP). The Incident Management Team (IMT) and Incident Support Group (ISG) could have more local advice through LGA's (Mayor's, Presidents etc.).

Item 8: DPIRD have completed their Animal Welfare in Emergencies Document.

Most Agencies reported business as usual.

DFES reported that mitigation works are continuing with LGA's.

Parks and Wildlife reported that over half a million hectares had been burnt in the Southern region, mostly in the multiple Forrestonia fires. The Large Aerial Tanker (LAT) has been in use and helped at the fire front in the recent Katanning fire. It can take a while to load and with retardant but has been effective. Currently based in Pearce airbase. DPAW also reported their chopper/roller has been working well with mitigation.

WA Police have said that a Special Methylamphetamine Truck is now deployed in Northam. This will also be used with RBT's, traffic operations and emergency management.

The GECZ report thanked all the agencies for their support of LGA's. Thanks also for the training and support of our volunteers', especially St John Ambulance and Department of Fire and Emergency Services. The workload on volunteers is always a concern for Local Government, but the continued support from the different Agencies is very much appreciated.

Northern Wheatbelt Emergency Management and Recovery Training Workshop and exercise for Local Governments and LEMC members: This will be held in Dowerin on Tuesday, 10th March, 2020 from 10.15am until 2.30pm (lunch included). Please see attached flyer with more details. RSVP to yvette.grigg@dfes.wa.gov.au by 3rd March, 2020.

RESOLUTION

Moved: President Cr Tony Sachse
Seconded: President Cr Julie Flockart

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

CARRIED

9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

9.1 State Councillor Report

Cr Stephen Strange

Cr Strange provided the following State Councillor report:

The December meeting of State Council was the first meeting of the new State Council: State Councillors were elected from Zones in November 2019 following the Local Government elections in October. Six new State Councillors were elected to join 18 continuing State Councillors.

The following key issues were considered:

- Emerging Issue – Bushfire Fighting Vehicles
State Council considered and endorsed an emerging issue brought forward by the Goldfields-Esperance Country Zone relating to issues with the current fleet of bushfire fighting vehicles.
- State Budget Submission

State Council considered WALGA's submission to the State Government in advance of their 2020/21 budget deliberations. The submission aims to align with the State's priorities, demonstrate value for money, and be specific, clear and succinct.

- Mandatory Code of Conduct and Guidelines for CEO Recruitment and Selection

Two draft outputs from phase one of the Local Government Act 1995 review were considered by State Council:

1. Mandatory Code of Conduct for Council Members, Committee Members and Candidates; and,
2. Standards and Guidelines for CEO Recruitment and Selection, Performance and Termination.

In both cases, State Council identified a number of issues and concerns that require further clarification. State Council resolved to request the Government to reconvene the working groups to work through the issues identified by the sector in the consultation process.

RESOLUTION

Moved: President Cr Stephen Strange
Seconded: Cr Alan Wright

That the State Councillor Report be received

CARRIED

9.2 WALGA Status Report to be updated

By Tony Brown, Executive Officer

BACKGROUND

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

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<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>https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</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> <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>	Ongoing	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018
Great Eastern C	2019 June 27 Zone Agenda Item 7.1 WALGA Advocacy Regarding Greenfinch Mine Expansion	That the Great Eastern Country Zone 1. Supports the Shire of Westonia's position to seek clearing and mining approval for the proposed Greenfinch mining operation.	Clearing permits have now been issued by DWER, and WALGA is working with the Shire to fast track the lad declaration process for the road reserve through the Department of Planning Lands and Heritage.	February 2020	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078

		2. Requests WALGA to raise the issue with relevant authorities to ensure that the Greenfinch Project has every chance of success.	Ongoing.		
Grt 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>	Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting.	February 2020	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
Grt Eastern C	2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications	<p>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>	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p> <p>The Zone will be provided with a copy of SEMC's response when received.</p> <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</p>	Ongoing	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018

			by your communities and provide key contact information in order for these matters to be escalated or referred should you need to. The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.		
Grt Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>170 refund points will be operational on June 2 2020 – the commencement date for the CDS - with over 220 refund points to be operational by June 2021.</p> <p>The minimum refund points for the Wheatbelt region will be 1 full time point and twenty six flexible refund points.</p> <p>The hours of operation are covered under the DWER Minimum network standards, which stipulates is to be open 16 hours each two week period, including at least 8 hours at weekends.</p> <p>The CDS is funded by drink manufacturers, distributors and importers who first supply eligible beverage containers into Western Australia fund the scheme. Business which first supply an eligible beverage container into Western Australia will fund the scheme on a cost-per-container returned basis.</p>	February 2020 Ongoing	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078
Grt Eastern C	State Council Agenda 4 Dec 2019 Item 5.5 Local Government Financial Ratios	<p>That the item be deferred and that WALGA form a sector reference group to further review the ratios and provide recommendations to the March 2020 State Council meeting.</p>	<p>This item was put forward due to concerns from the sector with the current ratios and indicators.</p> <p>The feedback from the sector through the Zone process has been very useful and it is appropriate to defer this item and form a Sector Reference Group to fully review the ratios. Due to Christmas/New Year period, it is suggested that a report come back to the April/May 2020 Zone/State Council meeting cycle.</p> <p>State Council resolved as per below;</p> <p>That the item on Financial Ratios be deferred and that WALGA form a Sector Reference Group to further review the ratios including all Zone feedback and provide recommendations to the May 2020 State Council meeting.</p> <p>RESOLUTION 146.7/2019 CARRIED</p>	February 2020	Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au

ZONE COMMENT

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

Noted that the Shire of Westonia Item (27 June 2019 Zone Item 7.1) can be removed.

RESOLUTION

Moved: Cr Ramesh Rajagopalan
Seconded: Cr Wayne Della Bosca

That the Great Eastern Country Zone WALGA February 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/23e6a5d1-55b5-4244-a8c7-2cf682088bac/Agenda-State-Council-4-March-2020.pdf>

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

5.1 National Redress Scheme – Future Participation of WA Local Governments

WALGA Recommendation

That State Council:

1. Acknowledge the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorse the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorse by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The Shire of Westonia raised concerns in respect to costs associated with Local Government staff attending training and costs associated with how the program will operate.

5.2 Submission on Aboriginal Empowerment Strategy

WALGA Recommendation

That the submission to the Department of Premier and Cabinet in response to the Aboriginal Empowerment Strategy be endorsed.

5.3 WALGA Submission on Independent Review of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999

WALGA Recommendation

That the submission on the Independent Review of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC) be endorsed.

The Shire of Tammin advised that this item will require a watching brief.

RESOLUTION

Moved: President Cr Karin Day
Seconded: Deputy President Cr Glenice Batchelor

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the March 2020 State Council Agenda, subject to Item 5.1:

- State Council noting that the Great Eastern Country Zone has reservations about the National Redress Scheme and potential costs to Local Government for attending training and other potential operating costs.

CARRIED

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

- 6.1 Draft Position Statement: Residential Aged Care – Submission
- 6.2 That the submission to the Department of Health in response to the Managing Housing Health Risks in WA discussion paper be noted.
- 6.3 Submission on Modernising the Environmental Protection Act
- 6.4 Submission to the Productivity Commission on the National Transport Regulatory Reform
- 6.5 Submission to Joint Select Committee on Road Safety
- 6.6 WALGA Submission on Native Vegetation in Western Australia Issues Paper
- 6.7 Proposed Amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 for Container Deposit Scheme Infrastructure
- 6.8 Report Municipal Waste Advisory Council (MWAC)
- 6.9 2019 Annual General Meeting Status Update

Noted.

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

Noted.

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

Noted.

9.7 WALGA President's Report

The WALGA President's was attached to the Agenda.

RESOLUTION

Moved: Deputy President Cr Glenice Batchelor
Seconded: Deputy President Cr Geoff Waters

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

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

CARRIED

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

As per the presentation at the commencement of the meeting, a Department of Local Government, Sport and Cultural Industries representative will update the Zone at all future meetings on topics of interest to the Zone that have been provided prior.

Please see link below for the full update:

[DLGSC Zone Update February – March 2020](#)

Noted.

10.2 Topics for next meeting

The Zone would like an update and/or information on the following topics at the next Zone meeting.

- **Office of the Auditor General** – status of audit services (noted OAG took 4 months to complete a Zone Member's annual audit)

- **Federal Court decision to uphold South West Native Title Claim** (noted this presentation will likely be provided by another relevant State agency, rather than DLGSC).

Noted.

10.2 Main Roads Western Australia

Mr Craig Manton was an apology for this meeting. Ms Janet Hartley-West, Network Manager provided an update to the Zone.

Noted.

10.3 Wheatbelt RDA

Mandy Walker, RDA Wheatbelt presented to the Zone. The report was attached with the Agenda.

Noted.

10.4 Wheatbelt Development Commission

President Cr Julie Flockart. **TBA**

11. MEMBERS OF PARLIAMENT

11.1 Mia Davies MLA, Member for Central Wheatbelt

Hon. Mia Davies MLA, was an apology however, on her behalf, Kath Brown tabled on her behalf a copy of a letter to the Federal Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management, be tabled – refer Attachment 9.

12. EMERGING ISSUES

12.1 Landgate – Delays in receiving valuations (Shire of Mt Marshall)

The Shire of Mt Marshall raised concerns at the delays in receiving valuation updates. They have examples of interim valuations taking up to 10 Months to receive.

Action:

Request WALGA to inquire with Landgate in respect to the delays in receiving interim valuations.

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 30 April, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 1.04pm.

This page has been left blank intentionally



WEROC Inc Board Meeting

Wednesday 26 February 2020

Kellerberrin Recreation and Leisure Centre
Connelly Street Kellerberrin

MINUTES

Commencing at 1.29pm

CONTENTS

1.	OPENING AND ANNOUNCEMENTS (ATTACHMENT)	4
2.	ELECTIONS	4
3.	RECORD OF ATTENDANCE AND APOLOGIES	7
3.1	Attendance	7
3.2	Apologies	7
3.3	Guests	7
4.	DECLARATION OF INTEREST	7
5.	PRESENTATIONS/MEETINGS	8
5.1	Ms Ana Farla, Account Manager Synergy (1.30pm)	8
5.2	Mr Steve Mason, CEO Innovation Central Midlands WA Inc (2.30pm)	9
6.	MINUTES OF MEETINGS	10
6.1	Minutes from the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 (Attachment)	10
6.2	Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 (Attachment)	10
6.3	Minutes from the WEROC Council Meeting held Thursday 28 November 2019 (Attachment)	10
6.4	Minutes from Special General Meeting of Wheatbelt Communities Inc held via Teleconference on Tuesday 17 December 2019 (Attachment)	11
6.5	Decisions made by WEROC/WCI via a Flying Email Dated Wednesday 15 January 2020	11
6.6	Decisions made by WEROC Inc via a Flying Email Dated Friday 31 January 2020	12
6.7	Business Arising – Status Report as at 16 February 2020	13
6.8	Matters for Noting (Attachment)	14
7.	Associations Incorporations Act 2015	15
7.1	Complying with the <i>Associations Incorporation Act 2015</i> – Self-Check (Attachment)	15
7.2	Complying with the <i>Associations Incorporation Act 2015</i> – Lodgment of Wheatbelt Communities Inc Annual Information Statement for the 2018/2019 Financial Year	15
8.	WEROC FINANCE	16
8.1	WEROC Council Finance Report as at 31 January 2020	16
8.2	List of Accounts – WEROC Council	18
8.3	List of Accounts – Wheatbelt Communities Inc	20
8.4	WEROC Inc's Banking Requirements and Appointment of Signatories	21
8.5	Appointment of an Auditor	23
9.	MATTERS FOR DECISION	25
9.1	Engagement of the WEROC Inc Executive Officer (Attachment)	25
9.2	WEROC Inc Common Seal	29
9.3	Insurance for WEROC Inc	30
9.4	Development of a Confidentiality Statement for WEROC Inc	32
9.5	Development of a File Numbering System for WEROC Inc	33
9.6	Renewal of 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 (Attachment)	34
9.7	Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies (Attachment)	36
9.8	Wheatbelt Medical Students Immersion Project (WMSIP) (Attachments)	37

9.9	Curtin Wheatbelt Community Health Study (Attachment)	39
9.10	Funding to Support and Mentor Local Governments to Assist in the Development of Public Health Plans.....	40
9.11	Records Management in Local Government (Attachment)	42
9.12	Discussions and Decisions arising from WEROC Inc's Meeting with Ms Ana Farla, Account Manager Synergy.....	44
9.13	Discussions and Decisions arising from WEROC Inc's Meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM).....	45
10.	EMERGING ISSUES.....	46
10.1	Failure of Telecommunications Systems during Emergencies.....	46
11.	OTHER MATTERS	46
11.1	Regional Elector Member Training	46
11.2	Container Deposit Scheme.....	46
12.	FUTURE MEETINGS	47
13.	CLOSURE	47

WEROC Inc

Wheatbelt East Regional Organisation of Councils Inc

An In-person Board Meeting held in the Kellerberrin Recreation and Leisure Centre,
commencing at 1.29pm

MINUTES

1. OPENING AND ANNOUNCEMENTS (ATTACHMENT)

The Chair Mr Ram Rajagopalan opened the meeting at 1.29pm and welcomed all Board Members and guests.

As there are a number of presentations it was proposed to move to these before considering the meeting agenda.

The Chair welcomed Ms Ana Farla, Account Manager Synergy, Mr Fabian Le Gay Brereton, New Energy Consultant Synergy and Mr Piero Truini, Product Manager Synergy and invited the representatives of Synergy to make their presentation.

The Department of Mines, Industry Regulation and Safety advised on Thursday 30 January 2020 that Wheatbelt Communities Inc's request to change its name to Wheatbelt East Regional Organisation of Councils (WEROC) Inc and the newly adopted constitution had been accepted.

A copy of the correspondence received forms an attachment to the meeting agenda.

A copy of the new constitution was sent under separate cover on Tuesday 11 February 2020.

2. ELECTIONS

The Annual General Meeting for Wheatbelt Communities Inc was held ahead of the Department of Mines, Industry Regulation and Safety approval for its name to be changed to Wheatbelt East Regional Organisation of Councils (WEROC) Inc and approve its new constitution.

With the Department's approval for both changes it is necessary to conduct elections for the positions of Deputy Chair and Board members.

Clause 14 of the WEROC Inc Constitution states:

14.1 Elections at Annual General Meeting

- (a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board members will take place at the Annual General Meeting of WEROC where the Chair will declare all positions vacant.
- (b) The Chair and Deputy Chair must be from a different Local Government.
- (c) Subject to Rule 14.2, a Board member's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

14.2 Where a vacancy on the Board occurs after 31 March in any year:

- (a) *the position can remain vacant until the next Annual General Meeting or;*
- (b) *an election to fill the vacancy is to take place at a Special Meeting called for that purpose.*

The Executive Officer considers that the appointment of Mr Ram Rajagopalan as WEROC Inc Chair remains valid as both the old Wheatbelt Communities Inc Constitution and the new WEROC Inc Constitution call for the election of a Chair.

It should be noted that the appointment of the Secretary/Treasurer will be covered within Agenda Item 9.1, which covers the appointment of the WEROC Inc Executive Officer.

Election of a Deputy Chair

Executive Officer Comment:

The WEROC Inc Chair will invite nominations from the floor for the election of a Deputy Chair until the next Annual General Meeting.

RESOLUTION: **Moved: Peter Clarke** **Seconded: Karin Day**

That Mr Rod Forsyth be appointed WEROC Inc Deputy Chair.

CARRIED

Appointment of Board Members to WEROC Inc

Executive Officer Comment:

As with the appointment of the WEROC Inc Chair, the Executive Officer considers the appointment of members from each of the 5 local governments valid under the new constitution. Given the change in name from Committee member to Board member it is perhaps prudent to endorse each of the members.

Membership to WEROC Inc is as follows:

Shire of Bruce Rock

Mr Ram Rajagopalan
Mr Darren Mollenoyux

Shire of Kellerberrin

Mr Rod Forsyth
Mr Raymond Griffiths

Shire of Merredin

Ms Julie Flockart - Member

Note: The Shire of Merredin has yet to advise of its replacement for Mr Greg Powell following his retirement.

Shire of Westonia

Ms Karin Day - Member
Mr Jamie Criddle - Member

Shire of Yilgarn

Mr Wayne Della Bosca - Member
Mr Peter Clarke – Member

RECOMMENDATION:

That WEROC Inc endorse those Board members as nominated by their respective local government to the Board of WEROC Inc until the next Annual General Meeting.

Noted

Appointment of Committees to WEROC Inc

Executive Officer Comment:

Clause 13 of the WEROC Inc Constitution covers committees of the Board, stating:

13. COMMITTEES OF THE BOARD

13.1 Committees Appointed

The Board may appoint committees to provide advice to the Board consisting of at least 4 Members, to consider any specific matters. Any 3 Members or at least 51% of Members, whichever is greater, of the committee, will constitute a quorum.

The Executive Officer believes that the previous WEROC Executive Committee comprising the CEOs from each of the five member WEROC Councils will need to be re-established as per the WEROC Inc Constitution.

Because the WEROC Inc Constitution has no clauses covering delegation of authority it will also be necessary for the WEROC Inc Board to establish Terms of References which will guide the committee in any work it may undertake. This work should be undertaken as soon as practicable.

RECOMMENDATION:

That WEROC Inc Board:

1. Appoint a Committee of Chief Executive Officers from each of the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn to consider any matters considered relevant by the WEROC Inc Board, with the Committee to be known as the WEROC Inc CEO Committee; and
2. Develop Terms of Reference to guide the work undertaken by the WEROC Inc CEO Committee.

RESOLUTION:

Moved: Peter Clarke

Seconded: Wayne Della Bosca

That WEROC Inc Board:

1. **Appoint a Committee of Chief Executive Officers from each of the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn to consider any matters considered relevant by the WEROC Inc Board, with the Committee to be known as the WEROC Inc CEO Committee; and**
2. **Develop Terms of Reference to guide the work undertaken by the WEROC Inc CEO Committee.**

CARRIED

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 Attendance

Mr Ram Rajagopalan (Chair)

Mr Peter Clarke

Ms Karin Day

Mr Wayne Della Bosca

Ms Julie Flockart

Ms Kate Dudley (proxy and voting delegate for Mr Raymond Griffiths)

Mr Stephen Strange (proxy and voting delegate for Mr Darren Mollenoyux)

Ms Jasmine Geier (proxy and voting delegate for Jamie Criddle)

Ms Helen Westcott, Secretary/Treasurer and WEROC Inc Executive Officer

3.2 Apologies

Mr Jamie Criddle

Mr Rod Forsyth

Mr Raymond Griffiths

Mr Darren Mollenoyux

Dr Andrew Harper, Adjunct Clinical Professor Curtin Medical School

3.3 Guests

Mr Mark Dacombe, Acting CEO Shire of Merredin

Ms Andrina Prnich, Deputy CEO Shire of Merredin

Mr Bryan Close

Mr Bruce Wittber, BHW Consulting

Ms Rebekah Burges, Secretary/Treasurer and WEROC Inc Executive Officer designate

Ms Ana Farla, Account Manager Synergy (left the meeting at 2.31pm)

Mr Fabian Le Gay Brereton, New Energy Consultant Synergy (left the meeting at 2.31pm)

Mr Piero Truini, Product Manager Synergy (left the meeting at 2.31pm)

Mr Steve Mason, CEO Innovation Central Midlands WA Inc (joined the meeting at 2.25pm and left the meeting at 3.25pm)

RESOLUTION:

Moved: Peter Clarke

Seconded: Karin Day

That Ms Jasmine Geier be appointed as a proxy for Jamie Criddle for this meeting only.

CARRIED

4. DECLARATION OF INTEREST

As Members are aware, the WEROC Inc Constitution is largely a rewrite of the Warren-Blackwood Alliance of Councils Constitution which does not contain any clauses to cover the disclosure of any conflict of interest. This means that by default the clause on disclosing a conflict of interest contained within the *Associations Incorporation Act 2015* (the Act) will apply. The relevant clause, clause 42, states:

42. Disclosure of material personal interest

- (1) *A member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management committee meeting must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee.*

Penalty: a fine of \$10 000.

- (2) *A member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management committee meeting must disclose the nature and extent of the interest at the next general meeting of the association.*

Penalty: a fine of \$10 000.

- (3) *Subsections (1) and (2) do not apply in respect of a material personal interest —*

- (a) that exists only because the member —*

(i) is an employee of the incorporated association; or

(ii) is a member of a class of persons for whose benefit the association is established;

or

- (b) that the member has in common with all, or a substantial proportion of, the members of the association.*

- (4) *If a member of the management committee of an incorporated association discloses a material personal interest in a contract or proposed contract in accordance with this section, and the member has complied with section 43(1) or the member's interest is not required to be disclosed because of subsection (3) —*

(a) the contract is not liable to be avoided by the association on any ground arising from the fiduciary relationship between the member and the association; and

(b) the member is not liable to account for profits derived from the contract.

- (5) *A disclosure of a material personal interest required by subsection (1) or (2) must give details of —*

(a) the nature and extent of the interest; and

(b) the relation of the interest to the activities of the incorporated association.

- (6) *The details referred to in subsection (5) must be recorded in the minutes of the meeting of the management committee at which the disclosure is made.*

It should be noted that clause 43 of the Act covers how voting on a contract should be undertaken where a management committee member declares an interest.

It should also be noted that a copy of the Act was provided to members ahead of the meeting under separate cover in an email on Tuesday 11 February 2020.

5. PRESENTATIONS/MEETINGS

5.1 Ms Ana Farla, Account Manager Synergy (1.30pm)

Following its meeting with the Innovation Central Midlands WA Inc (ICM) CEO, Mr Steve Mason, on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy on Tuesday 27 August 2019, WEROC Council resolved as shown below:

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

That WEROC:

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

CARRIED

Work on preparing a pre-feasibility study is underway (refer also to Agenda Item 6.7).

An invitation was also extended about this time to representatives from energy provider Synergy to meet with WEROC to discuss ways in which it could work with Member Councils to reduce their power costs.

Ms Ana Farla and Mr Patrick Whitfield from Synergy met with the WEROC Council at a meeting held Thursday 28 November 2019 (refer also to Agenda Item 3.1).

Since that meeting Synergy has been looking at ways in which WEROC's Members can reduce their power costs. Today's presentation and ensuing discussions will focus on how this can be achieved.

2.31pm Ms Farla, Mr Le Gay Brereton and Mr Truini left the meeting and did not return

A copy of the PowerPoint presentation used by the representatives from Synergy will be provided under separate cover as Synergy has requested that it be treated as a confidential document.

5.2 Mr Steve Mason, CEO Innovation Central Midlands WA Inc (2.30pm)

Following its meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM), on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy on Tuesday 27 August 2019, WEROC Council resolved as shown below:

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

That WEROC:

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

CARRIED

Mr Steve Mason has accepted WEROC Inc's invitation to meet again to discuss the further progress of ICM's renewable energy project.

2.25pm Mr Steve Mason entered the meeting

3.25pm Mr Steve Mason left the meeting and did not return

3.25 pm the meeting adjourned for afternoon tea

3.40pm the meeting resumed following afternoon tea

6. MINUTES OF MEETINGS

6.1 Minutes from the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 (Attachment)

Presenting the Minutes from the Wheatbelt Communities Inc (WCI) Annual General Meeting held Wednesday 30 October 2019

Whilst the minutes from WCI Annual General Meeting held Wednesday 30 October will not be presented for adoption until the WEROC Inc AGM scheduled for later in the year, with the changes currently under the way (ie change in the organisation's name and the engagement of a new Executive Officer) the Executive Officer considered it appropriate that the minutes should be received in order that a record of them having been completed is available to Board members.

RECOMMENDATION:

That the Minutes of the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 be received.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**

That the Minutes of the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 be received.

CARRIED

6.2 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 (Attachment)

Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 be confirmed as a true and correct record.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**

That the Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 be confirmed as a true and correct record.

CARRIED

6.3 Minutes from the WEROC Council Meeting held Thursday 28 November 2019 (Attachment)

Minutes of the WEROC Council Meeting held Thursday 28 November 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the WEROC Council Meeting held Thursday 28 November 2019 be confirmed as a true and correct record.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**

That the Minutes of the WEROC Council Meeting held Thursday 28 November 2019 be confirmed as a true and correct record.

CARRIED

6.4 Minutes from Special General Meeting of Wheatbelt Communities Inc held via Teleconference on Tuesday 17 December 2019 (Attachment)

Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 be confirmed as a true and correct record.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**

That the Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 be confirmed as a true and correct record.

CARRIED

6.5 Decisions made by WEROC/WCI via a Flying Email Dated Wednesday 15 January 2020

Members received an email from the Executive Officer dated Wednesday 15 January 2020 requesting agreement via a “flying email” to commence development of a process and timeframe for the transfer of all funds from the WEROC accounts to the WCI account. The recommendation for this to occur and detailed within the “flying email” is detailed below:

That the Executive Officer be given approval to transfer all bank funds all bank accounts held in the name of the Wheatbelt Regional Organisations of Councils to the bank account held in the name of Wheatbelt Communities Inc before 31 January 2020.

Responses to the above recommendation were requested to be with the Executive Officer by close of business on Monday 20 January 2020.

At this time responses had been received from:

- Ram Rajagopalan;
- Darren Mollenoyux;
- Rod Forsyth;
- Julie Flockart;
- Karin Day;
- Wayne Della Bosca; and
- Peter Clarke.

As this constituted a majority of members, the recommendation could be accepted, with work on implementing the resolution now completed.

For recording purposes, the decision is presented for endorsement.

RECOMMENDATION:

That the decision made by the WEROC Council via a “flying email” on Wednesday 15 January 2020 be endorsed.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**
That the decision made by the WEROC Council via a “flying email” on Wednesday 15 January 2020 be endorsed.
CARRIED

6.6 Decisions made by WEROC Inc via a Flying Email Dated Friday 31 January 2020

Board members received an email from the Executive Officer dated Friday 31 January 2020 requesting agreement via a “flying email” on the appointment of WEROC Inc’s new Executive Officer. The recommendation contained in the “flying email” is shown below:

That WEROC Inc endorses the appointment of Rebekah Burges from 150Square to the position of WEROC Executive Officer based on a 2 year contract commencing on the 1st March 2020 and that the Bruce Rock CEO undertake the preparation of agreement between the two parties in line with the Expression of Interest received and the terms of the position description presented.

Responses to the above recommendation were requested to be with the Executive Officer by close of business on Tuesday 4 February 2020.

At this time responses had been received from:

- Ram Rajagopalan;
- Darren Mollenoyux;
- Jamie Criddle;
- Rod Forsyth;
- Julie Flockart;
- Karin Day; and
- Peter Clarke.

As this constituted a majority of members, the recommendation could be accepted, with work on finalising the appointment of a new Executive Officer able to commence.

Wayne Della Bosca responded to the Executive Officer’s email on Wednesday 5 February 2020.

For recording purposes, the decision is presented for endorsement.

The matter will also be considered in Agenda Item 9.1.

RECOMMENDATION:

That the decision relating to the appointment of the WEROC Inc Executive Officer made via a “flying email” on Friday 31 January 2020 be endorsed.

EN BLOC RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**
That the decision relating to the appointment of the WEROC Inc Executive Officer made via a “flying email” on Friday 31 January 2020 be endorsed.
CARRIED

6.7 Business Arising – Status Report as at 16 February 2020

WEROC Executive Meeting Wednesday 29 May 2019

5.4 Participation by WEROC in Renewable Energy Projects

Discussions with renewable energy companies BSC Energy, Power Ledger and others in developing sources of renewable energy commenced in mid-2019, with WEROC Council resolving as shown below on Tuesday 27 August 2019:

RESOLUTION: Moved: Cr Rajagopalan Seconded: Mr Criddle

That WEROC:

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

CARRIED

Work on preparing a pre-feasibility study is well underway.

The Executive Officer will provide a verbal report to the meeting.

It was agreed to defer this matter until the next WEROC Inc Board Meeting.

WEROC Council Meeting Wednesday 30 October 2019

6.3 Ongoing Development of the WEROC App and Website

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Forsyth

That WEROC:

- 1. Terminate its contract with go2GUIDES and in doing so seek clarification on ownership for both the WEROC App and website (including content and intellectual property); and*
- 2. Seek quotations from suitably qualified organisations for the further development and management of the WEROC website.*

CARRIED

The Executive Officer has been advised by Steven Peacock from go2GUIDES that WEROC retains ownership of all pictures and information it provided during the establishment of both the App and website. It also owns the WEROC domain name and a number of other similarly sounding domain names purchased by go2GUIDES on WEROC's behalf to protect the "WEROC" name.

Information for both the WEROC website and App has been returned to WEROC. The incoming Executive Officer will be able to use this information as WEROC looks to establish its new website.

The Executive Officer has yet to seek quotes to undertake part 2 of the resolution.

This will therefore be a task for the incoming Executive Officer.

WEROC Council Meeting Thursday 28 November 2019

6.4 Request for a Letter of Support from Crisp Wireless for a Digital Farm Grants Application

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Della Bosca

That WEROC provide a letter of support to Crisp Wireless for its application to the Department of Primary Industry and Regional Development's Digital Farm Grant Round 2.

CARRIED

A letter of support for CRISP's application for funding from the Digital Farm Grants Program was provided on 2 December 2019. As yet the Executive Officer has not received any advice from CRISP as to the success or otherwise of its funding application.

RECOMMENDATION:

That the Status Report for February 2020 be received.

RESOLUTION: Moved: Julie Flockart Seconded: Peter Clarke

That the Status Report for February 2020 be received.

CARRIED

6.8 Matters for Noting (Attachment)

- Ministerial media release on the Western Australian Rail Access Regime rail reform released 5 February 2020

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/02/Rail-access-reforms-full-steam-ahead.aspx>

- Email from the Department of Mines, Industry Regulation and Safety dated 6 February 2020 regarding "man in the middle" scams – a copy of the email forms an attachment to the meeting agenda

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION: Moved: Julie Flockart Seconded: Peter Clarke

That the matters listed for noting be received.

CARRIED

7. Associations Incorporations Act 2015

7.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)

The Department of Mines, Industry Regulation and Safety publishes a self-check for incorporated bodies such as WEROC Inc.

The purpose of the self-check is to assist in determining whether a group such as WEROC Inc is complying with each section of the *Associations Incorporation Act 2015*.

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

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

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

These records are available for inspection at this meeting.

The Executive Officer has also contacted all WEROC Inc Board members to confirm their preferred contact details, with all contact details updated.

No action is required.

7.2 Complying with the Associations Incorporation Act 2015 – Lodgment of Wheatbelt Communities Inc Annual Information Statement for the 2018/2019 Financial Year

The Executive Officer has completed and lodged the group's annual information statement for the 2018/2019 financial year.

Completion of the annual statement is required under the *Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15*.

No action is required.

8. WEROC FINANCE

8.1 WEROC Council Finance Report as at 31 January 2020

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 18 February 2020

Attachments: Nil

RECOMMENDATION:

That the WEROC Council Financial Report for the period ending 31 January 2020 be received.

Executive Officer's Report:

Presenting the WEROC Council Statement of Receipts and Payments for the period ending 31 January 2020.

Note this is the financial statement for WEROC Council and not WEROC Inc.

An explanation for each of the notes is provided below.

Note 1	All 2019/2020 annual subscriptions have been paid.
Note 2	WEROC Council interest to date
Note 3	This allocation covers the expenditure on Executive Services
Note 4	This allocation covers the expenditure on travel and accommodation
Note 5	This is a new account to cover the costs involved in advertising for a new Executive Officer
Note 6	This allocation covers the expenditure on Financial Services
Note 7	This account covers the cost of expenditure on the 2018/2019 Audit. Funds have also been provided for the final audit of WEROC Council
Note 8	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 and Information Enterprises Australia - consulting services review of record keeping
Note 9	This allocation covers the costs incurred this financial year in respect to the WEROC app and website
Note 10	Catering expenses for WEROC Council Meetings
Note 11	Cost of lodging the application for incorporation of WEROC Inc
Note 12	Total of funds transferred to Wheatbelt Communities Inc in preparation for the winding up of WEROC Council

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Karin Day** **Seconded: Wayne Della Bosca**

That the WEROC Council Financial Report for the period ending 31 January 2020 be received.

CARRIED

Wheatbelt East Regional Organisation of Councils (WEROC)				
ABN 28 416 957 824				
1 July 2019 to 31 January 2020				
		Budget 2019/2020	Actual to	Notes
	Income			
0501	General Subscriptions WEROC	\$ 60,000	\$ 60,000.00	1
504.01	Consultancy & Project Reserve			
0575	WE-ROC Interest received	\$ 900	\$ 132.25	2
584	Other Income			
	GST Output Tax		\$ 6,000.00	
	GST Refunds		\$ 5,740.00	
	Total Receipts	\$ 60,900	\$ 71,872.25	
	Expenses			
1545	WEROC Bank Fees & Charges	\$ 100	\$ -	
1661.01	WEROC Executive Services Professional Services	\$ 55,000	\$ 26,438.53	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 8,000	\$ 2,861.98	4
1661.03	WEROC Executive Officer Recruitment	\$ -	\$ 781.06	5
1687	WEROC Financial Services Accounting	\$ 7,000	\$ 1,698.41	6
1687.03	WEROC Financial Services Audit	\$ 3,750	\$ 2,507.85	7
1585	WEROC Consultant Expenses	\$ 30,000	\$ 37,559.11	8
1850	WEROC Management of WE-ROC App	\$ 5,000	\$ 1,021.92	9
1801	WEROC Meeting Expenses	\$ 500	\$ 449.26	10
1851	WEROC Insurance	\$ 5,000	\$ -	
1852	WEROC Legal Expenses	\$ 2,000	\$ -	
1853	WEROC Incorporation Expenses (including legal fees)	\$ 15,000	\$ 69.00	11
1930	WEROC Sundry	\$ 500	\$ 102.27	
3384	GST Input Tax		\$ 7,106.44	
	Ato Payments		\$ 2,515.00	
	Suspense Account		\$ -	
	Total Payments	\$ 131,850	\$ 83,110.83	
	TRANSFER OF FUNDS WEROCINC		-\$ 139,669.45	12
	Net Position	-\$ 70,950	-\$ 11,238.58	
	OPENING CASH 1 July	\$ 160,927	\$ 150,919.05	
	CASH BALANCE 31 January 2020	\$ 89,977	\$ 11.02	
		Westpac One	\$ 0.30	
		Westpac Reserve	\$ 10.72	
			\$ 11.02	TRF TO WEROC INC c

8.2 List of Accounts – WEROC Council

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 18 February 2020

Attachments: Nil

RECOMMENDATION:

That the Accounts Paid by WEROC Council for the period 1 November 2019 to 3 February 2020 totalling \$174,231.23 be approved.

Executive Officer's Report:

Accounts paid during the period 1 November 2019 to 3 February 2020 from the WEROC Council bank account. The 3 February 2020 is the date that the final funds were transferred from the WEROC Council to Wheatbelt Communities Inc.

The list of accounts paid is submitted to each WEROC Council Meeting. This will continue with WEROC Inc.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	111119	BHW Consulting	Professional Services, Accommodation and Travel October 2019	5,073.89
EFT	111119	AMD Chartered Accountants	2018/2019 Audit	2,739.00
EFT	111119	Up to Date Accounting	Accounting Services October 2019	211.20
EFT	111119	Hayley Billing	Catering WEROC Executive Meeting morning tea and lunch 25 September 2019	220.00
EFT	211119	Shire of Merredin	Postage for distribution of Regional brochures – regional marketing campaign	288.95
EFT	261119	Information Enterprises Australia	Consulting Services Review of Record Keeping	1,584.00
EFT	101219	BHW Consulting	Professional Services, Accommodation and Travel November 2019	4,890.77
EFT	111219	Information Enterprises Australia	Consulting Services Review of Record Keeping	4,059.00
EFT	111219	Up to Date Accounting	Accounting Services November 2019	132.00
EFT	231219	Information Enterprises Australia	Consulting Services Review of Record Keeping	9,405.00
EFT	301219	Shire of Bruce Rock	Reimbursement cost of advertising Executive Officer position	859.17
EFT	301219	Australian Golden Outback	Contribution to Self Drive Holiday Planner	665.00

WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes

EFT	060120	BHW Consulting	Professional Services, Accommodation and Travel December 2019	4,203.60
EFT	060120	Up to Date Accounting	Accounting Services December 2019	132.00
EFT	060120	Redback Conferencing	Cost of teleconference meeting adoption of new constitution	18.18
Cheque 69	130120	Department of Mines, Industry Regulation	Cost of lodgement of WEROC Inc Constitution	69.00
EFT	290120	Wheatbelt Communities Inc	Transfer of funds from WEROC Council to Wheatbelt Communities Inc	139,669.45
EFT	030220	Wheatbelt Communities Inc	Transfer of interest on WEROC Council account from WEROC Council to Wheatbelt Communities Inc	11.02
Total \$174,231.23				

Consultation: Nil

Financial Implications: WEROC Council adopted a Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Stephen Strange Seconded: Peter Clarke

That the Accounts Paid by WEROC Council for the period 1 November 2019 to 3 February 2020 totalling \$174,231.23 be approved.

CARRIED

8.3 List of Accounts – Wheatbelt Communities Inc

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 18 February 2020

Attachments: Nil

RECOMMENDATION:

That the Accounts Paid by Wheatbelt Communities Inc for the period 1 November 2019 to 31 January 2020 totalling \$737.00 be approved.

Executive Officer's Report:

Accounts paid during the period 1 November 2019 to 30 January 2020 from the Wheatbelt Communities Inc bank account. The accounts include payments from the Wheatbelt Communities account until the approval of the new constitution and change of name to WEROC Inc. It does not include any payments made from the WEROC Inc bank account.

The list of accounts paid is submitted to each Wheatbelt Communities Inc/WEROC Inc Meeting.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	111119	AMD Chartered Accountants	2018/2019 Audit for Wheatbelt Communities Inc	605.00
EFT	111119	Up to Date Accounting	Accounting Services October 2019	132.00
				Total \$737.00

Consultation: Nil

Financial Implications: WEROC Council adopted a combined Wheatbelt Communities Inc/WEROC Council Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Peter Clarke Seconded: Julie Flockart

That the Accounts Paid by Wheatbelt Communities Inc for the period 1 November 2019 to 31 January 2020 totalling \$737.00 be approved.

CARRIED

8.4 WEROC Inc's Banking Requirements and Appointment of Signatories

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 18 February 2020

Attachments: Nil

RECOMMENDATION:

That the WEROC Inc Board approve of the following banking arrangements:

1. That the current Community Solutions One bank account be retained with the Westpac Bank and no new account be opened at this time;
2. That the bank signatories be Mr Ramesh Rajagopalan (Chair), Ms Rebekah Burges (Secretary/Treasurer) and Mr Darren Mollenoyux (Board Member);
3. That Ms Rebekah Burges become the administrator for all bank accounts held by WEROC Inc;
4. That Ms Helen Westcott and Mr Bruce Wittber be removed as signatories from all WEROC Inc bank accounts; and
5. That all payments require the authorisation of any two of the signatories.

Executive Officer's Report:

With the adoption and approval of the new Constitution and change of name from Wheatbelt Communities Inc to Wheatbelt East Regional Organisation of Councils Inc (WEROC Inc) together with the appointment of a new Executive Officer it is appropriate to determine banking requirements and signatories. Clause 5(a)(vi) of the Constitution provides that WEROC Inc has the power to (vi) *To conduct bank accounts that are deemed necessary by WEROC.*

WEROC Inc currently has one bank account (Community Solutions One) with Westpac into which all funds are deposited. This account only pays a minimal interest.

The current signatories are Helen Westcott (administrator), Bruce Wittber, Onida Truran (as the previous Chair for Wheatbelt Communities Inc) and Darren Mollenoyux.

The payment arrangements are for all payments, which are mostly paid by EFT, to be approved by two signatories.

It would be prudent to formalise the banking arrangements, decide what accounts are required and to determine who will be the signatories for the bank accounts. An administrator for any bank accounts WEROC Inc decides to operate must also be determined. Currently Helen Westcott is the administrator.

The current Community Solutions One account with Westpac is specially designed for not-for-profit organisations, with no monthly service fee and is used for all day to day payments. It has a current interest rate of 0.10%. The "companion" bank account is a *Community Solutions Cash Reserve savings account* and appears to have an interest rate of 0.10% on balances of \$10,000 or more. It would seem that there is no urgency to establish a new account given the poor level of interest being paid. The WEROC Inc Board may decide to invest funds that may be surplus to current needs.

In respect to signatories as the Executive Officer is the Secretary/Treasurer it would be appropriate for the person holding that position to be appointed as one signatory and administrator. Previously the Wheatbelt Communities Inc Chair was also a signatory, so the current Chair could also be appointed. To ensure that there will always be two signatories available it would be appropriate to retain Darren Mollenoyux as a signatory.

The current banking arrangements provide for two signatories to approve payments. It is recommended that this arrangement continue with WEROC Inc payments.

WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes

Consultation:	Nil
Financial Implications:	WEROC Council adopted a Budget for 2019/2020
Voting Requirement:	Simple Majority

RESOLUTION: **Moved: Peter Clarke** **Seconded: Karin Day**

That the WEROC Inc Board approve of the following banking arrangements:

- 1. That the current Community Solutions One bank account be retained with the Westpac Bank and no new account be opened at this time;**
- 2. That the bank signatories be Mr Ramesh Rajagopalan (Chair), Ms Rebekah Burges (Secretary/Treasurer) and Mr Darren Mollenoyux (Board Member);**
- 3. That Ms Rebekah Burges become the administrator for all bank accounts held by WEROC Inc;**
- 4. That Ms Helen Westcott and Mr Bruce Wittber be removed as signatories from all WEROC Inc bank accounts; and**
- 5. That all payments require the authorisation of any two of the signatories.**

CARRIED

8.5 Appointment of an Auditor

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 15 February 2020

Attachments: Nil

RECOMMENDATION:

1. That the WEROC Inc Executive Officer seeks quotes from the following accounting firms to undertake the 2019/2020 audit for WEROC Inc, with the audit to be undertaken as per the *Associations Incorporation Act 2015*:
 - a) AMD Chartered Accountants;
 - b) Butler Settineri Chartered Accountants;
 - c) Byfields Business Advisers; and
 - d) Moore Stephens.
2. The appointment of an auditor to undertake the 2019/2020 audit be completed as soon as practical so the audit costs can be included in the 2020/2021 budget process for WEROC Inc.

Executive Officer's Report:

At the Annual General Meeting Wheatbelt Communities Inc held Wednesday 30 October 2019 it was noted that no action be taken to appoint an auditor until after the new constitution and change in the group's had been adopted and approved.

With adoption and approval of its new name and constitution, WEROC Inc must now give consideration to the appointment of an auditor to undertake the audit of the WEROC Inc's financial Statement for the 2019/2020 financial year as provided in the WEROC Inc Constitution.

Clause 22 states:

22. *AUDIT*

WEROC must comply with all financial reporting obligations imposed under the Act.

22.1 *Auditor's Access to records*

The auditor must audit the accounts of WEROC once a year and is entitled to full and free access to all accounts, records, documents and papers of WEROC relating directly or indirectly to the receipt and payment of monies or to the acquisition, receipt, custody or disposal of assets by WEROC.

22.2 *Auditor's Report*

Before the Annual General Meeting the Auditor will examine the accounts and records of WEROC for the previous financial year and report on whether the accounts and records give a true and fair view of the financial affairs of WEROC, and on any other matters arising out of the records that the Auditor considers should be reported to the Members.

Clause 23 of the new constitution covers the matter of the auditor's appointment, stating:

23. APPOINTMENT OF AUDITOR

WEROC will, at each Annual General Meeting, appoint an Auditor for a period of one year, who is not a Member of WEROC. The Auditor will be eligible for reappointment by WEROC and WEROC Board has the power to fill any temporary vacancy in the office of Auditor.

Of importance to the WEROC Inc Board in considering the appointment of an auditor is that:

1. The new constitution requires WEROC Inc to comply with all financial reporting obligations imposed under the *Associations Incorporation Act 2015* (the Act). This differs from the Wheatbelt Communities Inc (WCI) constitution. The WEROC Inc Board and incoming Executive Officer will need to familiarise themselves with the audit requirements as prescribed in the Act prior to seeking expressions of interest for the conduct of the 2019/2020 audit;
2. The new constitution allows only for the appointment of an auditor on an annual basis. This differs from the WCI constitution which had flexibility with respect to the appointment of an auditor, allowing for an appointment to run for three years; and
3. The appointment of an auditor to undertake the 2019/2020 audit should be completed as soon as practical as the audit costs will be required to be included in the 2020/2021 budget process for WEROC Inc.

The recommendation developed for consideration by the WEROC Inc Board lists a number of well-established accounting firms from whom WEROC Inc could request quotations to undertake the 2019/2020 WEROC Inc audit.

Consultation: Nil

Financial Implications: Cost of audit to be included in the WEROC Inc 2020/2021 Budget.

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Julie Flockart** **Seconded: Wayne Della Bosca**

1. That the WEROC Inc Executive Officer seeks quotes from the following accounting firms to undertake the 2019/2020 audit for WEROC Inc, with the audit to be undertaken as per the *Associations Incorporation Act 2015*:
 - a) AMD Chartered Accountants;
 - b) Butler Settineri Chartered Accountants;
 - c) Byfields Business Advisers; and
 - d) Moore Stephens.
2. The appointment of an auditor to undertake the 2019/2020 audit be completed as soon as practical so the audit costs can be included in the 2020/2021 budget process for WEROC Inc.

CARRIED

9. MATTERS FOR DECISION

9.1 Engagement of the WEROC Inc Executive Officer (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 19 February 2020

Attachments: WEROC Executive Officer Consultant Brief

RECOMMENDATION:

That:

1. The Bruce Rock CEO finalise the contract between WEROC Inc and 150Square Pty Ltd no later than close of business on 28 February 2020;
2. The contract between WEROC Inc and 150Square Pty Ltd include all duties as prescribed in Clause 16 and the relevant subclauses of Clause 17 of the WEROC Inc Constitution which cover the role and duties of Executive Officer;
3. The contract between WEROC Inc and 150Square Pty Ltd include any duties detailed in the "Consultants Brief" not contained within the WEROC Inc Constitution, with these duties to reflect the requirements of both the WEROC Inc Constitution and the *Associations Incorporation Act 2015*;
4. The contract between WEROC Inc and 150Square Pty Ltd include the following conditions:
 - a) The Hourly Rate for Executive Officer Services is \$67.00 (inc GST)
 - b) The Hourly Rate for Project Specific Work is \$90.00 (inc GST)
 - c) Mileage is at \$0.75 per kilometre based from Meckering
 - d) No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings
 - e) Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred; and
5. WEROC Inc Board by way of "flying email" review the contract drafted between itself and 150Square Pty Ltd relating to the engagement of Ms Rebekah Burge as its Executive Officer.

Executive Officer's Report:

With the resignation of BHW Consulting as the WEROC Executive Officer in November 2019, WEROC Council resolved as shown below:

RESOLUTION: Moved: Cr Day Seconded: Cr Della Bosca

That the Shire of Bruce Rock, as current Chair of WEROC, prepare a position description, information package and commence the advertising process for the recruitment of Executive Officer services for WEROC, with applications closing 2 January 2020.

CARRIED

Board members received an email from the Executive Officer dated Wednesday 15 January 2020 requesting agreement via a "flying email" on the appointment of the new Executive Officer. The recommendation contained in the "flying email" is shown below:

That WEROC Inc endorses the appointment of Rebekah Burges from 150Square to the position of WEROC Executive Officer based on a 2 year contract commencing on the 1st March 2020 and that the Bruce Rock CEO undertake the preparation of agreement between the two parties in line with the Expression of Interest received and the terms of the position description presented.

Endorsement for the decision was received with a record of the flying email covered earlier in the meeting agenda (refer to Agenda Item 6.6).

All unsuccessful applicants to the position of Executive Officer have been notified.

Clause 16 of the WEROC Inc Constitution lays out the instructions by which its Executive Officer is appointed and a number of the duties required to be performed by the Executive Officer.

Clause 16 states:

16. EXECUTIVE OFFICER

16.1 Executive Officer Appointed

The Board is empowered to appoint an Executive Officer for a contract period not exceeding five years or to remove an Executive Officer from WEROC and to decide upon his or her remuneration and duties. The contract of an Executive Officer so appointed may be renewed from time to time at the discretion of the Board.

16.2 Executive Officer's role

The Executive Officer will act as Secretary/Treasurer of WEROC and non-voting member of the Board and will:

- (a) Receive all monies on behalf of WEROC, give receipts thereof on the official receipt form of WEROC, and pay such monies into such account or accounts at such bank as the Board may, from time to time, decide upon. These accounts shall be operated upon generally for the good conduct of the affairs of WEROC in such a manner as the Board shall, from time to time, determine.*
- (b) Keep the accounts of WEROC and shall make up an annual statement of accounts and balance sheet of WEROC to June 30 in each year, which shall, after audit, be circulated amongst the Members of WEROC with the notice of the Annual General Meeting. The Executive Officer*
- (c) shall also prepare a statement of receipts and expenditure for each meeting of the Board.*
- (d) Maintain a Register of Members.*
- (e) Unless the Members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of WEROC.*
- (f) Compile Minutes, Grant applications and acquittals, arrange Guest Speakers and collective Board Member training.*
- (g) Undertake all other duties as directed by the Board.*

It should be noted that as part of their role the WEROC Executive Officer is also the WEROC Inc Secretary/Treasurer and a non-voting member of the WEROC Inc Board (see clause 16.2).

Clause 17 of the WEROC Inc Constitution also details a number of financial tasks that are the responsibility of the WEROC Inc Executive Officer as the group's Secretary/Treasurer. Clause 17 is set out below with the sub-clauses relevant to the WEROC Inc Executive Officer highlighted.

17. FINANCE

17.1 *The financial year for WEROC will be as detailed in Rule 2.1(g).*

17.2 *The Board will ensure sound financial management;*

17.3 *The Board will prepare and approve the annual budget at least 1 month before the end of the financial year.*

- 17.4 Any operating expense or capital expenditure not included in the budget must be approved by the Board prior to being incurred.
- 17.5 The Executive Officer will be responsible for arranging the keeping of a correct and up to date accounting record with full details of all receipts and expenditure connected with the work of WEROC.
- 17.6 The Executive Officer will present to each meeting of the Board, a true and correct financial statement comparing actual to budget for the period up to the end of the prior month.
- 17.7 The financial statement, or summary of the financial statement, will form a part of the minutes of the meeting at which it is presented.
- 17.8 The financial statement of WEROC may be published from time to time as the Board determines or otherwise made available to Members.

A copy of the consultant brief which contains the relevant information relating to the role, hours and duties and used in the selection process for the position of WEROC Executive Officer forms an attachment to the meeting agenda.

It should be noted that some of the tasks detailed in consultant brief are based on what was required for WEROC Council and not WEROC Inc. For example, the brief details a number of tasks that refer to Member Shires, such as the compiling and forwarding timely notice of meetings to the CEOs of Member Shires. This is not how notices of meetings for an incorporated body such as WEROC Inc are made. All Board members must be individually notified of meetings.

The contract for the position of WEROC Inc's Executive Officer should reflect the WEROC Inc Constitution and the organisation's responsibilities under the *Associations Incorporation Act 2015*.

The initial contract for the incoming Executive Officer will be for two years, with the following conditions applied:

- The Hourly Rate for Executive Services is \$67.00 (inc GST);
- The Hourly Rate for Project Specific Work is \$90.00 (inc GST);
- Travel is \$0.75c per kilometre based from Meckering;
- No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings; and
- Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred.

At the time of preparing the meeting agenda a contract between 150Square Pty Ltd had not been prepared.

Given that not all aspects of the WEROC Inc Executive Officer's duties as outlined in the WEROC Inc Constitution were covered in the consultant brief, most notably being the requirement for the Executive Officer to act as the Secretary/Treasurer and the inclusion of additional responsibilities not contained within the Constitution, the Executive Officer believes the Board should review and "sign off" on the contract before it is presented to 150Square Pty Ltd for signing.

The contract should also be prepared without delay.

The recommendation is written with the above comments in mind.

The outgoing Executive Officer will arrange a date and time to commence handover on all aspects of the Executive Officer position.

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Karin Day** **Seconded: Stephen Strange**

That:

1. The Bruce Rock CEO finalise the contract between WEROC Inc and 150Square Pty Ltd no later than close of business on 28 February 2020;
2. The contract between WEROC Inc and 150Square Pty Ltd include all duties as prescribed in Clause 16 and the relevant subclauses of Clause 17 of the WEROC Inc Constitution which cover the role and duties of Executive Officer;
3. The contract between WEROC Inc and 150Square Pty Ltd include any duties detailed in the "Consultants Brief" not contained within the WEROC Inc Constitution, with these duties to reflect the requirements of both the WEROC Inc Constitution and the *Associations Incorporation Act 2015*;
4. The contract between WEROC Inc and 150Square Pty Ltd include the following conditions:
 - a) The Hourly Rate for Executive Officer Services is \$67.00 (inc GST)
 - b) The Hourly Rate for Project Specific Work is \$90.00 (inc GST)
 - c) Mileage is at \$0.75 per kilometre based from Meckering
 - d) No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings
 - e) Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred; and
5. WEROC Inc Board by way of "flying email" review the contract drafted between itself and 150Square Pty Ltd relating to the engagement of Ms Rebekah Burge as its Executive Officer.

CARRIED

9.2 WEROC Inc Common Seal

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 16 February 2020

Attachments: Nil

RECOMMENDATION:

That:

1. The WEROC Inc Executive Officer have a Common Seal made; and
2. The custody of the WEROC Inc Common Seal be the responsibility of the WEROC Inc Executive Officer.

Executive Officer's Report:

Clause 20 of the WEROC Inc Constitution covers matters pertaining to the WEROC Inc Common Seal. It states:

20. COMMON SEAL

20.1 Custody of Seal

WEROC will have a Common Seal, which will be in the custody of the Executive Officer at the office for the time being of WEROC.

The Common Seal used when the group was known as Wheatbelt Communities Inc is no longer appropriate.

A Common Seal for the renamed organisation will need to be made, with the WEROC Inc Executive Officer to have custody of the Common Seal.

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Wayne Della Bosca Seconded: Kate Dudley

That:

1. The WEROC Inc Executive Officer have a Common Seal made; and
2. The custody of the WEROC Inc Common Seal be the responsibility of the WEROC Inc Executive Officer.

CARRIED

9.3 Insurance for WEROC Inc

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 15 February 2020

Attachments: Nil

RECOMMENDATION:

1. That the WEROC Inc Executive Officer obtain quotes for the following forms of insurance cover:
 - a) Public and professional indemnity insurance;
 - b) Officers and directors insurance;
 - c) Workers compensation;
 - d) Voluntary workers Insurance; and
 - e) Cyber/internet insurance.
2. That WEROC Inc look to appoint its insurer for a period of three (3) years with a review of its insurance requirements in the third year.

Executive Officer Comment:

With WEROC Council's decision to move away from working as a voluntary regional organisation of councils under a Memorandum of Understanding and become an incorporated under the *Associations Incorporation Act 2015* the group cannot rely on coverage provided by the Shires from which WEROC Inc's Board members come. WEROC Inc is considered as a not-for-profit organisation and as such needs to ensure that it has appropriate and effective levels of insurance cover.

The Executive Officer believes that consideration should be given to taking out insurance for the following:

1. Public and professional indemnity insurance;
2. Officers and directors insurance;
3. Cyber/internet insurance;
4. Workers compensation – required by law if you are hiring any workers, regardless whether casuals/subcontractors; and
5. Voluntary workers insurance – other than position of Secretary/Treasurer, which will be undertaken by the WEROC Inc Executive Officer, all of WEROC Inc's Board members are volunteers. This insurance would cover all other members of the WEROC Inc Board against accidental death/disablement and provide for a weekly injury benefit should a Board member be injured during the course of undertaking any duties as a Board member of WEROC Inc.

There is funding within the current WEROC Council Budget to cover the cost of obtaining the above insurances.

Provision should be made for insurance coverage in future WEROC Inc Budgets.

Given that WEROC Inc has yet to specifically determine how it will fulfil its mission and objectives, the Executive Officer is unable to specifically advise as to what level of insurance cover should be sought.

When determining who it will take insurance cover with, the Executive Officer suggests that WEROC Inc also give consideration to appointing an insurer for more than just a 12-month period. A three (3) year engagement is seen as an appropriate period of engagement during which time WEROC Inc can monitor its insurance requirements, seeking changes as required.

Consultation: Nil

WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: Moved: Peter Clarke Seconded: Stephen Strange

That the matter be referred to the Committee of Chief Executive Officers.

CARRIED

9.4 Development of a Confidentiality Statement for WEROC Inc

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 15 February 2020

Attachments: Nil

RECOMMENDATION:

That:

1. WEROC Inc develop a Confidentiality Statement for use by its Board members and where appropriate require contractors to sign the same agreement but with “member” amended to “contractor”; and
2. All documents for confidential consideration be watermarked “Confidential”.

Executive Officer Comment:

Whilst the WEROC Council Executive Officer was required to sign a confidentiality clause as part of contractual requirements for the position of Executive Officer, a similar requirement was not required for councillors elected to WEROC, with the *Local Government Act 1995* and any Council specific rules around this issue applying.

With WEROC Inc bound by the *Associations Incorporation Act 2015* (the Act) the Executive Officer considers it prudent that WEROC Inc to consider the use of information. Clause 47 of the Act states:

47. Use of information

A person who obtains information because the person is, or has been, an officer of an incorporated association must not improperly use the information to —

- (a) *gain an advantage for the person or another person; or*
- (b) *cause detriment to the association.*

Penalty: a fine of \$10 000.

Because the Act does not specifically refer to the use of “confidential information” the Executive Officer considers it prudent for WEROC Inc to develop a statement of confidentiality for its use, both by WEROC Inc Board members and more specifically its contractors, including the incoming Executive Officer.

Where a proxy attends a meeting, the confidentiality statement is of relevance only a confidential item is listed for discussion and decision.

WEROC Inc could look to developing a statement similar to that used by the Central East Care Aged Alliance Inc.

It is also recommended that all documents for confidential consideration be watermarked “Confidential”.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: Moved: Peter Clarke Seconded: Kate Dudley

That the matter be referred to the Committee of Chief Executive Officers.

CARRIED

9.5 Development of a File Numbering System for WEROC Inc

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 17 February 2020

Attachments: Nil

RECOMMENDATION:

That WEROC Inc develop a file number system to replace the system previously used by both Wheatbelt Communities Inc and the Wheatbelt East Regional Organisation of Councils.

Executive Officer Comment:

With the coming together of Wheatbelt Communities Inc and the Voluntary Regional Organisation of Councils Wheatbelt East Regional Organisation of Councils the file numbering for projects and other matters should be reviewed. The current file numbering system has not been reviewed for a good number of years and it would be appropriate to review and develop a system that recognises the changed circumstances of both the group and the various organisations it will deal with from hereon.

It may be appropriate to engage a specialist records management consultant to assist in the process.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Karin Day** **Seconded: Wayne Della Bosca**

That the matter be referred to the Committee of Chief Executive Officers.

CARRIED

9.6 Renewal of 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 (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 17 February 2020

Attachments: 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

RECOMMENDATION:

That WEROC Inc:

1. Advise the Central Wheatbelt Visitor Centre of the recent changes in name and organisational structure; and
2. Allocate sufficient funds in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.

Executive Officer Comment:

WEROC considered ongoing joint participation in visitor servicing and regional promotion through the Central Wheatbelt Visitor Centre when it met on Wednesday 2 May 2018 at which time it resolved as shown below:

RESOLUTION:	<i>Moved: Cr Day</i>	<i>Seconded: Mr Griffiths</i>
<i>That 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.</i>		

CARRIED

A copy of the Memorandum of Understanding (MOU) forms an attachment to the meeting agenda.

The MOU expires on 30 June 2021. It is therefore likely that a review of the MOU will take place in early 2021.

Until this time the WEROC Inc Board needs to ensure that there are sufficient funds allocated in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.

It would also be prudent for WEROC Inc to advise the Central Wheatbelt Visitor Centre of the change in the organisation's status, ie from a voluntary grouping of Councils to an incorporated body under the *Associations Incorporation Act 2015*.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Peter Clarke** **Seconded: Wayne Della Bosca**

That WEROC Inc:

- 1. Advise the Central Wheatbelt Visitor Centre of the recent changes in name and organisational structure; and**
- 2. Allocate sufficient funds in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.**

CARRIED

9.7 Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 17 February 2020

Attachments: Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies

The matter is presented for discussion and consideration by the WEROC Inc Board.

Executive Officer Comment:

In February last year the five Member Councils of WEROC signed a “Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies”.

A copy of the agreement forms an attachment to the meeting agenda.

Whilst originally intended to have the agreement in place for three years it was determined that a year-long agreement would be best, with the expiration date chosen on the basis that a new governance structure for the organisation would be in place and any agreements currently in place could be reviewed in the 2019/2020 financial year ahead of the mutual aid agreement’s termination date (30 June 2020).

It is the Executive Officer’s view this MOU is now outside the direct involvement of the WEROC Inc Board and it has no role other than to bring the parties together to sign the MOU.

If the Board agrees with this view it must decide how it wishes to progress the MOU and more particularly its future given it expires on 30 June 2020.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Peter Clarke** **Seconded: Stephen Strange**

That the matter be referred to the Committee of Chief Executive Officers.

CARRIED

9.8 Wheatbelt Medical Students Immersion Project (WMSIP) (Attachments)

Author:	Helen Westcott, Executive Officer
Disclosure of Interest:	Nil
Date:	17 February 2020
Attachments:	Action Sheet from the WMSIP Meeting held Thursday 7 November 2019 Action Sheet from the WMSIP Meeting held Thursday 19 December 2019 2020 Transport Plan Draft Town Itineraries Staff Allocations

RECOMMENDATION:

That the Executive Officer's report be received.

Executive Officer's Report:

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

RESOLUTION:	<i>Moved: Raymond Griffiths</i>	<i>Seconded: Greg Powell</i>
<i>That the Executive Officer prepare a report on the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus.</i>		

CARRIED

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

Agencies involved in re-establishing the WMSIP include:

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

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

A third group of students will be visit during the week commencing Monday 9 March 2020, with students visiting the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn from Tuesday 10 March to Friday 13 March.

The 2020 visit marks the third and final group of students to visit under the current agreement between each of five local governments. A review of the program and its continuation will be undertaken later in the year.

Since the last meeting of WEROC Council in late November 2019 there have been a number of WMSIP Planning Group meetings, with meetings held on:

- Thursday 19 December 2019;
- Thursday 30 January 2020; and
- Friday 14 February 2020

A team building day was also held at Curtin University on Monday 2 December 2019.

The action sheet from the meeting held in December forms an attachment to the meeting agenda, as does the action sheet from the Planning Group Meeting held Thursday 7 November 2019. An action sheet from the meeting held Thursday 30 January 2020 was not distributed and the action sheet from the meeting held Thursday Friday 14 February is not yet available.

A number of other documents are attached for Board members' information, including:

- Transport Plan;
- Draft Town Itineraries; and
- Staff Allocations.

Each of these documents was tabled at the Planning Group Meeting held Friday 14 February.

It should be noted that there will be a change in the academic staying in Westonia as Dr Andrew Harper is no longer able to participate in this year's visit program due to injuring himself in a recent accident.

Dr Harper will be replaced by Mr Keith McNaught, a Curtin academic. A replacement for Keith McNaught in Southern Cross has yet to be announced.

A further meeting of the WMSIP Planning Group is scheduled for Thursday 27 February.

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

Noted

9.9 Curtin Wheatbelt Community Health Study (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 19 February 2020

Attachments: Initial Report on "Curtin Wheatbelt Community Health Study"

The matter is presented for discussion and decision by the WEROC Inc Board.

Executive Officer's Report:

As Board members are aware, WEROC Council funded a pilot research project undertaken by Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School in the second half of 2019, with the report on the project tabled at the WEROC Meeting held Thursday 28 November 2019.

Following consideration of the project report WEROC Council resolved as shown below.

RESOLUTION: *Moved: Cr Day* *Seconded: Cr Forsyth*
That WEROC agree to participate in any project that looks to extend the pilot study entitled "Curtin Wheatbelt Community Health Study: An exploratory research proposal" across all five WEROC Councils, utilising existing WEROC project funds to facilitate funding for the project.

CARRIED

A copy of Dr Harper's report again forms an attachment to the meeting agenda.

An invitation for Dr Harper to meet and discuss with the Board the next phase of the project was extended for this meeting but due to the injuries he received in a recent accident he is unable to attend.

A report from Dr Harper will be tabled at the meeting. The report will assist the Board in determining whether any further action on this matter is required at this time.

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: *Moved: Karin Day* *Seconded: Peter Clarke*
That the Executive Officer's report be noted and that Dr Harper be requested to arrange the next round of visits for the "Curtin Wheatbelt Community Health Study" so that they occur before or after seeding.

CARRIED

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

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 17 February 2020

Attachments: Nil

The matter is presented for discussion and decision by the WEROC Inc Board.

Executive Officer Comment:

At the WEROC Executive Meeting held Wednesday 25 September 2019 it was resolved as shown below:

RESOLUTION: *Moved: Darren Mollenoyux* *Seconded: Greg Powell*

That the WEROC Executive recommend to the WEROC Council that:

- 1. WEROC write to the WA Local Government Association (WALGA) requesting that it prepare a local health plan template based on the Salaries and Allowances Tribunal four band classification model to assist in the preparation of local health plans that meet the needs of small rural and remote local governments; and*
- 2. If WALGA is unable to assist in preparing a template to assist in the preparation of local health plans WEROC look to creating its own template from which Member Councils can prepare individual local health plans.*

CARRIED

A request for WALGA to assist resulted in the WEROC Council being advised by the WALGA CEO, Mr Nick Sloan, that this assistance could not be provided.

This advice was received in time for the WEROC Council Meeting held Thursday 28 November 2019 at which time the Executive Officer advised that a draft should be available for consideration in early 2020.

In late January there was discussion between the Executive Officer and the WEROC CEOs as to whether preparation of a draft health plan should be delayed until after a regional health officers meeting in late February.

Whilst at the time it was agreed that work on the draft plan should continue, a further email suggesting a different course of action was received by the Executive Officer from the Shire of Bruce Rock on Tuesday 11 February. Darren Mollenoyux, the Shire's CEO forwarded an email from the Shire's Environmental Health Officer (EHO) suggesting another way in which development of a local health plan could be prepared. The text from the Shire's EHO is provided below:

Hi Darren, spoke in length to Llew Withers who is X DoHWA (was my refence for the BK EHO Job). He now does public health plans for local governments and did a presentation for the Goldfields-Esperance LGs organised by Dave Haddon the EHO out there that was referenced in the email recently sent through. Llew is very aware of the eventual reporting requirements for a plan and focuses on what we already do without sticking your neck out. He is old school like John was but worked in State Government. What he says is in keeping with data used in city plans that I have read.

His plans read well and he undertakes the research of the local population which is essential given the stats we are getting off government do not paint a true picture. Its done in three stages. Working with the Public health Unit in Merredin to get those government stats.

Llew said he would be willing to come up and give a '101' presentation at the next WEROC meeting or even just to our Council of what he does, what is expected and the best way forward given the State has deliberately given little to no guidance on this process or even funded it.

His presentation for Menzies, Leonora, Laverton and Wiluna went down well with Council Presidents and the CEOs of those Goldfields-Esperance LGs. After his talk they asked him to do theirs, he has also picked up Gnowangerup and a couple of others.

Is this a possibility for Llew to give a presentation given his dealings with smaller LGs and what he has found works best for?

Darren Mollenoyux has asked if the matter could be listed for discussion to gain the view of other Board members regarding a presentation to the WEROC Inc Board by Llew Withers.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Peter Clarke** **Seconded: Julie Flockart**

That WEROC Inc extend an invitation to Mr Llew Withers to a future WEROC Inc Board Meeting.

CARRIED

9.11 Records Management in Local Government (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 10 February 2020

Attachments: Wheatbelt East Regional Organisation of Councils Record Keeping Policies and Procedures Review of Member Councils - Summary Report Prepared by Information Enterprises Australia

The matter is presented for discussion and decision by the WEROC Inc Board.

Executive Officer's Report:

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

RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle

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

CARRIED

Records management consultants Enterprises Australia Pty Ltd (IEA) were successful in obtaining the project. The project covered only four (4) of the five (5) WEROC Member Councils – the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.

Just prior to the Christmas break IEA provided the Executive Officer with Council specific reports and a summary report. The Shires of Kellerberrin, Merredin, Westonia and Yilgarn each received a copy of their Council specific report and a copy of the summary report. The Shire of Bruce Rock received only a copy of the summary report.

A copy of the summary report forms an attachment to the meeting agenda.

At the time of distributing the reports, the Executive Officer sought feedback from each of the CEOs. Only the CEOs from Bruce Rock and Yilgarn provided comment.

The comments provided by Peter Clarke, CEO Shire of Yilgarn, received in an email on Tuesday 14 January 2020 are as follows:

The Report/s do not surprise me and I thought that we would all be deficient in some, if not in all areas of Record Keeping. I believe that firstly WEROC should engage someone, and if not WEROC, the individual Councils, to develop compliant RKP's with appropriate Policies and Procedures as a start. Following the development of the RKP's, training be implemented for appropriate staff to adhere to the Plan, Procedures and Policies. In the past we have merely complied with the State Records Act by producing an RKP. Small LG's that don't have dedicated record keeping staff do find it difficult to comply and do the best that they can in respect to record management.

Comments provided by Darren Mollenoyux, CEO Shire of Bruce Rock, on Thursday 23 January are as follows:

Apologies for the delay in replying I was waiting to meet with other staff who are involved in this area and our person assisting in our review etc.

I have read through the summary report provided and there is probably nothing in there that surprises me and there are certainly some comparatives to what we identified through our processes via the Project Aware Program.

I think it boils down to what appetite there is from all Council's and the level of compliance that each Council wishes to achieve. Are we happy just meeting compliance? Are we happy to just tick the box? Do we want to be the best? What systems do we want to have electronically (who is switching from Synergy to Altus and when) How much money, time and resources does each Council have to commit to this?

I think unless we all employed a Records Management Officer, we would never meet the highest of levels but we certainly need to look at either a group or individual approach that will assist us in meeting the minimum.

I think there are some define benefits of doing some of the framework, policies, procedures and training opportunities together, however the major question is that what we have been made aware of and what the WEROC Report has reiterated is that the State Records Office new Framework is due out in early 2020, which could change our approach.

I am not convinced about a Regional Retention and Disposal Facility, however I think that is probably a discussion for another time as we have a long way to go to reach that point.

In regards to the Higher Level Monitoring and Record Keeping Service, again not sure where I sit on the matter we all obviously need support and assistance to some degree with moniting and training from how and from whom?

I think that it would be best to put this as an item to be discussed at the meeting, however perhaps we recommend that we write to the Director of State Records to seek clarification on the new Framework and the proposed timeframe for its release.

The matter is presented for discussion and consideration by the WEROC Inc Board.

Should the Board decide to fund further work this project should be included in any discussions ahead of preparing the 2020/2021 WEROC Inc Budget.

Consultation: Nil

Financial Implications: WEROC Council adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Wayne Della Bosca Seconded: Kate Dudley

That the matter be referred to the Committee of Chief Executive Officers.

CARRIED

9.12 Discussions and Decisions arising from WEROC Inc's Meeting with Ms Ana Farla, Account Manager Synergy

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 17 February 2020

Attachments: Nil

The matter is presented for discussion and decision by the WEROC Inc Board.

Executive Officer's Report:

Following its discussions with Ana Farla, Account Manager Synergy it may be appropriate for the WEROC Inc Board to consider what, if any, further action is required on this issue.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

Noted

9.13 Discussions and Decisions arising from WEROC Inc's Meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 17 February 2020

Attachments: Nil

The matter is presented for discussion and decision by the WEROC Inc Board.

Executive Officer's Report:

Following its discussions with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM) it may be appropriate for the WEROC Inc Board to consider what, if any, further action is required on this issue.

Consultation: Nil

Financial Implications: Unknown at this time

Voting Requirement: Simple Majority

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

That WEROC Inc write to Innovation Central Midlands WA Inc seeking to have ongoing discussions around its renewable energy project.

CARRIED

10. EMERGING ISSUES

10.1 Failure of Telecommunications Systems during Emergencies

The recent bushfires across Australia have highlighted the fragility of effective communications during emergencies and clearly articulated in an online ABC News article published on 13 January 2020. The article can be read by following the link shown below:

<https://www.abc.net.au/news/rural/2020-01-13/are-australias-telecommunication-up-to-the-new-kind-of-megafire/11860238>

Whilst it is noted that WALGA is working on this issue, the matter of loss of telecommunications during an emergency is a longstanding one for some communities in the Wheatbelt. The importance of the Wheatbelt, indeed all of regional Western Australia, being heard cannot be emphasised enough. It should be loud and clear that regional Western Australia should not be excluded from any funding made available to improve communications, both under normal circumstance and during emergencies.

The Executive Officer has recommended previously, without success, that in certain circumstances the assistance of political lobbyists should be sought for issues where normal actions have proved ineffective.

The use of a political lobbyist was pivotal in the Central East Aged Care Alliance Inc gaining access to the Minister for Regional Development in its efforts to retain funding for its aged housing project. It could be the same for this issue as well.

The Executive Officer believes that the WEROC Inc Board should investigate how a lobbyist might help ensuring that its communities are not deprived of funding to improve telecommunications during emergencies.

Whilst there was no formal agreement as to future action on this matter, it was agreed that the matter continue to be listed for discussion at future WEROC Inc Board meetings.

11. OTHER MATTERS

11.1 Regional Elector Member Training

Karin Day raised the issue of elected member training and enquired whether it may have been practical to undertake the training on a regional basis.

11.2 Container Deposit Scheme

Kate Dudley advised that the Shire of Kellerberrin had been successful in being appointed as an operator of a refund point for the new container deposit scheme which is due to commence on 2 June 2020. It is likely to cost about \$200,000 to set up a refund point but there may be an option to establish a mobile facility at a lesser cost of around \$60,000.

The Shire of Kellerberrin was looking to determine whether other Councils may have been interested in being part of the scheme.

It was agreed to that the matter be referred to the Committee of Chief Executive Officers.

12. FUTURE MEETINGS

Meetings of the WEROC Inc Board are covered by clause 15 of the WEROC Inc Constitution, which states:

15. PROCEDURES OF BOARD MEETINGS

15.1 Meetings

The Board will, unless otherwise determined by WEROC in general meeting, meet at least four times a year, on a day that the Board determines from time to time. Special Board meetings may be convened by the Chair, or in their absence the Deputy Chair, or by any 4 other Board members.

The Executive Officer believes it would be prudent for the WEROC Inc Board to set meeting dates for the balance of the 2020 calendar year.

It was agreed that the next meeting would be following the Great Eastern Country Zone Meeting on Thursday 30 April 2020.

13. CLOSURE

Prior to closing the meeting, the Chair noted that this was the last meeting for Helen Westcott and Bruce Wittber as Executive Officers for WEROC Inc. He extended WEROC Inc's thanks and wished them well.

There being no further business the Chair closed the meeting at 4.43pm

DECLARATION

These minutes were confirmed by the WE-ROC Inc Board at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed

Attachment

9.1.1

Deed of

Variation

Local

Government

House

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

THE COMMON SEAL of WESTERN)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer

demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 ADVANCEMENT OF CAPITAL

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 POWERS OF INVESTMENT AND MANAGEMENT

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
 - (i) to borrow and raise moneys from; or
 - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

Attachment

9.2.1

Financial
Statements



SHIRE OF YILGARN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2020

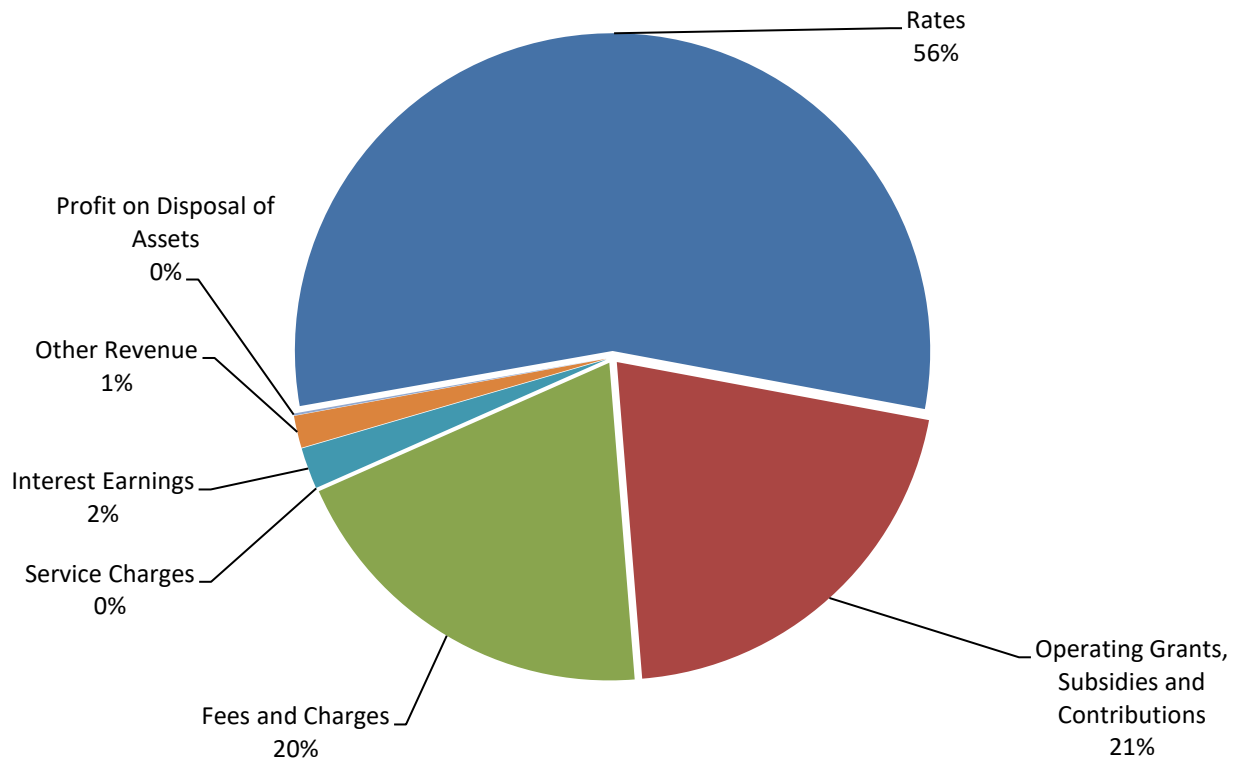
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

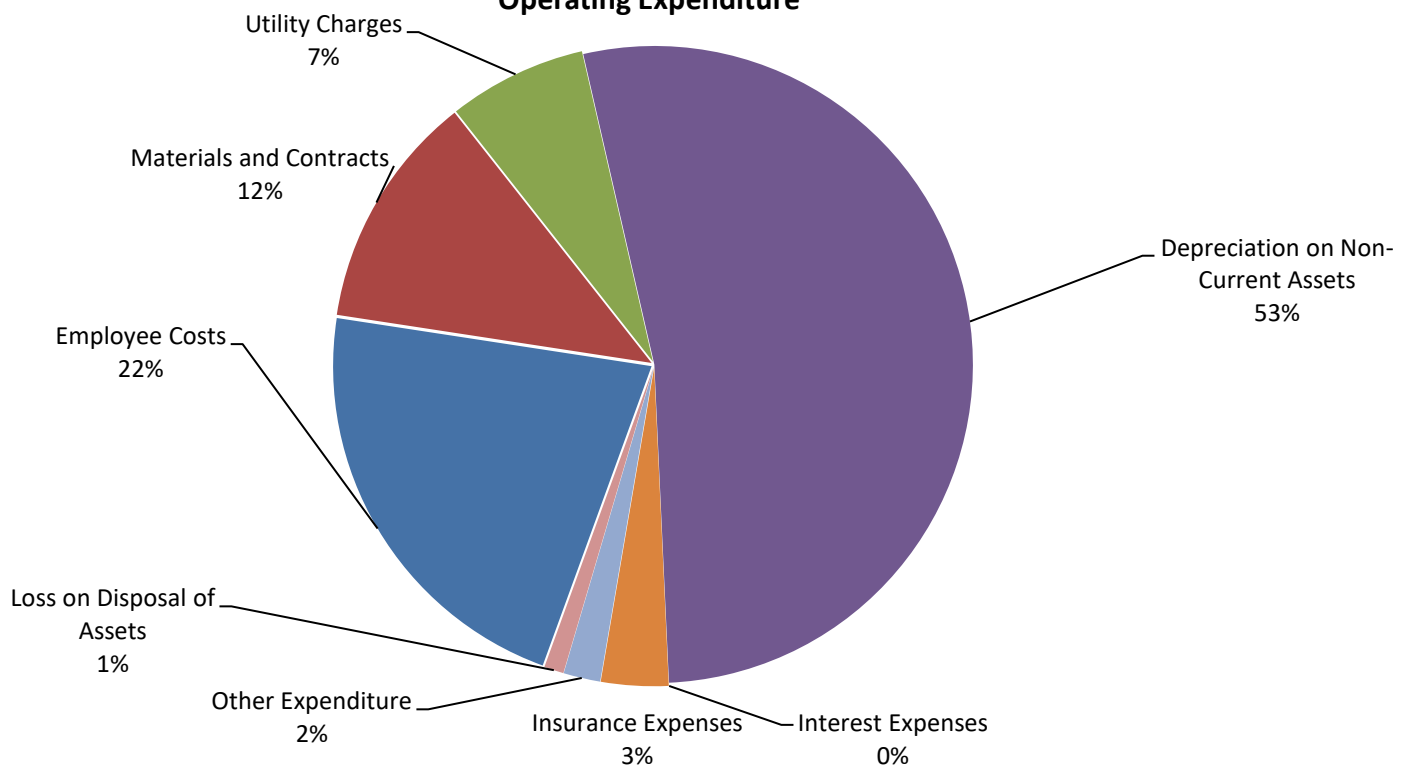
Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity by Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 2 Explanation of Material Variances	11
Note 3 Net Current Funding Position	12
Note 6 Receivables	15
Note 7 Cash 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 29 February 2020

Operating Revenue



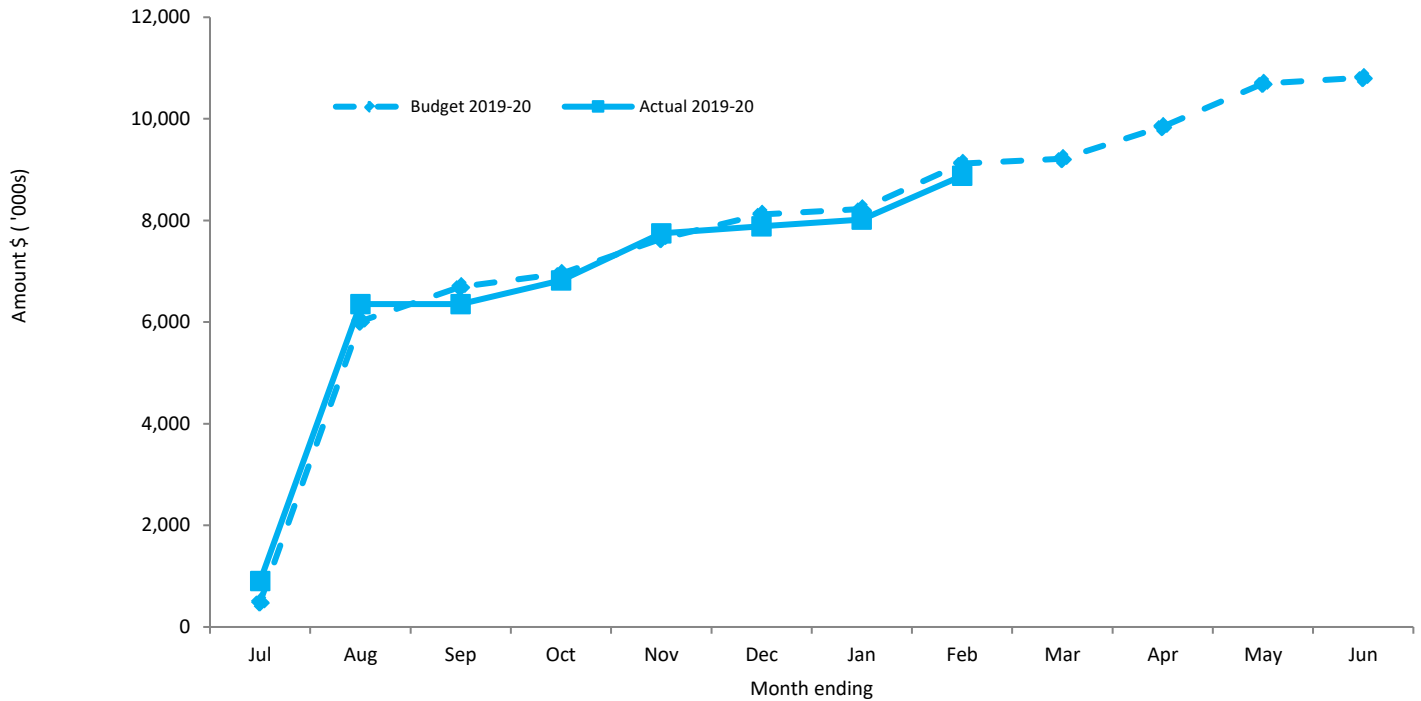
Operating Expenditure



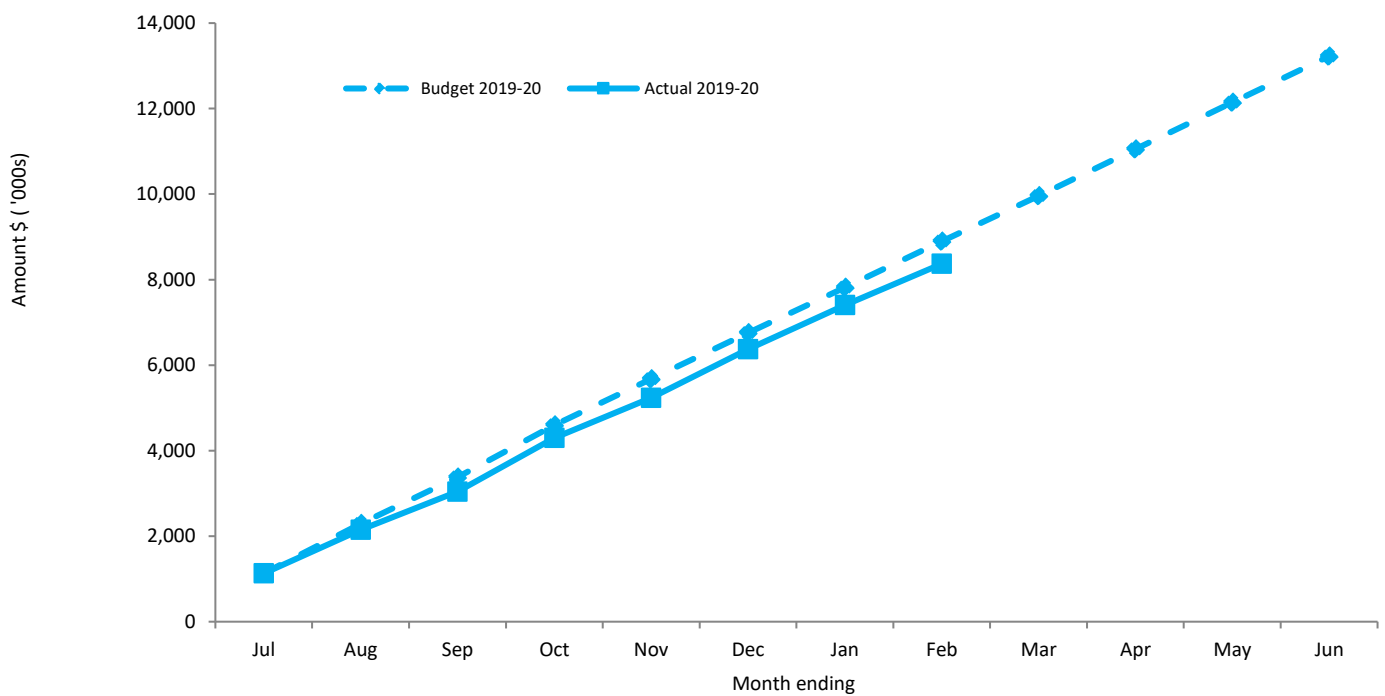
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
Information Summary
For the Period Ended 29 February 2020

Budget Operating Revenues -v- Actual (Refer Note 2)



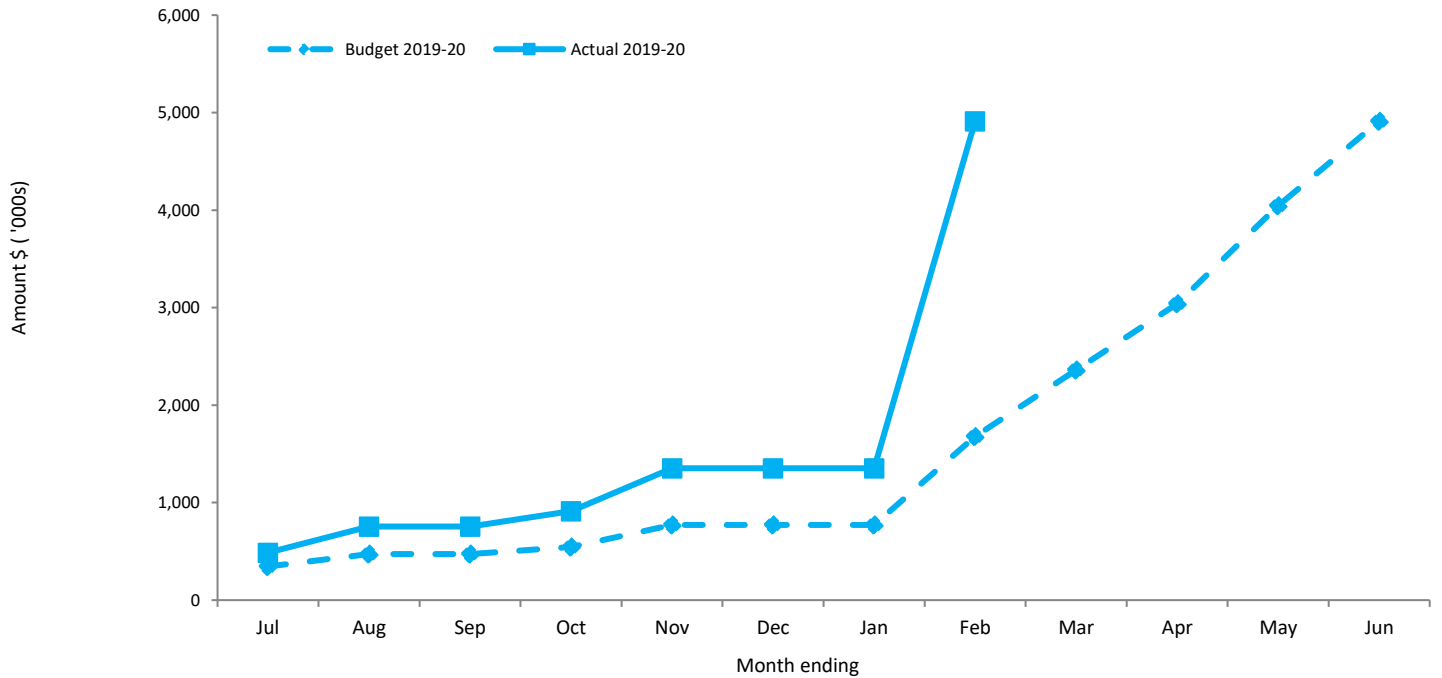
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



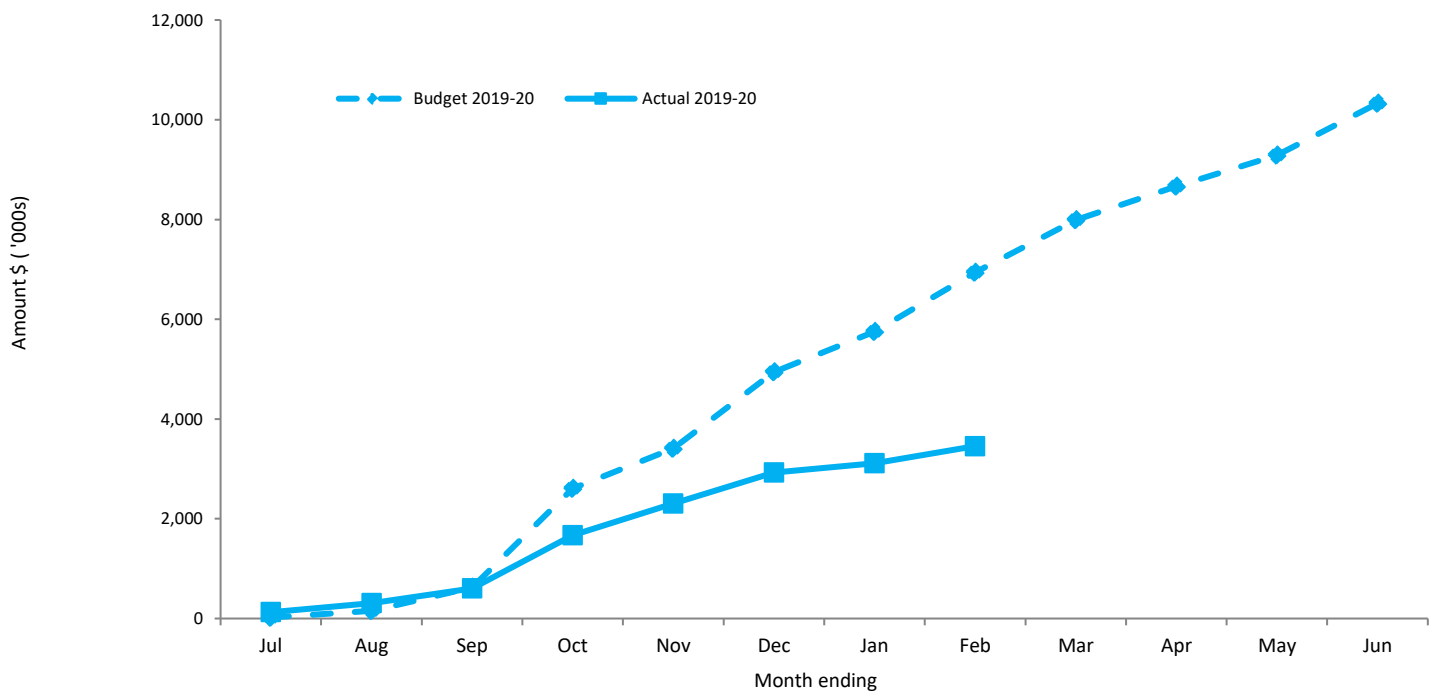
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
Information Summary
For the Period Ended 29 February 2020

Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 29 February 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	3,451,591	3,451,591	8,635,446	5,183,855	150%	
Revenue from operating activities							
Governance		0	0	182	182		
General Purpose Funding		5,741,308	5,292,529	5,220,214	(72,315)	(1%)	
Law, Order and Public Safety		73,567	56,097	71,235	15,138	27%	
Health		1,000	664	1,539	875	132%	
Education and Welfare		175,932	127,441	127,424	(17)	(0%)	
Housing		78,000	51,984	54,364	2,380	5%	
Community Amenities		680,544	646,974	615,295	(31,679)	(5%)	
Recreation and Culture		60,700	58,020	15,249	(42,771)	(74%)	▼
Transport		78,900	59,984	22,110	(37,874)	(63%)	▼
Economic Services		768,807	581,929	942,544	360,615	62%	▲
Other Property and Services		135,464	92,132	130,968	38,836	42%	▲
		7,794,222	6,967,754	7,201,124			
Expenditure from operating activities							
Governance		(495,627)	(321,292)	(344,194)	22,902	7%	
General Purpose Funding		(304,155)	(203,079)	(158,123)	(44,957)	(22%)	▼
Law, Order and Public Safety		(512,919)	(341,876)	(341,634)	(242)	(0%)	
Health		(282,389)	(187,420)	(172,024)	(15,396)	(8%)	
Education and Welfare		(546,516)	(364,192)	(302,130)	(62,062)	(17%)	▼
Housing		(376,542)	(253,548)	(199,454)	(54,095)	(21%)	▼
Community Amenities		(1,130,688)	(759,033)	(577,376)	(181,657)	(24%)	▼
Recreation and Culture		(1,887,842)	(1,238,028)	(1,074,048)	(163,980)	(13%)	▼
Transport		(6,410,361)	(4,311,995)	(3,973,113)	(338,882)	(8%)	
Economic Services		(1,197,851)	(800,354)	(1,029,241)	228,887	29%	
Other Property and Services		(80,327)	(111,138)	(196,205)	85,067	77%	
		(13,225,217)	(8,891,955)	(8,367,541)			
Operating activities excluded from budget							
Add back Depreciation		6,661,650	4,441,024	4,415,657	(25,367)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	8	4,050	4,050	75,895	71,845	1774%	▲
Amount attributable to operating activities		1,234,705	2,520,873	3,325,134			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	2,610,131	1,952,903	1,484,124	(468,779)	(24%)	▼
Proceeds from Disposal of Assets	8	286,500	286,500	196,273	(90,227)	(31%)	▼
Land and Buildings	13	(5,233,488)	(2,677,472)	(479,117)	(2,198,355)	(82%)	▼
Infrastructure Assets - Roads	13	(3,259,036)	(2,507,068)	(1,965,573)	(541,495)	(22%)	▼
Infrastructure Assets - Other	13	(3,526,352)	(1,560,814)	(189,536)	(1,371,278)	(88%)	▼
Plant and Equipment	13	(1,010,300)	(500,200)	(413,251)	(86,949)	(17%)	▼
Furniture and Equipment	13	(22,000)	(22,000)	(10,430)	(11,570)	(53%)	
Amount attributable to investing activities		(10,154,545)	(5,028,151)	(1,377,510)			
Financing Activities							
Transfer from Reserves	7	3,586,154	0	3,400,000	(3,400,000)		▲
Transfer to Reserves	7	(1,000,000)	0	(853,380)	853,380		▼
Amount attributable to financing activities		2,586,154	0	2,546,620			
Closing Funding Surplus(Deficit)	3	(2,882,095)	944,313	13,129,691			

▲▼ 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 29 February 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	3,451,591	3,451,591	8,635,446	5,183,855	150%	
Revenue from operating activities							
Rates	9	4,018,009	4,018,009	3,973,038	(44,971)	(1%)	
Operating Grants, Subsidies and Contributions	11	1,874,419	1,462,604	1,483,219	20,615	1%	
Fees and Charges		1,329,608	1,054,658	1,401,288	346,630	33%	▲
Interest Earnings		244,799	163,200	150,109	(13,091)	(8%)	
Reimbursements		84,000	71,984	68,185	(3,799)	(5%)	
Other Revenue		132,637	104,285	116,999	12,714	12%	
Profit on Disposal of Assets	8	57,550	57,550	7,404	(50,146)	(87%)	▼
		7,741,022	6,932,290	7,200,242			▼
Expenditure from operating activities							
Employee Costs		(3,123,961)	(2,091,720)	(1,826,518)	(265,202)	(13%)	▼
Materials and Contracts		(2,282,429)	(1,487,960)	(999,850)	(488,110)	(33%)	▼
Utility Charges		(505,552)	(336,880)	(587,503)	250,623	74%	▲
Depreciation on Non-Current Assets		(6,661,650)	(4,441,024)	(4,415,657)	(25,367)	(1%)	
Insurance Expenses		(267,332)	(238,642)	(285,569)	46,927	20%	▲
Other Expenditure		(244,693)	(182,129)	(156,470)	(25,659)	(14%)	
Loss on Disposal of Assets	8	(61,600)	(61,600)	(83,299)	21,699	35%	
		(13,147,217)	(8,839,955)	(8,354,868)			
Operating activities excluded from budget							
Add back Depreciation		6,661,650	4,441,024	4,415,657	(25,367)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	8	4,050	4,050	75,895	71,845	1774%	▲
Amount attributable to operating activities		1,259,505	2,537,409	3,336,927			
Investing activities							
Grants, Subsidies and Contributions	11	2,610,131	1,952,903	1,484,124	(468,779)	(24%)	▼
Proceeds from Disposal of Assets	8	286,500	286,500	196,273	(90,227)	(31%)	▼
Land and Buildings	13	(5,233,488)	(2,677,472)	(479,117)	(2,198,355)	(82%)	▼
Infrastructure Assets - Roads	13	(3,259,036)	(2,507,068)	(1,965,573)	(541,495)	(22%)	▼
Infrastructure Assets - Other	13	(3,526,352)	(1,560,814)	(189,536)	(1,371,278)	(88%)	▼
Plant and Equipment	13	(1,010,300)	(500,200)	(413,251)	(86,949)	(17%)	▼
Furniture and Equipment	13	(22,000)	(22,000)	(10,430)	(11,570)	(53%)	
Amount attributable to investing activities		(10,154,545)	(5,028,151)	(1,377,510)			
Financing Activities							
Transfer from Reserves	7	3,586,154	0	3,400,000	3,400,000		
Transfer to Reserves	7	(1,000,000)	0	(853,380)	(853,380)		
Amount attributable to financing activities		2,586,154	0	2,546,620			
Closing Funding Surplus (Deficit)	3	(2,857,295)	960,849	13,141,483			

▲ ▼ 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 29 February 2020

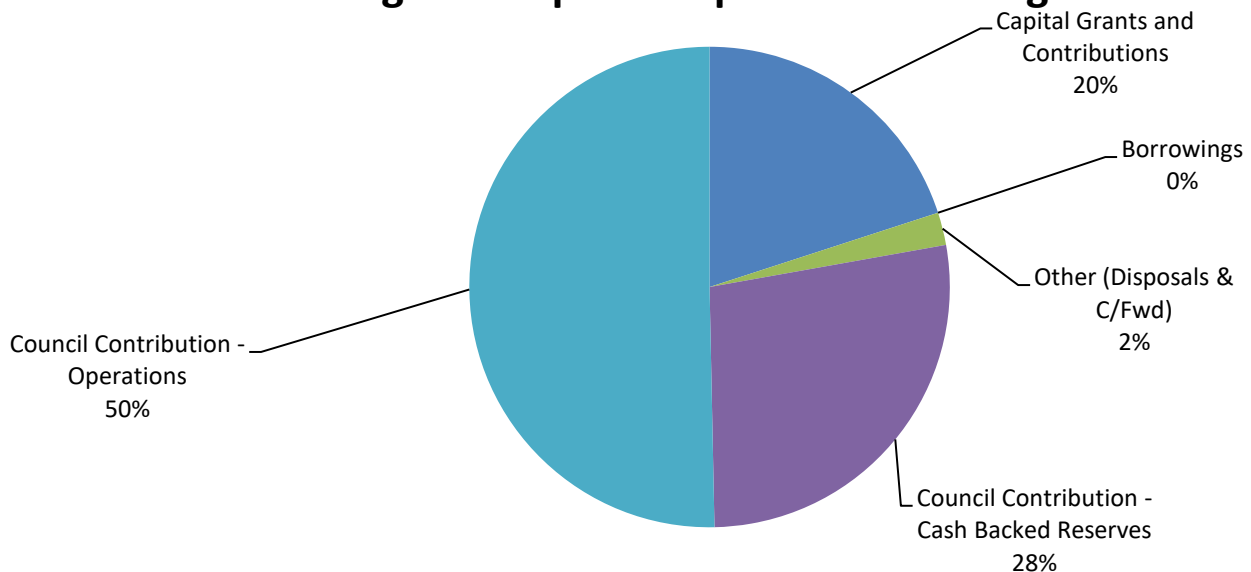
Capital Acquisitions

	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	329,208	149,909	2,677,472	5,233,488	479,117	2,198,355
Infrastructure Assets - Roads	13	1,961,910	3,663	2,507,068	3,259,036	1,965,573	541,495
Infrastructure Assets - Footpaths	13	0	0	0	78,971	0	0
Infrastructure Assets - Refuse	13	14,665	0	23,415	56,200	14,665	8,750
Infrastructure Assets - Sewerage	13	16,612	0	11,664	17,500	16,612	(4,948)
Infrastructure Assets - Drainage	13	0	0	14,172	14,172	0	14,172
Infrastructure Assets - Parks & Ovals	13	0	10,786	97,992	189,509	10,786	87,206
Infrastructure Assets - Other	13	136,687	10,786	1,413,571	3,170,000	147,473	1,266,098
Plant and Equipment	13	413,251	0	500,200	1,010,300	413,251	86,949
Furniture and Equipment	13	10,430	0	10,430	22,000	10,430	0
Capital Expenditure Totals		2,882,763	175,144	7,255,984	13,051,176	3,057,907	4,198,077

Capital acquisitions funded by:

Capital Grants and Contributions	1,952,903	2,610,131	1,483,124
Borrowings	0	0	0
Other (Disposals & C/Fwd)	286,500	286,500	208,318
Council Contribution - Cash Backed Reserves	680,000	3,586,154	3,400,000
Council Contribution - Operations	4,336,581	6,568,391	(2,033,535)
Capital Funding Total	7,255,984	13,051,176	3,057,907

Budgeted Capital Acquisitions Funding



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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 29 February 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 29 February 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, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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 29 February 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 2018/19 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Recreation and Culture	(42,771)	(74%)	▼	Timing	Moorine Rock Tennis Court Upgrades yet to Commence as such recoup not yet claimed
Transport	(37,874)	(63%)	▼	Timing	More Commissions from DPI Licensing and Street Light Grant yet to be received.
Economic Services	360,615	62%	▲	Permanent	Greater than expected recoup of Standpipe Water usage by (\$146973)
Other Property and Services	38,836	42%	▲	Timing	Refunds - Insurance, LSL and reimbursements not budgeted for
Operating Expense					
General Purpose Funding	(44,957)	(22%)	▼	Timing	Schedule wide expenditure unders
Education and Welfare	(62,062)	(17%)	▼	Timing	Schedule wide expenditure unders
Housing	(54,095)	(21%)	▼	Timing	Schedule wide expenditure unders
Community Amenties	(181,657)	(24%)	▼	Timing	Schedule wide expenditure unders
Recreation and Culture	(163,980)	(13%)	▼	Timing	Schedule wide expenditure unders
Capital Revenues					
Grants, Subsidies and Contributions	(468,779)	(24%)	▼	Timing	Grant for Swimming Pool and fire Shed Reconstruction yet to be received
Proceeds from Disposal of Assets	(90,227)	(31%)	▼	Timing	Replacement Plant on order, yet to be received
Capital Expenses					
Proceeds from Disposal of Assets	(90,227)	(31%)	▼	Timing	Replacement Plant on order, yet to be received
Land and Buildings	(2,198,355)	(82%)	▼	Timing	Swimming Pool construction minor delays.
Infrastructure - Roads	(541,495)	(22%)	▼	Timing	Sealing program underway.
Infrastructure - Other	(1,371,278)	(88%)	▼	Timing	Swimming Pool construction minor delays.
Plant and Equipment	(86,949)	(17%)	▼	Timing	Replacement Plant on order, yet to be received

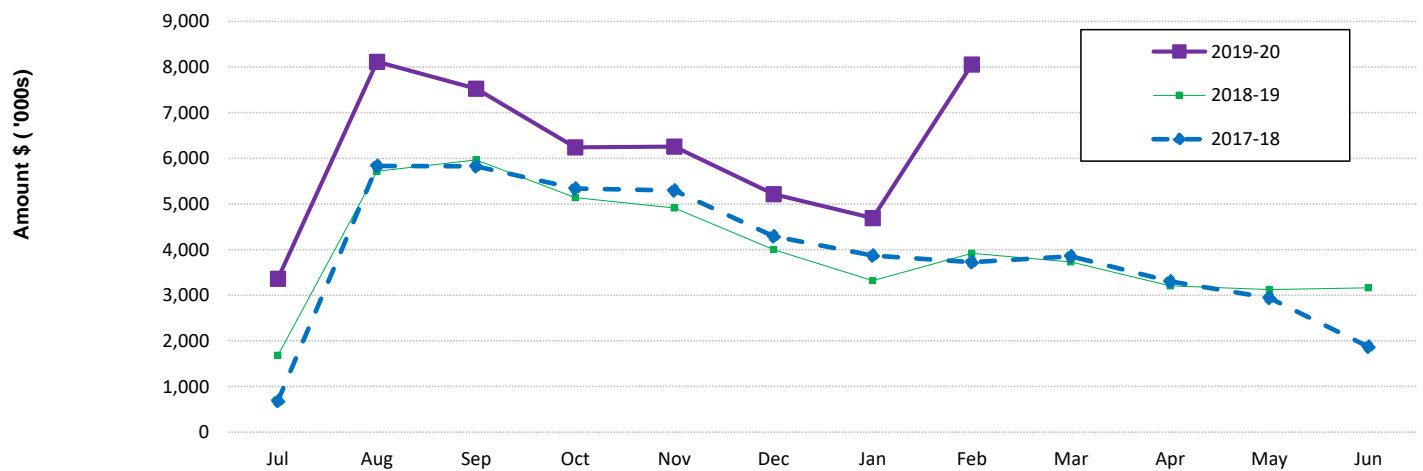
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 3: Net Current Funding Position

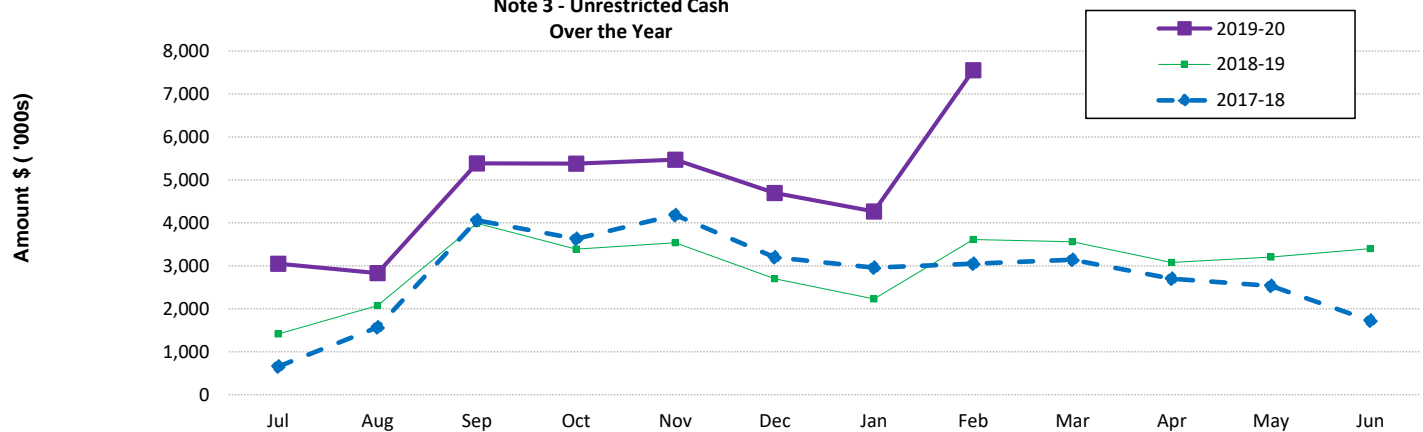
Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2019	This Time Last Year 01 Mar 2019	Current 29 Feb 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,400,902	3,559,769	7,551,132
Cash Restricted	4	6,581,762	5,611,284	4,035,142
Receivables - Rates	6	459,689	543,430	776,845
Receivables - Other	6	62,213	39,309	275,092
Interest/ATO Receivable/Trust		52,109	(0)	43,167
Loans Receivable-Clubs/Institutions		6,000	0	6,000
Inventories		29,909	29,202	38,612
		10,592,582	9,782,993	12,725,990
Less: Current Liabilities				
Payables		(312,267)	(48,032)	(105,896)
Provisions		(537,257)	(272,251)	(243,381)
		(849,524)	(320,284)	(349,277)
Less: Cash Reserves	7	(6,581,762)	(5,611,284)	(4,035,142)
Less: Loans Receivables - Clubs/Institutions		0	0	0
Add back Leave Reserve		290,294	202,349	293,876
Net Current Funding Position		3,451,591	4,053,774	8,635,446

Note 3 - Liquidity Over the Year



Note 3 - Unrestricted Cash Over the Year



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Muni Funds - Bank Working Acc	23,772			23,772	Westpac	0.05%	At Call
Muni Funds - Bank Investment Acc	1,960,654			1,960,654	Westpac	0.10%	At Call
Trust Fund Bank			115,844	115,844	Westpac	0.05%	At Call
Cash On Hand	1,350			1,350			
(b) Term Deposits							
Muni Funds - Notice Saver (31 Days)	5,565,356			5,565,356	Westpac	1.65%	31 Days from Call
Muni Funds - Notice Saver (60 Days)				0	Westpac	1.70%	60 Days from Call
Muni Funds - Notice Saver (90 Days)				0	Westpac	1.75%	90 Days from Call
Reserve Funds - Notice Saver (90 Days)		4,035,142		4,035,142	Westpac	1.75%	90 Days from Call
Total	7,551,132	4,035,142	115,844	11,702,118			

Comments/Notes - Investments

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
				\$	\$	\$	\$	
	Budget Adoption				81,808		81,808	
	Nil							
	Changes Due to Timing						0	
	Nil							
Budget Amendments Resulting From Review								
CRF01	CRF - Bodallin South Rd - Construct to 7m Seal - SLK 2.7 - 4.9 (19/21)	215/2019	Capital Expenses			406,367	(406,367)	
R12111	Commodity Route Funding	215/2019	Capital Revenue		406,367		406,367	
<u>03. General Purpose Funding</u>								
R03200	Grants Commission General	215/2019	Operating Revenue			45,000	(45,000)	Greater than 50% prepayment made in prior year
R03201	Grants Commission Roads	215/2019	Operating Revenue			105,000	(105,000)	Greater than 50% prepayment made in prior year
<u>04. Governance</u>								
E04123	Ict - Councillors	215/2019	Operating Expenses			3,700	(3,700)	Newly Elected Councillor iPads
<u>09. Housing</u>								
E09413	120 Antares Street - Land & Buildings Capital	215/2019	Capital Expenses		20,806		20,806	Works completed under Maintenance
<u>10. Community Amenities</u>								
E10450	Marvel Loch Sewerage Scheme - Infrastructure Capital	215/2019	Capital Expenses		10,500		10,500	Works completed under Maintenance
J10601	Australia Day Celebrations	215/2019	Operating Expenses			3,000	(3,000)	Increased Scope of Activities due to Pool Closure
J10605	Community Development - General	215/2019	Operating Expenses			8,000	(8,000)	Additional Events and Shows
E10610	Town Planning Scheme - Other	215/2019	Operating Expenses			5,000	(5,000)	Costs associated with Subdivision of 50 Antares St
<u>11. Recreation & Culture</u>								
J11151	Southern Cross War Memorial - Infrastructure Capital	215/2019	Capital Expenses			15,000	(15,000)	Greater than anticipated Quotation Value
E11212	Swimming Pool Water	215/2019	Operating Expenses			4,500	(4,500)	Half Pool season due to delayed Construction
E11213	Swimming Pool Electricity	215/2019	Operating Expenses			3,000	(3,000)	Half Pool season due to delayed Construction
E11214	Swimming Pool Chemicals/Gas	215/2019	Operating Expenses			1,200	(1,200)	Half Pool season due to delayed Construction
J11201	Swimming Pool maintenance	215/2019	Operating Expenses			5,000	(5,000)	Half Pool season due to delayed Construction
J11316	Marvel Loch Townsite Maintenance	215/2019	Operating Expenses			60,000	(60,000)	Contribution to Fencing & Demolition of Derelict House

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
J11330	Playground Equipment - Constellation Park - Infrastructure Capital	215/2019	Capital Expenses			120,000	(120,000)	Increased scope of works
J11502	Yilgarn History Museum - Land & Buildings Capital	215/2019	Capital Expenses			10,000	(10,000)	Increased cost or remedial works
<u>12. Transport</u>								
J12300	DEPOT - PLANT & EQUIPMENT CAPITAL	215/2019	Capital Expenses			35,500	(35,500)	Installation of Secure Diesel Bowser
<u>13. Economic Services</u>								
E13701	Skeleton Weed Coordinator Salary	215/2019	Operating Revenue		43,637		43,637	Transfer from unspent grants held in Trust
R13750		215/2019	Capital Expenses	47,000			0	Item purchased in prior year resulting in lower CF \$
<u>14. Other Property & Services</u>								
E14212	Training	215/2019	Operating Expenses			15,000	(15,000)	Increase in Training Requirements
E14642	11 Antares Street Admin Centre - Maintenance	215/2019	Operating Expenses		24,000		24,000	Less Maint Exp required due to increased Cap Exp
J14603	11 Antares Street - Land & Buildings Capital	215/2019	Capital Expenses			60,500	(60,500)	Capital expenditure required to lease 2 spaces
E14653	Digital Infrastructure Upgrade - Capital	215/2019	Capital Expenses			30,000	(30,000)	Improvements to Depot / CP wireless connection
Amended Budget Cash Position as per Council Resolution				47,000	587,118	935,767	(348,649)	

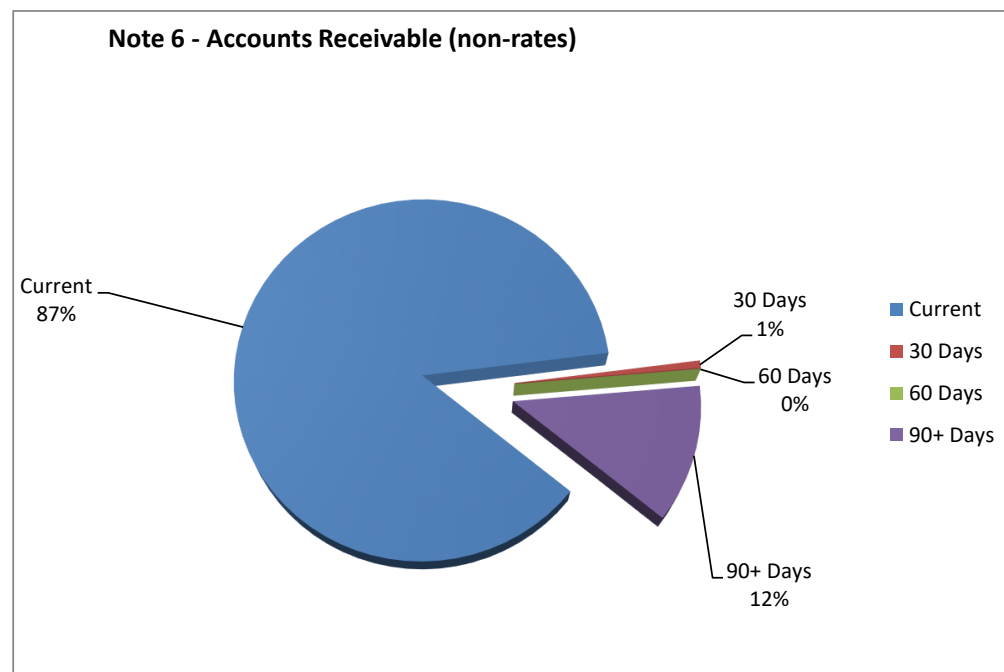
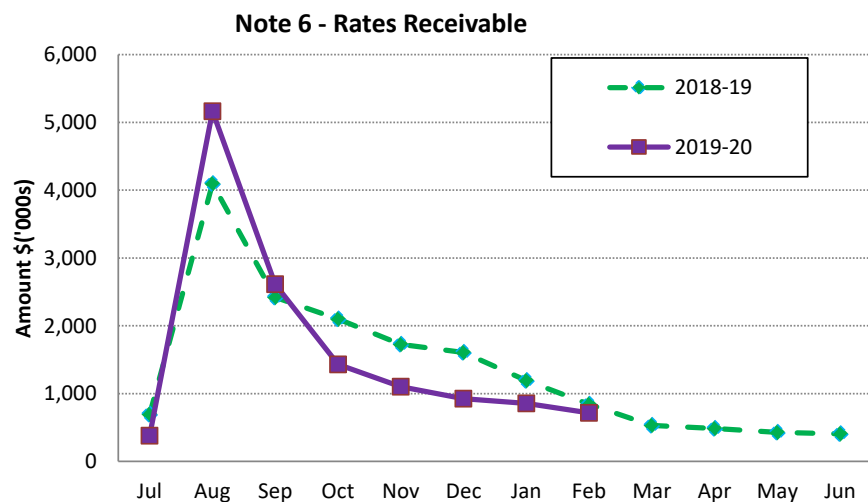
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 6: Receivables

Receivables - Rates Receivable	29 Feb 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	459,689	0
Levied this year	4,118,115	3,901,988
<u>Less</u> Collections to date	(3,796,868)	(3,442,299)
Equals Current Outstanding	780,936	459,689
Net Rates Collectable	780,936	459,689
% Collected	82.94%	88.22%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	239,767	1,794	0	33,531	275,092
Balance per Trial Balance					
Sundry Debtors					275,092
Receivables - Other					0
Total Receivables General Outstanding					275,092

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

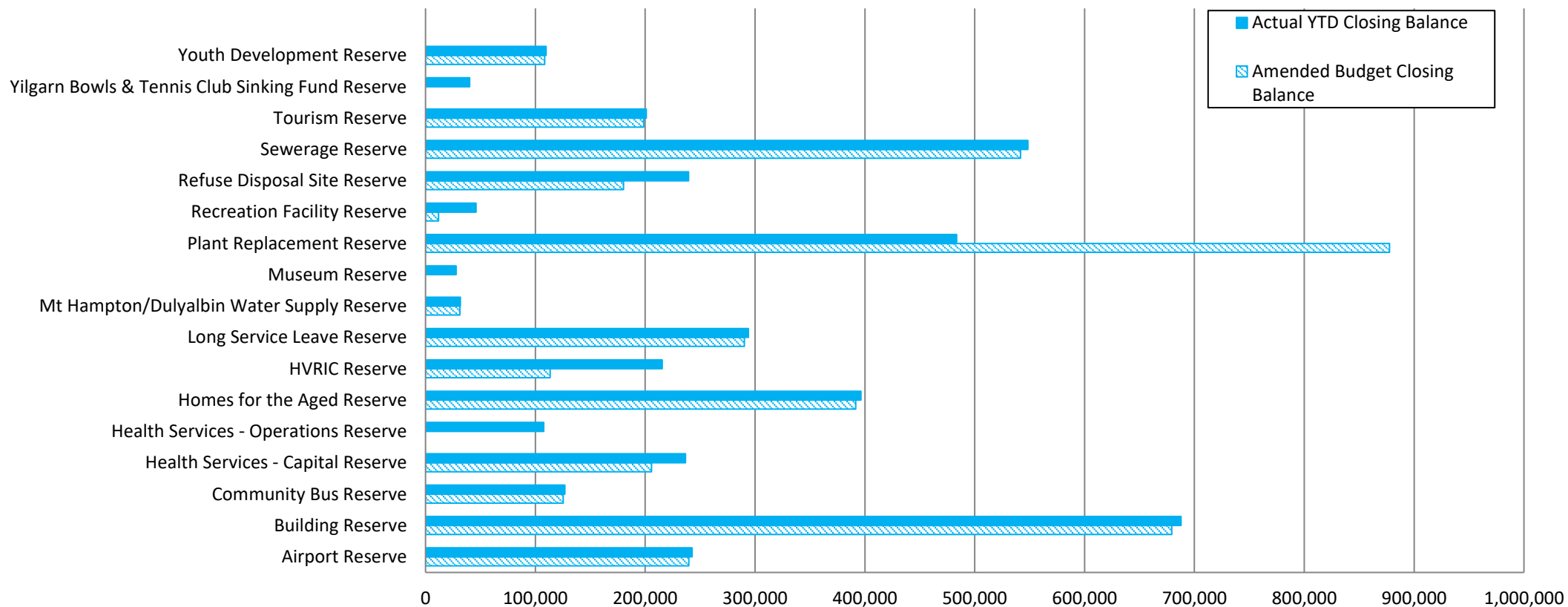
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

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	239,753	0	2,958	0	0	0	0	239,753	242,711
Building Reserve	679,390	0	8,383	0	0	0	0	679,390	687,772
Community Bus Reserve	125,339	0	1,546	0	0	0	0	125,339	126,885
Health Services - Capital Reserve	233,803	0	2,885	0	0	(28,000)	0	205,803	236,688
Health Services - Operations Reserve	0	0	424	0	107,093	0	0	0	107,517
Homes for the Aged Reserve	391,595	0	4,832	0	0	0	0	391,595	396,426
HVRIC Reserve	215,451	0	0	0	0	(101,954)	0	113,497	215,451
Long Service Leave Reserve	290,294	0	3,582	0	0	0	0	290,294	293,876
Mt Hampton/Dulyalbin Water Supply Reserve	31,277	0	386	0	0	0	0	31,277	31,663
Museum Reserve	0	0	110	0	27,696	0	0	0	27,806
Plant Replacement Reserve	477,612	0	5,893	400,000	0	0	0	877,612	483,505
Recreation Facility Reserve	2,811,956	0	34,048	600,000	600,000	(3,400,000)	(3,400,000)	11,956	46,003
Refuse Disposal Site Reserve	236,542	0	2,919	0	0	(56,200)	0	180,342	239,461
Sewerage Reserve	541,713	0	6,684	0	0	0	0	541,713	548,397
Tourism Reserve	198,517	0	2,449	0	0	0	0	198,517	200,966
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	0	0	158	0	39,997	0	0	0	40,155
Youth Development Reserve	108,521	0	1,339	0	0	0	0	108,521	109,860
	6,581,762	0	78,594	1,000,000	774,786	(3,586,154)	(3,400,000)	3,995,608	4,035,142

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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 29 February 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
1851	LOADER - SKID STEER - CAT - YL5302					85,000	30,000		(55,000)
1876	ROLLER - CAT VIBRATORY - YL595	101,609	53,500		(48,109)	191,500	45,000		(146,500)
1877	TRUCK - 2012 MITSUBISHI 8 WHEEL TIP - YL698					219,000	60,000		(159,000)
1891	UTE - MAZDA BT-50 - BUILDER	17,803	16,182		(1,621)	17,500	16,200		(1,300)
2004	CAR - 2016 TOYOTA CAMRY ALTISE -YL290	32,033	12,045		(19,988)	26,000	12,000		(14,000)
2008	UTE - 2016 TOYOTA HILUX 2.8 DIESEL 4x4 - YL121	18,521	12,045		(6,476)	32,500	20,000		(12,500)
2009	UTE - 2016 TOYOTA LANDCRUISER 70 SERIES SINGLE CAB - YL333	41,687	49,091	7,404		24,600	38,000	13,400	
2014	WAGON - 2016 TOYOTA KLUGER AWD V6 WAGON A/T GXL - YL50	54,086	29,091		(24,995)	24,000	28,500	4,500	
2016	2017- TOYOTA HILUX 4x4 2.8L DSL D/C 6AT SR5 - YL150	38,462	36,364		(2,098)	26,400	32,500	6,100	
		304,201	208,318	7,404	(103,287)	646,500	282,200	24,000	(388,300)

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			Total Revenue
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Non - Rateable	0.0000	129	324,916	0	0	0	0	0	0	0	0
GRV - Residential/Industrial	11.2332	509	3,565,582	441,008	0	0	441,008	383,250	0	0	383,250
GRV - Commercial	7.9074	42	1,010,886	77,588	0	0	77,588	78,349	0	0	78,349
GRV - Minesite	15.8148	7	531,973	83,750	0	0	83,750	83,750	0	0	83,750
GRV - Single Persons Quarters	15.8148	12	781,934	123,491	0	0	123,491	123,493	0	0	123,493
UV - Rural	1.7575	398	104,207,876	1,826,109	5,642	0	1,831,751	1,826,358	0	0	1,826,358
UV - Mining Tenement	17.3923	583	8,618,039	1,439,412	(11,630)	0	1,427,782	1,451,040	0	0	1,451,040
Sub-Totals		1,551	119,041,206	3,991,358	(5,988)	0	3,985,370	3,946,240	0	0	3,946,240
Minimum Payment	Minimum										
	\$										
GRV - Residential/Industrial	500.00	117	153,808	0	0	0	0	58,500	0	0	58,500
GRV - Commercial	400.00	7	20,061	2,800	0	0	2,800	2,800	0	0	2,800
GRV - Minesite	400.00	3	2,408	1,200	0	0	1,200	1,200	0	0	1,200
GRV - Single Persons Quarters	400.00	2	1,075	800	0	0	800	800	0	0	800
UV - Rural	400.00	39	289,145	16,400	0	0	16,400	15,600	0	0	15,600
UV - Mining Tenement	400.00	248	275,026	98,350	(1,250)	0	99,073	99,600	0	0	99,600
Sub-Totals		416	741,523	119,550	(1,250)	0	120,273	178,500	0	0	178,500
		1,967	119,782,729	4,110,908	(7,238)	0	4,105,643	4,124,740	0	0	4,124,740
Concession							(145,900)				(140,000)
Amount from General Rates							3,959,743				3,984,740
Ex-Gratia Rates							33,248				33,270
							3,992,991				4,018,010

Comments - Rating Information

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

The Shire of Yilgarn has no loan borrowings in 2019/20.

(b) New Debentures

The Shire of Yilgarn has not budgeted to raise any new budgeted funds during 2019/20.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$			\$	\$	\$
General Purpose Funding											
Grants Commission - General	WALGGC	Operating	0	790,000	0	592,500	790,000	790,000	586,948	(586,948)	0
Grants Commission - Roads	WALGGC	Operating	0	660,000	0	495,000	660,000	660,000	494,216	(494,216)	0
Law, Order and Public Safety											
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	54,967	0	41,223	54,967	54,967	64,023	(64,023)	0
FESA Grant - Capital Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Non-operating	0	0	47,000	47,000	47,000	47,000	0	0	0
Education & Welfare											
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	0	102,252	0	76,689	102,252	102,252	76,689	(76,689)	0
Centrelink Commissions	Centrelink	Operating	0	5,000	0	5,000	5,000	5,000	6,614	(6,614)	0
Sport & Recreation Grant - Kidsport	Dept. Sport & recreation	Operating - Tied	0	1,000	0	664	1,000	1,000	0	0	0
Grant - Seniors Week	Council on the Aged	Operating - Tied	0	800	0	528	800	800	0	0	0
Community Amenities											
Grants - Various Community Development Programs	Various	Operating	Various	1,000	0	1,000	1,000	1,000	0	0	0
Recreation and Culture											
Sport & Recreation Grant - Swimming Pool	Dept. Sport & recreation	Non-operating	175,000	0	525,000	346,500	525,000	525,000	0	0	175,000
Transport											
Main Roads - Direct Grant	Main Roads WA	Non-operating	0	0	345,050	345,050	345,050	345,050	345,050	(345,050)	0
HVRIC - WA Salt	WA Salt	Non-operating	0	0	45,000	45,000	45,000	45,000	54,650	0	54,650
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	906,911	580,181	906,911	906,911	375,948	(375,948)	0
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	741,170	589,172	741,170	741,170	707,476	(707,476)	0
								0	0	0	0
Economic Services											
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	72,121	250,000	0	250,000	250,000	250,000	250,000	(219,015)	103,106
TOTALS			247,121	1,865,019	2,610,131	3,415,507	4,475,150	4,475,150	2,961,614	(2,880,231)	332,756
SUMMARY											
Operating	Operating Grants, Subsidies and Contributions		0	1,456,000	0	1,093,500	1,456,000	1,456,000	1,087,778	(1,087,778)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		72,121	409,019	0	369,104	409,019	409,019	390,712	(363,979)	103,106
Non-operating	Non-operating Grants, Subsidies and Contributions		175,000	0	2,610,131	1,952,903	2,610,131	2,610,131	1,483,124	(1,428,474)	229,650
TOTALS			247,121	1,865,019	2,610,131	3,415,507	4,475,150	4,475,150	2,961,614	(2,880,231)	332,756

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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 2019	Amount Received	Amount Paid	Closing Balance 29 Feb 2020
	\$	\$	\$	\$
Police Licensing	5,757	352,433	(352,514)	5,676
Builders Levy	6,597	22,188	(2,764)	26,021
Transwa Bookings	2,979	6,793	(5,877)	3,895
Staff Personal Dedns	42,307	24,570	(32,828)	34,049
Housing Tenancy Bonds	11,620	180	(3,040)	8,760
Hall Hire Bonds And Deposits	0	0	0	0
Security Key System - Key Bonds	50	0	0	50
Skeleton Weed	53,887	0	(43,638)	10,249
Clubs & Groups	789	3,300	(3,870)	219
Third Party Contributions	6,338	145	(190)	6,293
Rates Overpaid	17,655	3,900	(8,360)	13,195
Medical Services Provision	107,093	0	0	107,093
YBTC Sinking Fund	33,330	6,667	0	39,997
SXFC Sinking Fund	3,000	1,000	0	4,000
Museum Trust	25,005	2,691	0	27,696
	316,407	437,765	(453,401)	300,771









SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
Land & Buildings								
Law & Order								
 Fire Shed Construction - Land & Building Capital - Mt Hampton Fire Appl Shed	E05252	(17,630)	(17,630)	(35,260)	(47,000)	(47,000)	11,740	
Law & Order Total		(17,630)	(17,630)	(35,260)	(47,000)	(47,000)	11,740	
Health								
Medical Services								
 Medical Centre - Land & Building Capital	E07451	0	0	0				
 Install Automatic Doors		0	0	0	(20,000)	0	0	
 New Cabinetry in Treatment Room		0	0	0	(8,000)	0	0	
Health Total		0	0	0	(28,000)	0	0	
Housing								
 2 Libra Place - Electrical Rewire - Full House	E09251	0	0	0	0	0	0	
 120 Antares Street -Replace North side of Asbestos Fence	E09413	0	0	0	0	0	0	
 91A Antares Street - Update Kitchen & Bath, Paint and Replace Floor coverings	E09551	0	0	0	0	0	0	
Housing Total		0	0	0	0	0	0	
Community Amenities								
 Construction of Public Toilets - Construction Unisex Toilet Constellation Park	E10750	(28,939)	0	(28,939)	(30,000)	(30,000)	1,061	
 Reserve 9895(Old Shire Depot) Men's Shed -Install Kitchenette	J10712	(7,947)	0	(7,947)	(16,878)	(16,878)	8,931	
Community Amenities Total		(36,886)	0	(36,886)	(46,878)	(46,878)	9,992	
Recreation And Culture								
Swimming Areas and Beaches								
 Swimming Pool - Land & Building Capital - Facility Design & Project Management	E11250	(270,511)	0	(270,511)	(1,434,682)	(717,340)	446,829	
 Swimming Pool - Infrastructure Capital	E11251	(1,980)	0	(1,980)	(2,960,000)	(1,268,571)	1,266,591	
Other Recreation & Sport								
 Yilgarn Bowls & Tennis Club - Land & Building Capital - Replace Soft Fall Surface	E11341	0	(54,870)	(54,870)	(50,000)	(50,000)	(4,870)	



















SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
		\$	\$	\$	\$	\$	\$	
 SX Sports Complex Building - Replace Asbestos Roof, Various internal Repairs	SPRT10	0	(15,986)	(15,986)	(365,059)	(365,059)	349,073	
Heritage								
 Yilgarn History Museum - Replace Toilet with Ambulant Toilet, paint rooms	J11502	0	(15,646)	(15,646)	(116,016)	(61,016)	45,370	
Recreation And Culture Total	re Total	(272,491)	(86,502)	(358,993)	(4,925,757)	(2,461,986)	2,102,993	
Transport								
 Depot - Capital Works - Upgrade Nursery Shed, Old Depot Office Painting	J14602	0	(35,545)	(35,545)	(64,773)	(64,773)	29,228	
Transport Total		0	(35,545)	(35,545)	(64,773)	(64,773)	29,228	
Economic Services								
 Caravan Park Improvements	J13203	(2,201)	0	(2,201)	(79,576)	(56,835)	54,634	
Economic Services Total		(2,201)	0	(2,201)	(79,576)	(56,835)	54,634	
Other Property & Services								
 Administration Centre - Land & Building - Replace Facades & Exterior Paint	J14601	0	(10,232)	(10,232)	(41,504)	0	(10,232)	
Other Property & Services Total	Total	0	(10,232)	(10,232)	(41,504)	0	(10,232)	
Land & Buildings Total		(329,208)	(149,909)	(479,117)	(5,233,488)	(2,677,472)	2,198,355	
Furniture & Office Equip.								
Other Property & Services								
 Depot - Furniture & Equipment	E12352	(10,430)	0	(10,430)	(22,000)	(22,000)	11,570	
Other Property & Services Total		(10,430)	0	(10,430)	(22,000)	(22,000)	11,570	
Furniture & Office Equip Total		(10,430)	0	(10,430)	(22,000)	(22,000)	11,570	
Plant , Equip. & Vehicles								
Recreation And Culture								
 YL 121 Toyota Hilux - 2.8 Diesel 4x4 - Replace Asset 2008	E11357	0	0	0	(52,500)	(52,500)	52,500	
Recreation And Culture Total		0	0	0	(52,500)	(52,500)	52,500	
Transport								
 YL 595 - Roller Cat - Vibe Steel - Replace Asset 1876	E12350	(157,500)	0	(157,500)	(236,500)	(236,500)	79,000	












SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 13: Capital Acquisitions

			YTD Actual			Amended Budget			
Assets		Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
			\$	\$	\$	\$	\$	\$	
	YL 698 - Mitsubishi -Truck 8 wheel - Replace Asset 1877	E12350	0	0	0	(279,000)	0	0	
	YL 5302 - Cat - Skid Steere Loader - Replace Asset 1851	E12350	0	0	0	(115,000)	0	0	
	YL150 - Toyota Hilux SR5 - 4x4 Ute (EMI)- Replace Asset 2016	E12350	(51,515)	0	(51,515)	(58,900)	(58,900)	7,385	
	Upgrade Asset 1874 - Line Marker SP	E12350	(12,659)	0	(12,659)	(14,500)	(14,500)	1,841	
	New Asset - Water Tank	E12350	0	0	0	(28,500)	0	0	
	YL 333- Toyota LandCruiser - 4x4 Ute(Works) - Replace Asset 2009	E12350	(60,618)	0	(60,618)	(62,600)	0	(60,618)	
	YL 363- Mazda BT - 50 2WD Traytop - Ute - Replace Asset 1891	E12350	(35,273)	0	(35,273)	(35,300)	(35,300)	27	
Transport Total			(317,565)	0	(317,565)	(830,300)	(345,200)	27,635	
Economic Services									
Skeleton Weed Eradication Committee									
	Skeleton Weed - Plant & Equipment Capital - Replace of Lease Vehicle	E13750	(45,959)	0	(45,959)	(50,000)	(50,000)	4,041	
Economic Services Total			(45,959)	0	(45,959)	(50,000)	(50,000)	4,041	
Other Property & Services									
	YL 50 - Toyota Kluger - AWD V6 Wagon A/T GXL(EMCS) - Replace Asset 2014	E14656	(49,727)	0	(49,727)	(52,500)	(52,500)	2,773	
	Fixed Back up Generator	E14656	0	0	0	(25,000)	0	0	
Other Property & Services Total			(49,727)	0	(49,727)	(77,500)	(52,500)	2,773	
Plant , Equip. & Vehicles Total			(413,251)	0	(413,251)	(1,010,300)	(500,200)	86,949	
Infrastructure - Roads (Non Town)									
	R2030 - M40 - 10 Mm Bitumen Reseal - Slk 9.0 - 15.0(19/20)	RRG10	(188,128)	0	(188,128)	(187,251)	(187,250)	(878)	
	R2030 - Koolyanobbing Road - Construct to 7 mSeal - slk 8.0 - 11.0(19/20)	RRG11	(593,975)	0	(593,975)	(593,163)	(593,163)	(812)	
	R2030 - Koolyanobbing Road -10 Mm Reseal - slk 5.0 - 8.0(19/20)	RRG12	(97,870)	0	(97,870)	(98,221)	(98,218)	348	
	R2030 - Moorine South Rd 10Mm Bitumen Reseal - Slk 8.5 - 16.5(19/20)	RRG13	(260,397)	0	(260,397)	(263,119)	(263,118)	2,721	
	CRF - Bodallin South Rd - Construct To 7M Seal - Slk 2.7 - 4.9 (19/20)	CRF01	(161,706)	0	(161,706)	(406,367)	(157,775)	(3,931)	
	R2R - Crampthorn Road - Bitumen Seal- slk 7.0 - 8.5(19/20)	R2R16	(42,262)	0	(42,262)	(51,131)	(51,130)	8,868	
	R2R - Crampthorn Road - Formation & Gravel Overlay - slk 19.3 - 21(19/20)	R2R17	(117,115)	0	(117,115)	(114,477)	(114,474)	(2,641)	
	R2R - Bodallin South Road - Bitumen Reseal - slk 0.0 - 2.7(19/20)	R2R18	(68,322)	0	(68,322)	(89,248)	(89,246)	20,924	
	R2R - Bodallin South Road - Construct to 7M Seal - slk 4.9 - 6.0(19/20)	R2R19	(121,435)	0	(121,435)	(390,582)	(195,290)	73,855	
	R2R - Southern Cross South Rd- Formation & Gravel Overlay slk 13.4 -16.4(19/20)	R2R20	(41,307)	0	(41,307)	(142,375)	(142,375)	101,068	







SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
			\$	\$	\$	\$	\$	\$	
	R2R - Gatley Road - Formation & Gravel Overlay - slk 0.0 -2.5(19/20)	R2R21	(108,544)	0	(108,544)	(119,098)	(119,098)	10,554	
	RRU - Kent Road - Formation & Gravel -slk 18.3-20.3(19/20)	RRU12	(352)	0	(352)	(93,157)	(46,578)	46,226	
	RRU - Nulla Nulla Sth Road - Formation & Gravel -slk 35.5-37.5(19/20)	RRU13	(95,334)	0	(95,334)	(93,527)	(93,524)	(1,810)	
	RRU - Cockatoo Tank Road - Formation & Gravel Overlay - slk 5.0 -7.0(19/20)	RRU14	(9,552)	0	(9,552)	(108,745)	(108,745)	99,193	
	RRU - Emu Fence Road - Formation & Gravel Overlay - slk 135.5 - 137.5(19/20)	RRU15	(352)	0	(352)	(97,745)	(97,744)	97,392	
	RRU - Koolyanobbing Road Bitumen Reseal - Slk 25.0 - 27.0(19/20)	RRU16	(51,596)	0	(51,596)	(56,733)	(56,730)	5,134	
Infrastructure - Roads (Non Town) Total			(1,958,247)	0	(1,958,247)	(2,904,939)	(2,414,458)	456,211	
Infrastructure - Roads (Non Town) Total			(1,958,247)	0	(1,958,247)	(2,904,939)	(2,414,458)	456,211	
Infrastructure - Roads (Town)									
	TRU - Achener Street - Bitumen Reseal, Altair - Spica St (19/20)	TRU05	(3,663)	(3,663)	(7,326)	(59,757)	(59,754)	52,428	
	TRU - Antares St - Sealing & Kerbing Corner Parking Area(19/20)	TRU06	0	0	0	(32,859)	(32,856)	32,856	
Infrastructure - Roads (Town) Total			(3,663)	(3,663)	(7,326)	(92,616)	(92,610)	85,284	
Infrastructure - Roads (Town) Total			(3,663)	(3,663)	(7,326)	(92,616)	(92,610)	85,284	
Infrastructure - HVRIC									
	HVRIC - Three Boys Road - Construct To 7M Seal -Slk 1.9 -3.3(19/20)	HVRIC7	(352)	(352)	(704)	(261,481)	(130,739)	130,035	
Infrastructure - HVRIC Total			(352)	(352)	(704)	(261,481)	(130,739)	130,035	
Infrastructure - HVRIC Total			(352)	(352)	(704)	(261,481)	(130,739)	130,035	
Infrastructure - Road Total			(1,962,262)	(4,015)	(1,958,951)	(3,259,036)	(2,637,807)	671,530	
Infrastructure - Footpaths									
Transport									
	Concrete Footpath - Lennenberg St - Marvel Loch	J12100	0	0	0	(37,816)	0	0	
	Concrete Footpath - Spica Street - Southern Cross	J12101	0	0	0	(41,155)	0	0	
Infrastructure - Footpaths Total			0	0	0	(78,971)	0	0	




SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

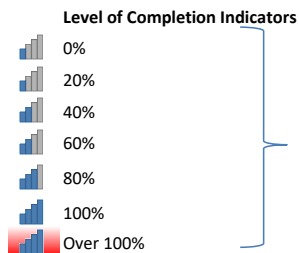
Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure - Footpaths Total		0	0	0	(78,971)	0	0	
Infrastructure - Refuse								
Community Amenities								
 SX Refuse Disposal Site - Capital -Concrete pad For Recycle,Washdown Shower	J10107	(14,665)	0	(14,665)	(56,200)	(23,415)	8,750	
Infrastructure - Refuse Total		(14,665)	0	(14,665)	(56,200)	(23,415)	8,750	
Infrastructure - Refuse Total		(14,665)	0	(14,665)	(56,200)	(23,415)	8,750	
Infrastructure - Sewerage								
Community Amenities								
 SX Sewerage Scheme - Capital - Access Chamber Upgrade	E10350	(16,612)	0	(16,612)	(17,500)	(11,664)	(4,948)	
 ML SewerageScheme - Capital - Access Chamber Upgrade	E10450	0	0	0	0	0	0	
Infrastructure - Sewerage Total		(16,612)	0	(16,612)	(17,500)	(11,664)	(4,948)	
Infrastructure - Sewerage Total		(16,612)	0	(16,612)	(17,500)	(11,664)	(4,948)	
Infrastructure - Drainage								
Community Amenities								
 Southern Cross Drainage - Upgrades	J10901	0	0	0	(14,172)	(14,172)	14,172	
Infrastructure - Drainage Total		0	0	0	(14,172)	(14,172)	14,172	
Infrastructure - Drainage Total		0	0	0	(14,172)	(14,172)	14,172	
Infrastructure - Parks & Ovals								
Community Amenities								
 Rotary Park- Replace 3x Picnic settings/Seating & Install Water Fountain	J10711	0	(10,786)	(10,786)	(19,509)	(12,992)	2,206	
Recreation & Culture								
 Toddler Playground Equipment - Constellation Park	E11352	0	0	0	(170,000)	(85,000)	85,000	
Infrastructure - Parks & Ovals Total		0	(10,786)	(10,786)	(189,509)	(97,992)	87,206	
Infrastructure - Parks & Ovals Total		0	(10,786)	(10,786)	(189,509)	(97,992)	87,206	

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 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	
		\$	\$	\$	\$	\$	\$	
Infrastructure - Other								
Recreation & Culture								
Public Halls & Civic Centres								
 Southern Cross War Memorial - Capital Infrastructure - Other	J11151	0	0	0	(65,000)	0	0	
Public Halls & Civic Centres Total		0	0	0	(65,000)	0	0	
Swimming Areas and Beaches								
 Swimming Pool - Infrastructure Capital	E11251	(1,980)	0	(1,980)	(2,960,000)	(1,268,571)	1,266,591	
Swimming Areas and Beaches Total		(1,980)	0	(1,980)	(2,960,000)	(1,268,571)	1,266,591	
Economic Services								
Tourism & Area Promotion								
Caravan Park Infrastructure - Capital - Storm Water Drainage Improvements	E13256	(18,243)	0	(18,243)	(25,000)	(25,000)	6,757	
Tourism & Area Promotion Total		(22,203)	(10,786)	(32,989)	(25,000)	(25,000)	6,757	
Economic Services								
 Standpipe Upgrade - Automated Controllers	E13401	(112,504)	0	(112,504)	(120,000)	(120,000)	7,496	
Economic Services Total		(112,504)	0	(147,473)	(120,000)	(120,000)	7,496	
Infrastructure - Other Total		(136,687)	(10,786)	(147,473)	(3,170,000)	(1,413,571)	1,280,844	
Capital Expenditure Total		(2,883,115)	(175,496)	(3,051,285)	(13,051,176)	(7,398,293)	4,354,428	



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Attachment

9.2.2

Accounts for
Payment

Date: 09/03/2020
Time: 11:36:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
40876	10/02/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA PAYMENT FOR INVALID VOUCHER	A		33.45
40877	14/02/2020	LGRCEU	Payroll deductions	A		20.50
40878	14/02/2020	SHIRE OF YILGARN	Payroll deductions	A		1,365.00
40879	14/02/2020	TELSTRA	JANUARY PHONE CHARGES - SKELETON WEED	A		2,229.70
40880	21/02/2020	SHIRE OF YILGARN	Cooper & Oxley Group- Preliminaries Retention Monies held in Trust as per agreement, part of progress claim #1	A		13,578.49
40881	28/02/2020	LGRCEU	Payroll deductions	A		20.50
40882	28/02/2020	SHIRE OF YILGARN	Payroll deductions	A		1,365.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	18,612.64
TOTAL		18,612.64

Date: 09/03/2020
Time: 11:22:31AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14391.1	04/02/2020	WALGS PLAN	Payroll deductions	A		12,724.73
DD14391.2	04/02/2020	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		213.96
DD14391.3	04/02/2020	PRIME SUPER	Payroll deductions	A		377.47
DD14391.4	04/02/2020	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,012.28
DD14391.5	04/02/2020	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		414.46
DD14391.6	04/02/2020	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		484.96
DD14391.7	04/02/2020	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		608.26
DD14391.8	04/02/2020	BT SUPERWRAP	Superannuation contributions	A		1,934.80
DD14391.9	04/02/2020	HESTA SUPER FUND	Superannuation contributions	A		689.77
DD14391.10	04/02/2020	VISION SUPER SAVER	Superannuation contributions	A		765.48
DD14391.11	04/02/2020	AUSTRALIAN SUPER	Superannuation contributions	A		387.61

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,613.78
TOTAL		19,613.78

Date: 09/03/2020
Time: 11:28:06AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14427.1	18/02/2020	WALGS PLAN	Payroll deductions	A		12,841.81
DD14427.2	18/02/2020	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		215.93
DD14427.3	18/02/2020	PRIME SUPER	Payroll deductions	A		479.84
DD14427.4	18/02/2020	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,029.66
DD14427.5	18/02/2020	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		427.65
DD14427.6	18/02/2020	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		621.44
DD14427.7	18/02/2020	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		538.39
DD14427.8	18/02/2020	BT SUPERWRAP	Superannuation contributions	A		1,958.90
DD14427.9	18/02/2020	HESTA SUPER FUND	Superannuation contributions	A		825.32
DD14427.10	18/02/2020	VISION SUPER SAVER	Superannuation contributions	A		779.33
DD14427.11	18/02/2020	AUSTRALIAN SUPER	Superannuation contributions	A		441.78

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	20,160.05
TOTAL		20,160.05

Date: 09/03/2020
Time: 11:09:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9747	19/07/2019	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	Re inputting Invoice 1,931,224 in the correct Financial Year. Was wrongly included in June 2019	A		16,983.25
EFT9748	14/02/2020	ABCO PRODUCTS	130034 18L white bin liners roll	A		298.57
EFT9749	14/02/2020	A.D. ENGINEERING INTERNATIONAL PTY LTD	800110 WAN anual40 - ADEI 3G WAN annual service	A		528.00
EFT9750	14/02/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	Legal Costs for Month January 2020	A		102.58
EFT9751	14/02/2020	AUSTRALIA POST	Postage Charge January 2020	A		371.05
EFT9752	14/02/2020	AVON WASTE	Domestic Rubbish collection Jan 2020	A		13,965.06
EFT9753	14/02/2020	BERNIE'S MOBILE MECHANICAL SERVICE	P55-1124 Fuel Filter Kit	A		854.81
EFT9754	14/02/2020	BOC GASES	Oxygen Industrial G size	A		61.51
EFT9755	14/02/2020	BUNNINGS GROUP LTD	6240372 18v cordless concrete vibrator E09120	A		2,033.14
EFT9756	14/02/2020	CAMERON WATSON	Reimbursement of January 2020 Phone Bundle	A		90.00
EFT9757	14/02/2020	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		544.52
EFT9758	14/02/2020	COOPER & OXLEY GROUP PTY LTD	SOUTHERN CROSS AQUATIC CENTRE DEVELOPMENT-PRELIMINARIES	A		122,206.39
EFT9759	14/02/2020	COPIER SUPPORT	PHOTOCOPIER READING FRONT OFFICE JAN 2020	A		489.72
EFT9760	14/02/2020	CUTTING EDGES EQUIPMENT PARTS	1399230HD DBF Edge	A		760.62
EFT9761	14/02/2020	DUNNING INVESTMENTS PTY LTD	Bulk Diesel	A		25,699.96
EFT9762	14/02/2020	EDGECOMBES JEWELLERS	ENGRAVING OF AUSTRALIA DAY MEDAL AND CASE	A		25.00
EFT9763	14/02/2020	CARROLL & RICHARDSON FLAGWORLD	Item MTo0315 ANZAC DC Vinyl Banner #27 J10604	A		858.00

Date: 09/03/2020
Time: 11:09:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9764	14/02/2020	GILBA DOWNS	29/1/2020 11 hours Roadtrain hire Gatley Road R2R21	A		5,967.50
EFT9765	14/02/2020	GREAT EASTERN FREIGHTLINES	Pick up Bundles Cutting Edges	A		1,197.31
EFT9766	14/02/2020	J.R.& A.HERSEY	2 x packs yellow paint markers	A		108.94
EFT9767	14/02/2020	IAN DEREK CHRISTIE	SUPPLY AND INSTALL MT HAMPTON BFB APPLIANCE SHED - AS PER QUOTE 140	A		32,593.00
EFT9768	14/02/2020	TOLL IPEC PTY LTD	Depot Freight	A		324.09
EFT9769	14/02/2020	IT VISION AUSTRALIA PTY LTD	RESTORATION OF THE TRUST ACCOUNT (T1010)	A		275.00
EFT9770	14/02/2020	WESFARMERS KLEENHEAT GAS PTY LTD	Caravan Park Gas bulk	A		524.84
EFT9771	14/02/2020	LANDGATE	Mining Tenement Schedule M2020/1	A		39.80
EFT9772	14/02/2020	LOCAL PEST CONTROL	Spraying for cokroaches and ants at Southern Cross Caravan Park	A		418.65
EFT9773	14/02/2020	NORTHAM TOYOTA	supply one only Toyota LC70 T/D Single Cab GX quote # 7023	A		12,679.87
EFT9774	14/02/2020	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT 26.5 Hours	A		3,150.00
EFT9775	14/02/2020	OFFICE NATIONAL	DESKSIDE SHREDDER	A		455.41
EFT9776	14/02/2020	IXOM OPERATIONS PTY LTD	MONTHLY CHLORINE RENTAL Jan	A		211.42
EFT9777	14/02/2020	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE - NIC WARREN - PRE TAX	A		993.81
EFT9778	14/02/2020	PUBLIC LIBRARIES WA INC	PUBLIC LIBRARIES WA MEMBERSHIP 2020 - CATEGORY 2 INVOICE 00052	A		170.00
EFT9779	14/02/2020	SEMINARS AUSTRALIA P/L	FBT WORKSHOP(26/02/2020) -NALUKUI MWALE	A		630.00
EFT9780	14/02/2020	SHAC ELECTRICAL SERVICES	Supply and Install additional batteries to repeter towers EST A3269	A		3,363.50
EFT9781	14/02/2020	DAIMLER TRUCKS PERTH	QFLC 03-36867-010 Air Filter	A		1,169.71

Date: 09/03/2020
Time: 11:09:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9782	14/02/2020	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		108.00
EFT9783	14/02/2020	FOODWORKS - SRI DEVESH PTY LTD	Food Works January 20 Purchases GST free	A		594.06
EFT9784	14/02/2020	SOUTHERN CROSS HARDWARE AND NEWS	Sony 43" Full HD LED TV - KDL43W660F	A		3,416.19
EFT9785	14/02/2020	SOUTHERN CROSS TYRE SERVICES	1000ltr pod Titan Cargo SAE 15w40	A		14,066.93
EFT9786	14/02/2020	THE PENINSULA	2 x nights stay(CourtYard Suite-Queen Bed) - The Peninsula for FBT Workshop with Seminars Australia (Tuesday 25.02.20 to Thursday 27.02.20) - Nalukui M	A		370.12
EFT9787	14/02/2020	TOTAL EDEN WATERING SYSTEMS PTY LTD	Galcon controller with soleniod valve 7101BT	A		1,333.82
EFT9788	14/02/2020	T-QUIP	110-0624-03 Blade	A		1,373.55
EFT9789	14/02/2020	WATER CORPORATION.	WATER JANUARY 2020 - BODALLIN	A		12,951.95
EFT9791	14/02/2020	WESTRAC EQUIPMENT PTY LTD	375-8430 Hose Assembly	A		570.20
EFT9792	14/02/2020	THE WORKWEAR GROUP PTY LTD	UNIFORM ORDER FOR NALUKUI MWALE	A		400.81
EFT9793	14/02/2020	YILGARN AGENCIES	PVC pipe	A		1,150.80
EFT9794	14/02/2020	YILGARN PLUMBING AND GAS	RUN NEW SUPPLY PIPE AND RELOCATE CONTROLLER FOR ROTARY PARK RETICULATION	A		3,804.64
EFT9801	21/02/2020	AUSTRALIAN TAXATION OFFICE	JANUARY 2020, BAS, PAYG, GST LIABILITY, GST CREDITS AND FBT	A		13,779.00
EFT9802	28/02/2020	ABCO PRODUCTS	Jumbo Enviropius toilet paper roll 300m	A		1,311.21
EFT9803	28/02/2020	ANALYTICAL REFERENCE LABORATORY	EFFLEUNT SAMPLES 500mL	A		297.00
EFT9804	28/02/2020	Austin Computers Australia	Netgear GS308P SOHO 8-Port Gigabit Unmanaged Switch with 4-Port PoE - SKU: SWTNG-GS308P	A		416.00
EFT9805	28/02/2020	ALLWOOD TIMBER SUPPLIES	14040MER 140 x 40 Meranti DAR 32/1.8M	A		1,627.71

Date: 09/03/2020
Time: 11:09:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9806	28/02/2020	BANNER EXCAVATIONS & ROCKBREAKING	23/1/2020 - pushup 9000m3 gravel Bodallin South Road - R2R19 - (doc # 1923 Corsini Rd and Hitching Rd)	A		73,694.50
EFT9807	28/02/2020	BERNIE'S MOBILE MECHANICAL SERVICE	Sealco Valve Trailer	A		227.05
EFT9808	28/02/2020	BGC QUARRIES	supply 150 tonne 10mm washed aggregate - R2R16	A		1,399.11
EFT9809	28/02/2020	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	A		544.52
EFT9810	28/02/2020	J & S CIABARRI	Please paint area in office where bench has been moved	A		528.00
EFT9811	28/02/2020	BRYAN CLOSE	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEE	A		400.00
EFT9812	28/02/2020	COPIER SUPPORT	PhotoCopier Count CRC January 2020	A		670.13
EFT9813	28/02/2020	FLORENCE GIBLETT	Refund Overpayment of Rent by 3 Days Unit 9 / 59-69 Antares St	A		51.42
EFT9814	28/02/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2019/20 ESL 3rd Quarter Contribution	A		32,249.08
EFT9815	28/02/2020	Fowler Surveys	surveying for white line marking on Bullfinch Evanston, Manxman Roads and M40 (does not include line marking)	A		5,665.00
EFT9816	28/02/2020	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING 20 FEBRUARY 20	A		893.06
EFT9817	28/02/2020	GILBA DOWNS	10-2-2020 - 10 hours truck hire landfill site - J10102	A		5,852.00
EFT9818	28/02/2020	GRANICH CONTRACTORS	10-2-2020 - 10.5 hours roadtrain hire Bodallin South Road - R2R19 - (doc # 09903)	A		11,068.75
EFT9819	28/02/2020	GREAT EASTERN FREIGHTLINES	17/2/2020 - 9.5 hours roadtran hire Bodallin South Rd - CRF01 (doc # 102912)	A		12,161.40
EFT9820	28/02/2020	Handy Fuel Management Solutions Pty Ltd	eDeposit for Bowser Install	A		8,844.00
EFT9821	28/02/2020	J.R.& A.HERSEY	100 x white post	A		1,835.68
EFT9822	28/02/2020	TOLL IPEC PTY LTD	Freight on Con Note 895189338 for Parks and Gardens	A		133.98

Date: 09/03/2020
Time: 11:09:29AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9823	28/02/2020	IT VISION AUSTRALIA PTY LTD	Additional Support - Reversal of Disposed off Asset(A2016)	A		247.50
EFT9824	28/02/2020	JB HIFI SOLUTIONS	Logitech Z150 Multimedia PC Speakers (Midnight Black) - Model: 980-000862, SKU: 544098	A		95.00
EFT9825	28/02/2020	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEE	A		1,000.00
EFT9826	28/02/2020	LINDA ROSE	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEES	A		1,275.26
EFT9827	28/02/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Local Government Professionals - Finance Professionals Conference 2020 - Cameron Watson	A		1,170.00
EFT9828	28/02/2020	MARKETFORCE	EMRS JOB ADVERTISING IN THE WEST 11/01/2020 AND 15/01/2020	A		3,422.06
EFT9829	28/02/2020	MISMATCH WORKSHOP	WEEKLY LANDFILL ATTENDANT	A		2,400.00
EFT9830	28/02/2020	MOORE STEPHENS	Moore Stephens Budget Workshop - Cameron Watson	A		1,727.00
EFT9831	28/02/2020	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE - NIC WARREN PRE TAX	A		497.53
EFT9832	28/02/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	SX Gen Practice Install Data Updates and swapping over to NBN	A		977.50
EFT9833	28/02/2020	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEE	A		400.00
EFT9834	28/02/2020	PHIL RAFFERTY BUILDER	REMOVE SHED AT POOL FOR LANDFILL	A		1,206.70
EFT9835	28/02/2020	RAILWAY TAVERN	Refreshments for Xmas Party	A		192.00
EFT9836	28/02/2020	SUSAN ELIZABETH SHAW	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEE	A		1,000.00
EFT9837	28/02/2020	SHAC ELECTRICAL SERVICES	Please order and replace new air conditioner Bonair for 91c Antares and new dropper	A		4,711.00
EFT9838	28/02/2020	AHERN AUSTRALIA	Travel from Perth; service EWP, replace wear pads as needed, recalibrate machine	A		1,752.14
EFT9839	28/02/2020	YILGARN SHIRE SOCIAL CLUB	Payroll deductions	A		108.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9840	28/02/2020	TOTAL EDEN WATERING SYSTEMS PTY LTD	100420572 Sprinkler geardrive I20 ultra 4IN plast	A		895.00
EFT9841	28/02/2020	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	Freight	A		77.00
EFT9842	28/02/2020	WATER CORPORATION.	WATER - FEBRUARY 2020 - BULLFINCH	A		151,065.75
EFT9843	28/02/2020	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING 20/02/20 - SITTING FEE	A		1,400.00
EFT9844	28/02/2020	WAY OUT WEST CINEMA	OUTDOOR MOVIE SCREENING FOR AUSTRALIA DAY	A		2,750.00
EFT9845	28/02/2020	WESTRAC EQUIPMENT PTY LTD	355-2260 Switch	A		524.22
EFT9846	28/02/2020	TELSTRA	TELSTRA WHISPER CHARGES JAN 2020	A		182.91
EFT9847	28/02/2020	THE WORKWEAR GROUP PTY LTD	UNIFORM ORDER FOR KIM CHRISP	A		102.20
EFT9848	28/02/2020	YILGARN PLUMBING AND GAS	Toilet blockage please rectify	A		6,236.51

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	649,349.98
TOTAL		649,349.98

Date: 09/03/2020
Time: 11:34:04AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
6216	20/02/2020	DEPARTMENT OF TRANSPORT	LICENSING 03 FEB 2020 - 07 FEB 2020	E		10,344.50
6217	20/02/2020	DEPARTMENT OF TRANSPORT	POLICE LICENSING 10-02-20 - 14-02-20	E		6,465.95
6218	27/02/2020	DEPARTMENT OF TRANSPORT	POLICE LICENSING 17/02/20 - 21/02/20	E		2,859.95
6219	28/02/2020	DEPARTMENT OF TRANSPORT	POLICE LICENSING 24/02/20 - 28/02/20	E		5,132.85

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	24,803.25
TOTAL		24,803.25

Date: 09/03/2020
Time: 11:14:21AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1589	05/02/2020	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 04.02.20	A		84,700.08
1590	18/02/2020	MOTORCHARGE LIMITED	FUEL ACCOUNT JANUARY 2020	A		1,835.14
1591	19/02/2020	SOUTHERN CROSS GENERAL PRACTICE	PROVISION OF MEDICAL SERVICES (TO BE REIMBURSED FROM TRUST) Monthly Gen Practice Payment	A		6,600.00
1592	18/02/2020	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - FEBRUARY 2020 - BONDER HIRE	A		250.00
1593	18/02/2020	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE JANUARY 2020	A		333.96
1593	18/02/2020	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, IP VOICE - JANUARY 2020, GST	A		1,360.98
1594	28/02/2020	WESTPAC BANKING CORPORATION	NET Payroll PPE 18/02/20	A		89,594.36
1597	14/02/2020	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD JAN 2020 -128179 Cancer council insect repellent sunscreen tube 110ml	A		938.84
1598	14/02/2020	WESTPAC BANKING CORPORATION	CEO CREDIT CARD JAN 2020 - LANDFILL ANNUAL LICENCE FEE 2019/2020	A		2,020.55
1600	05/03/2020	SOUTHERN CROSS GENERAL PRACTICE	Monthly General Practice Payment - March 2020	A		6,600.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	194,233.91
TOTAL		194,233.91

Date: 09/03/2020
Time: 11:31:38AM

SHIRE OF YILGARN

USER: Kerry Thorniley
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402492	10/02/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES-DECEMBER 2019	E		1,296.75
402493	10/02/2020	SHIRE OF YILGARN	TRANSWA COMMISSION-DECEMBER 2019	E		241.20
402496	05/03/2020	SHIRE OF YILGARN	2019/2020 HORSE YARD AGREEMENT - N SCOTT & S SCOTT	E		660.00
402497	05/03/2020	WHEATBELT ROCKIES	SENIOR GAMES 2020 ATTENDANCE	E		560.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	2,757.95
TOTAL		2,757.95

SHIRE OF YILGARN
Accounts for Payment – February 2020

Chq Number	Payee	Description	Amount	Date
-------------------	--------------	--------------------	---------------	-------------

Municipal Cheques

1589	WESTPAC BANKING CORP	NET PAYROLL PPE 04.02.2020	\$84,700.08	05/02/20
1590	MOTORCHARGE LIMITED	FUEL ACCOUNT – JANUARY 2020	\$1,835.14	18/02/2020
1591	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR – JANUARY 2020	\$6,600.00	19/02/2020
1592	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES – FEBRUARY - BONDER HIRE	\$250.00	18/02/2020
1593	CANON FINANCE	PHOTOCOPIER LEASE JANUARY 2020	\$333.96	18/02/2020
1593	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES – DATA EQUIPMENT, IP VOICE - JANUARY 2020	\$1360.98	18/02/2020
1594	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 18.02.2020	\$89,594.36	28/02/2020
1597	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD – JANUARY 2020	\$938.84	14/02/2020
1598	WESTPAC BANKING CORPORATION	CEO CREDIT CARD – JANUARY 2020	\$2,020.55	14/02/2020
1600	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR – FEBRUARY 2020	\$6,600.00	05/03/2020
Total			\$194,233.91	

Trust Cheques

402492	TRANSWA PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES DECEMBER 2019 & JANUARY 2020	\$1296.75	10/02/2020
402493	SHIRE OF YILGARN	TRANSWA COMMISSION DECEMBER 2019 & JANUARY 2020	\$241.20	10/02/2020
402496	SHIRE OF YILGARN	2019/2020 HORSE YARD AGREEMENT N SCOTT & S SCOTT	\$660.00	05/03/2020
402497	SHIRE OF YILGARN	SENIOR GAMES ATTENDANCE 2020	\$560.00	05/03/2020
Total			\$2,757.95	

DPI Cheques

6216	DEPARTMENT OF TRANSPORT	LICENSING 03 02.20 – 07.02.20	\$10,344.50	20/02/2020
6217	DEPARTMENT OF TRANSPORT	LICENSING 10.02.20 – 14.02.20	\$6,465.95	20/02/2020
6218	DEPARTMENT OF TRANSPORT	LICENSING 17.02.20 -21.02.20	\$2,859.95	27/02/2020
6219	DEPARTMENT OF TRANSPORT	LICENSING 24.02.20 – 28.02.20	\$5,132.85	28/02/2020
Total			\$24,803.25	

Attachment

12.2

Works

Approval

Amendment

Application



Mr Peter Clarke
Chief Executive Officer
23 Antares Street,
SOUTHERN CROSS WA 6426

via email: ceo@yilgarn.wa.gov.au; yilgarn@yilgarn.wa.gov.au

Dear Mr Clarke,

REFERRAL OF A WORKS APPROVAL AMENDMENT UNDER THE ENVIRONMENTAL PROTECTION ACT 1986 – INVITATION TO COMMENT

The Department of Water and Environmental Regulation (DWER) has recently received an application from Habrok (Battler Pit) Pty Ltd for an amendment to works approval W5995/2016/1 under Division 3 Part V of the *Environmental Protection Act 1986* (EP Act) at Battler Gold Project, part of Mining Tenement M77/1285, Shire of Yilgarn.

The application is in relation to Category 6 - To incorporate staged construction and operation of the evaporation pond into the existing works approval that was granted on 3 February 2020. Please note that the approved design and capacity of the evaporation pond remains unchanged from the works approval granted on 3 February 2020. The environmental risk profile therefore remains unchanged as there are no alterations to the emissions and discharges associated with the construction and operation of the evaporation pond.

In accordance with section 54 of the EP Act, the Chief Executive Officer (CEO) of DWER considers that you may have a direct interest in the subject matter of the application, and invites your comment on the proposal. The CEO will, after having taken into account any comments received and subject to section 60 of the EP Act, either amend the works approval or refuse the amendment.

Please find enclosed an excerpt of the application form and supporting documentation provided by the applicant. Please forward your submission to the address below or forward via email to info@dwer.wa.gov.au within 7 days from the date of this letter and please quote W5995/2016/1 on future correspondence and enquiries.

If you have any queries, please contact the Environmental Officer listed above.

Yours sincerely

Lauren Fox
A/MANAGER, RESOURCE INDUSTRIES

Officer delegated under section 20 of the Environmental Protection Act 1986

16 March 2020

Attached: Application Form Excerpt
Supporting Information



Part 1: Application type

INSTRUCTIONS:

- Completion of this form is a statutory requirement under section 54(1)(a) of the *Environmental Protection Act 1986* (WA) (EP Act) for works approval applications; section 57(1)(a) for licence applications; section 59B(1)(a) for applications for an amendment; and under regulation 5B(2)(a) of the *Environmental Protection Regulations 1987* (WA) (EP Regulations) for applications for registration of premises.
- The instructions set out in this application form are general in nature.
- A reference to 'you' in these instructions is a reference to the applicant.
- The information provided to you by the Department of Water and Environmental Regulation (DWER) in relation to making applications does not constitute legal advice. DWER recommends that you obtain independent legal advice.
- Applicants seeking further information relating to requirements under the EP Act and/or EP Regulations are directed to the Parliamentary Counsel's Office website (www.legislation.wa.gov.au). Schedule 1 of the EP Regulations contains the categories of prescribed premises.
- For prescribed premises where activities fall within more than one category, ALL applicable categories must be identified. This applies for existing prescribed premises seeking renewal or amendment, as well as new prescribed premises.
- The application form must be completed with all relevant information attached. If there is insufficient space on any part of this form, please continue on a separate sheet of paper and attach to this form. If an application form has been submitted which is incomplete or materially incorrect, the Chief Executive Officer (CEO) of DWER will decline to deal with the application and advise the applicant accordingly.
- On completing this application form, please submit it to DWER in line with the instructions in Part 14 of the form.

1.1 **This is an application for:**
[select only one option]
under Part V, Division 3 of the EP Act

Please see [Guidance Statement: Decision Making](#) for more information relating to the process for assessing and determining applications.

- ☐ Works approval
- ☐ Licence
Existing registration number(s): []
Existing works approval number(s): []
- ☐ Renewal
Existing licence number: []
- ☒ Amendment
Number of the existing licence or works approval to be amended: [W5995/2016/1]
- ☐ Registration (works approval already obtained)
Existing works approval number(s): []

1.2 **This application is for the following categories of prescribed premises:**

- [5 and 6]
(specify all prescribed premises category numbers)
- ☒ All activities that meet the definition of a prescribed premises as set out in Schedule 1 of the EP Regulations have been specified above (tick, if yes).

Completion Matrix			
The matrix below explains what sections are required to be completed for different types of applications.			
Application Form Section	New Application/ Registration	Renewal	Amendment
Part 1: Application type	•	•	•
Part 2: Applicant details – sections 2.1	•	•	•
Part 2: Applicant details – section 2.1 onwards	•	•	Δ
Part 3: Premises details	•	•	Δ
Part 4: Proposed activities	•	•	•
Part 5: Index of Biodiversity Surveys for Assessment	If required.	If required.	If required.
Part 6: Other DWER approvals	•	•	•
Part 7: Other approvals and consultation	•	•	•
Part 8: Fit and competent operator	•	•	Δ
Part 9: Emissions, discharges, and waste	•	•	Δ
Part 10: Siting and location	•	•	N/A
Part 11: Submission of any other relevant information	•	•	If required.
Part 12: Proposed fee calculation	•	•	•
Part 13: Commercially sensitive or confidential information	•	•	•
Part 14: Submission of application	•	•	•
Part 15: Declaration and signature	•	•	•
Attachment 1A: Proof of occupier status	•	•	N/A
Attachment 1B: ASIC company extract	•	•	N/A
Attachment 1C: Authorisation to act as a representative of the occupier	If required.	If required.	If required.
Attachment 2: Premises map/s	•	•	Δ
Attachment 3A: Proposed activities	•	•	Δ
Attachment 3B: Map of area proposed to be cleared (only applicable if clearing is proposed)	•	•	•
Attachment 3C: Additional information for clearing assessment	If required.	If required.	If required.
Attachment 4: Biodiversity surveys (only applicable if biodiversity surveys included in application)	•	•	•
Attachment 5: Other approvals and consultation documentation	•	•	Δ
Attachment 6A: Emissions and discharges	If required.	If required.	If required.
Attachment 6B: Waste acceptance	If required.	If required.	If required.
Attachment 7: Siting and location	•	•	Δ
Attachment 8: Additional information submitted	If required.	If required.	If required.
Attachment 9: Proposed fee calculation	•	•	•
Attachment 10: Request for exemption from publication	If required.	If required.	If required.
Key: • Must be submitted Δ to the extent changed/required in relation to the amendment N/A Not required with application, but may be requested subsequently depending on DWER records “If required” Sections for applicants to determine.			

Part 2: Applicant details							
INSTRUCTIONS: <ul style="list-style-type: none"> The applicant (the occupier of the premises) must be an individual(s), a company, body corporate, or public authority, but not a partnership, trust, or joint-venture name. Applications made by or on behalf of business names or unincorporated associations will not be accepted. If applying as an individual, your full legal name must be inserted. If applying as a company, body corporate, or public authority, the full legal entity name must be inserted. Australian Company Number's (ACN) must be provided for all companies or body corporates. DWER prefers to send all correspondence electronically via email. We request that you consent to receiving all correspondence relating to instruments and notices under Part V of the EP Act ("Part V documents") electronically via email, by indicating your consent in Section 2.3. Companies or body corporates making an application must nominate an authorised representative from within their organisation. Proof of authorisation will be required. Details of a contact person must be provided for DWER enquiries in relation to your application. This contact person can be a consultant if authorised to represent the applicant. Written evidence of this authorisation must be provided. Details of the occupier of the premises must be provided. One of the options must be selected and if you have been asked to specify, please provide details. For example, if 'lease holder' has been selected, please specify the type of lease (for example, pastoral lease, mining lease, or general lease) and provide a copy of the lease document(s). Note that contracts for sale of land will not be sufficient evidence of occupancy status. 							
2.1	Applicant name/s (full legal name/s): [the proposed holder of the works approval, licence or registration]	[REDACTED]					
	ACN (if applicable):	[REDACTED]					
2.2	Trading as (if applicable):						
2.3	Authorised representative details: [the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Where 'yes' is selected, all correspondence will be sent to you via email, to the email address provided in this section. Where 'no' has been selected, Part V documents will be posted to you in hard copy to the postal / business address specified in section 2.4. Other general correspondence may still be sent to you via email.]	Name [REDACTED] Position [REDACTED] Telephone [REDACTED] Email [REDACTED]					
		<i>I consent to all written correspondence between myself (the applicant) and DWER, regarding the subject of this application, being exclusively via email, using the email address I have provided above.</i>	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2.4	Registered business address for receipt of Part V documents under the EP Act: [this must be a physical address to which a Part V document may be delivered.	[REDACTED]					
2.5	Postal address for all other correspondence: [if different from section 2.4]						

Part 2: Applicant details				
2.6	Contact person details for DWER enquiries relating to the application (if different from the authorised representative): [for example, could be a consultant or a site based employee]	Name	[REDACTED]	
		Position	[REDACTED]	
		Organisation	[REDACTED]	
		Address	[REDACTED]	
		Telephone	[REDACTED]	
		Email	[REDACTED]	
2.7	Occupier status: [Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.]	Registered proprietor on certificate of title	<input type="checkbox"/>	
		Lease holder (please specify, including date of expiry of lease)	<input checked="" type="checkbox"/>	
		M77/1285 Expiry: 04/07/2038		
		Public authority that has care, control or management of the land	<input type="checkbox"/>	
		Other (please specify – for example, joint venture operating entity, contract, or other legal document)	<input type="checkbox"/>	
Attachments			N/A	Yes
2.8	Attachment 1A: Proof of occupier status	Copies of certificate of title, lease or other instruments evidencing proof of occupier status, including the expiry date or confirmation that there is no expiry date, have been provided and labelled as Attachment 1A.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.9	Attachment 1B: ASIC company extract	A current company information extract purchased from the ASIC website(s) for all new applications/registrations has been provided and labelled as Attachment 1B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.10	Attachment 1C: Authorisation to act as representative of the occupier	A copy of the documentation authorising the applicant to act on the occupier's behalf as their authorised agent/representative has been provided and labelled as Attachment 1C.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 3: Premises details				
3.1	Premises legal description (whole or part to be specified): [Include the land description (volume and folio number, lot or location number/s); Crown lease or reserve number; pastoral lease number; or mining tenement number (as appropriate), of all properties, as shown on title details registered with Landgate.]	M77/1285		
	Premises street address [Include the suburb.]			
	Premises name (if applicable):			
3.2	Local Government Authority area: [City, Town or Shire]			
3.3	GPS or map coordinates: [GPS coordinates (latitude and longitude) must be provided where cadastre or mining tenements are not used as the premises boundary]	M77/1285		
Attachments			N/A	Yes
3.4	Attachment 2: Premises map/s An aerial photograph, map and site plan of the premises must be included as an attachment to this application form and labelled Attachment 2. You must provide an aerial photograph of sufficient scale showing the prescribed premises. You must also provide a map or maps of the prescribed premises, identifying: <ul style="list-style-type: none"> • layout of key infrastructure and buildings, clearly labelled; • the premises boundary; • emission and discharge points (with GPS coordinates where available); • sensitive receptors and land uses; and • all areas proposed to be cleared (if applicable). Maps must contain a north arrow, clearly marking the area in which the activities are carried out. The map or maps must be of reasonable clarity and have a visible scale.		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part 4: Proposed activities

INSTRUCTIONS:

- You must provide a description and the scope, size and scale of all prescribed activities of Schedule 1 to the EP Regulations including the maximum production or design capacity of each prescribed activity.
- If applying for a works approval or licence amendment involving the construction of new infrastructure, you must provide information on infrastructure to be constructed and how long construction is expected to take. You must confirm if commissioning is to occur and how long it will take.
- If applying for a works approval or licence amendment *not* involving the construction of new infrastructure, provide details of the proposed amendment.
- You must identify all emission sources on the premises map/s.
- You must also provide information on activities which directly relate to the prescribed premises category which have, or are likely to result in, an emission or discharge.
- If clearing activities are proposed provide a description and details. If a relevant exemption under Schedule 6 of the EP Act or regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (WA) (Clearing Regulations) may apply, provide details.

Part 4: Proposed activities			
4.1	Description/overview: <p>This Works Approval Amendment does not change the premises production/capacities or the infrastructure design or construction/installation requirements and therefore does not change the impact of the premises. This amendment application is to allow the Category 6 evaporation pond to be constructed, commissioned and operated in two stages. Evaporation pond cell 2 and cell 3 have been constructed per W5995/2016/1. Habrok would like to licence and operate these cells as Stage 1 of the evaporation pond.</p> <p>Stage 2 will involve construction, commissioning and operation of evaporation pond cell 1. Stage 2 will commence when the site water balance has been revised with operational dewatering data and indicates that additional water storage capacity is required. This provides Habrok with the flexibility to not build cell 1 if the operational mine dewatering data shows it is not required.</p>		
4.2	Estimated operating period of the project / premises (e.g. based on estimated infrastructure life):	12 months	
4.3	Proposed date/s for commencement of works (if applicable):	Stage 1: Commenced per W5995/2016/1 Stage 2: July 2020	
4.4	Proposed date/s for conclusion of works construction (if applicable): [This date should coincide with the submission to DWER of an Environmental Compliance Report and/or a Critical Containment Infrastructure Reports as required]	Stage 1: March 2020. Stage 2: July 2020 (Indicative), November 2020 (latest)	
4.5	Proposed date/s for commissioning of works (if applicable):	N/A	
4.6	Proposed date/s for commencement of operations under works approval (if applicable):	Stage 1 Time limited Ops: April 2020 Stage 2 Time limited ops: July 2020 (Indicative)	
4.7	Maximum production or design capacity for each category applied for (based on infrastructure operating 24 hours a day, 7 days a week): [Refer to categories listed in 1.2. Units must be consistent with Schedule 1 of the EP Regulations]	Category 5 – 420,000 tonnes per annum Category 6 – 145,000 tonnes per annum	
4.8	Estimated/actual throughput for each category applied for: [Refer to categories listed in 1.2. Units must be consistent with Schedule 1 of the EP Regulations]	Category 5 – 165,000 to 200,000 tonnes pa Category 6 – 132,000 tonnes pa	
4.9	Proposed activities: You must provide details of proposed activities, identifying: <ul style="list-style-type: none"> • scope, size and scale, including details as to frequency and production or design capacity; • key infrastructure and equipment; • description of processes or operations (a process flow chart may be included as an attachment); • emission/discharge points; • locations of waste storage or disposal; and • activities occurring during construction, commissioning and operation (if applicable). Additional information relating to the proposed activities may be included in Attachment 3A (see 4.10 below). See Attachment 3A for staged construction, commissioning and operation schedule.		
Attachments		N/A	Yes
4.10	Attachment 2: Premises map Emission/discharge points are clearly labelled on the map/s required for Part 3.4 (Attachment 2).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.11	Attachment 3A: Proposed activities Additional information relating to the proposed activities has been included in Attachment 3A (if required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clearing activities [4.12 to 4.18 are only required if the application includes clearing of native vegetation]			
4.12	Proposed clearing area (hectares and/or number of individual trees to be removed):	N/A	

Part 4: Proposed activities				
4.13	Details of any relevant exemptions: [refer to DWER's A guide to the exemptions and regulations for clearing native vegetation]	N/A		
4.14	Proposed method of clearing:	N/A		
4.15	Period within which clearing is proposed to be undertaken: [for example, May 2019 – June 2019]	N/A		
4.16	Purpose of clearing: N/A			
Clearing activities – Attachments			N/A	Yes
4.17	Attachment 3B: Map of area proposed to be cleared	You must provide an aerial photograph or map of sufficient scale showing the proposed clearing area and prescribed premises boundary OR if you have the facilities, a suitable portable digital storage device of the area proposed to be cleared as an ESRI shapefile with the following properties: <ul style="list-style-type: none"> Geometry type: Polygon Shape Coordinate system: GDA 1994 (Geographic latitude/longitude) Datum: GDA 1994 (Geocentric Datum of Australia 1994).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.18	Attachment 3C: Additional information for clearing assessment	Additional information to assist in the assessment of the clearing proposal may be attached to this application (for example, reports on salinity, fauna or flora studies or other environmental reports conducted for the site).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 5: Index of Biodiversity Surveys for Assessments (IBSA)				
INSTRUCTIONS: <ul style="list-style-type: none"> Biodiversity surveys submitted to support this application must meet the requirements of the EPA's <i>Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments (IBSA)</i>. If these requirements are not met, DWER will decline to deal with the application. 				
Attachments			N/A	Yes
5.1	Attachment 4: Biodiversity surveys	All biodiversity surveys submitted with this application meet the requirements of the EPA's Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments (IBSA) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 6: Other DWER approvals	
INSTRUCTIONS: <ul style="list-style-type: none"> If you have applied, or intend to apply, for other approvals within DWER that may be relevant to this application, you must provide relevant details. If you have referred, or intend to refer, your proposal to the Environmental Protection Authority (EPA), you must provide details. 	
Pre-application scoping	
6.1 Have you had any pre-application / pre-referral / scoping meetings with DWER regarding any planned applications?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – provide details: [Scoping meeting with DWER on 01/08/2019 with Larissa Byrne and Louise Lavery to present new evaporation pond design. Confirmed amendment is sufficient for project changes.]
Environmental Impact Assessment (Part IV of the EP Act)	
6.2 Have you referred or do you intend to refer the proposal to the EPA? Section 37B(1) of the EP Act defines a 'significant proposal' as "a proposal likely, if implemented, to have a significant effect on the environment". If DWER considers that the proposal in this application is likely to constitute a 'significant proposal', DWER is required under section 38(5) of the EP Act to refer the proposal to the EPA for assessment under Part IV, if such a referral has not already been made. If a relevant Ministerial Statement already exists, please provide the MS number in the space provided.	<input checked="" type="checkbox"/> Yes (referred) – reference (if known): [CMS16104] <input type="checkbox"/> Yes – intend to refer (proposal is a 'significant proposal') <input type="checkbox"/> Yes – intend to refer (proposal will require a section 45C amendment to the current Ministerial Statement): MS [] <input type="checkbox"/> No – a valid Ministerial Statement applies: MS [] <input type="checkbox"/> No – not a 'significant proposal'
Clearing of Native Vegetation (Part V, Division 2 of the EP Act and Country Area Water Supply Act 1947)	
6.3 Have you applied or do you intend to apply for a native vegetation clearing permit? In accordance with the Guidance Statement: Decision Making , where clearing of native vegetation is of an exempt kind under the <i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i> (WA), or is being assessed by a relevant authority which would lead to an exemption under Schedule 6 of the EP Act, the clearing will not be assessed by DWER or be subject to any additional controls by DWER. If the proposed clearing action is to be assessed in accordance with, or under, an <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cth) (EPBC Act) accredited process, such as the assessment bilateral agreement, Form Annex C7 – Assessment bilateral agreement must be completed and attached to your clearing permit application.	<input type="checkbox"/> Yes – clearing application reference (if known): [] <input type="checkbox"/> No – this application includes clearing (please complete questions 4.11 to 4.17) <input checked="" type="checkbox"/> No – a valid permit applies: CPS [7056-1] <input type="checkbox"/> No – exemption applies (explain why): [] <input type="checkbox"/> No – permit not required
6.4 Have you applied or do you intend to apply for a Country Area Water Supply Act 1947 licence? If a clearing exemption applies in a <i>Country Area Water Supply Act 1947</i> (CAWS) controlled catchment, or if compensation has previously been paid to retain the subject vegetation, a <i>Country Area Water Supply Act 1947</i> clearing licence is required. If yes, contact the nearest DWER regional office for a Form 1 <i>Application for licence</i> . Map of CAWS Act controlled catchments	<input type="checkbox"/> Yes – application reference (if known): [] <input type="checkbox"/> No – a valid licence applies: [] <input checked="" type="checkbox"/> No – licence not required

Part 6: Other DWER approvals	
Water Licences and Permits (<i>Rights in Water and Irrigation Act 1914</i>)	
6.5 Have you applied, or do you intend to apply for: <ol style="list-style-type: none"> a licence or amendment to a licence to take water (surface water or groundwater); or a licence to construct wells (including bores and soaks); or a permit or amendment to a permit to interfere with the bed and banks of a watercourse? 	<input type="checkbox"/> Yes –application reference (if known): [] <input checked="" type="checkbox"/> No – a valid licence / permit applies: [CAW 203045 (1) and GWL 183149 (1)] <input type="checkbox"/> No – licence / permit not required

Part 7: Other approvals and consultation				
INSTRUCTIONS: <ul style="list-style-type: none"> Please provide copies of all relevant documentation indicated below, including any conditions, exclusions, or expiry dates. Major Project means: <ul style="list-style-type: none"> ➤ A State Development Project, where the lead agency is the Department of Jobs, Tourism, Science and Innovation (including projects to which a State Agreement applies); or ➤ A Level 2 or 3 Major Resource Project, as defined in the Lead Agency Framework. 				
		N/A	No	Yes
7.1	Is the proposal a Major Project?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.2	Is the proposal subject to a State Agreement Act?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If yes, specify which Act:			
7.3	Has the proposal been allocated to a “Lead Agency”?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If yes, specify Lead Agency contact details:			
7.4	Has the proposal been referred and/or assessed under the EPBC Act (Commonwealth)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If yes, please specify referral, assessment and/or approval number:			
7.5	Has the proposal obtained all relevant planning approvals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If planning approval is necessary but has not been obtained, please provide details indicating why:			
	If planning approval is not necessary, please provide details indicating why:			
7.6	For renewals or amendment applications, are the relevant planning approvals still valid (that is, not expired)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Has the proposal obtained all other necessary statutory approvals (not including any other DWER approvals identified in Part 6)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If no, please provide details of approvals already obtained, outstanding approvals, and expected dates for obtaining these outstanding approvals:			

Part 7: Other approvals and consultation			
	N/A	No	Yes
7.8 Has consultation been undertaken with parties considered to have a direct interest in the proposal (that is, interested parties or persons who are considered to be directly affected by the proposal)? DWER will give consideration to submissions from interested parties or persons in accordance with the Guidance Statement: Decision Making .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachments		N/A	Yes
7.9 Attachment 5: Other approvals and consultation documentation Details of other approvals specified in Part 7 of this application, including copies of relevant decisions and any consultation undertaken with direct interest stakeholders have been provided and labelled Attachment 5.		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 8: Applicant history			
Note: <ul style="list-style-type: none"> Under this section, DWER will undertake an internal due diligence of the applicant's fitness and competency based on DWER's compliance records. If you wish to provide additional information for DWER to consider in making this assessment, you may provide that information as a separate attachment (see Part 11). 			
	N/A	No	Yes
8.1 If the applicant is an individual, has the applicant previously held, or do they currently hold, a licence or works approval under Part V of the EP Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 If the applicant is a corporation, has any director of that corporation previously held, or do they currently hold, a licence or works approval under Part V of the EP Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.3 If yes to 8.1 or 8.2 above, specify the name of company and/or licence or works approval number:			
8.4 If the applicant is an individual, has the applicant ever been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.5 If the applicant is a corporation, has any director of that corporation ever been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.6 If the applicant is a corporation, has any person concerned in the management of the corporation, as referred to in section 118 of the EP Act, ever been convicted of, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.7 If the applicant is a corporation, has any director of that corporation ever been a director of another corporation that has been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.8 With regards to the questions posed in 8.4 to 8.7 above, have any legal proceedings been commenced, whether convicted or not, against the applicant for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.9 Has the applicant had a licence or other authority suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 8: Applicant history				
8.10	If the applicant is a corporation, has any director of that corporation ever had a licence or other authority suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.11	If the applicant is a corporation, has any director of that corporation ever been a director of another corporation that has ever had a licence or other authorisation suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.12	If yes to any of 8.4 to 8.11 above, you must provide details of any charges, convictions, penalties paid for an offence, and/or licences or other authorisations suspended or revoked: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>			

Part 9: Emissions, discharges, and waste

INSTRUCTIONS:

- Please see [Guidance Statement: Risk Assessments](#) and provide all information relating to emission sources, pathways and receptors relevant to the application.
- You must provide details on sources of emissions (for example, kiln stack, baghouses or discharge pipelines) including fugitive emissions (for example, noise, dust or odour), types of emissions (physical, chemical, or biological), and volumes, concentrations and durations of emissions.
- The potential for emissions should be considered for all stages of the proposal (where relevant), including during construction, commissioning and operation of the premises.

[illegible]

Part 9: Emissions, discharges, and waste																												
			No	Yes																								
9.2	Is there waste accepted, buried, stored, or recycled on the premises? (includes leachate and contaminated storm water generated and stored on the premises)		<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
<p>Solid waste types must be described with reference to <i>Landfill Waste Classification and Waste Definitions 1996</i> (as amended December 2009) and the <i>Environmental Protection (Controlled Waste) Regulations 2004</i>. Liquid waste types must be described with reference to the <i>Environmental Protection (Controlled Waste) Regulations 2004</i>.</p> <p>Detail must be provided on storage type (for example, hardstand and containment infrastructure), capacity, likely storage volumes, and containment features (for example, lining and bunding).</p> <p>Additional rows may be added as required and/or further information may be included as an attachment (see section 9.4).</p> <p>Waste acceptance table:</p> <table border="1"> <thead> <tr> <th></th> <th>Waste type</th> <th>Quantity (e.g. tonnes, litres, cubic metres)</th> <th>Storage infrastructure (including specifications)</th> <th>Monitoring (if applicable)</th> <th>Location (on site layout plan – see 3.4)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Waste type	Quantity (e.g. tonnes, litres, cubic metres)	Storage infrastructure (including specifications)	Monitoring (if applicable)	Location (on site layout plan – see 3.4)																		
	Waste type	Quantity (e.g. tonnes, litres, cubic metres)	Storage infrastructure (including specifications)	Monitoring (if applicable)	Location (on site layout plan – see 3.4)																							
Attachments			N/A	Yes																								
9.3	Attachment 6A: Emissions and discharges (if required)	If required, further information for Part 9.1 has been included as an attachment labelled Attachment 6A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
9.4	Attachment 6B: Waste acceptance (if required)	If required, further information for Part 9.2 has been included as an attachment labelled Attachment 6B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								

Part 10: Siting and Location		
10.1	What is the distance to the nearest sensitive land uses (that is, a residence or other land use which may be affected by an emission or discharge associated with the proposed activities):	N/A
		No Yes
10.2	Is the premises located within, or within close proximity to, any specified ecosystems, or any environmentally sensitive areas (ESAs) as declared under the <i>Environmental Protection (Environmentally Sensitive) Notice 2005</i> ? (See Guidance Statement: Environmental Siting)	<input checked="" type="checkbox"/> <input type="checkbox"/>
<p>If no, identify the distance in which there are no specified ecosystems and/or ESAs. If yes, provide details of the specified ecosystems and/or ESAs, and the distance to these:</p> <p>N/A - No change to proximity or impact to specified ecosystems or ESAs as a result of this amendment.</p>		
10.3	<p>If yes to 10.2, you must also provide further information including details on topography, geology, soil type, depth to groundwater and quality of groundwater at the premises.</p> <p>For premises answering no to 10.2, additional information including topography, geology, soil type, groundwater depth, and water quality is recommended to be included if this information is available.</p> <p>N/A - No change to proximity or impact to specified ecosystems or ESAs as a result of this amendment.</p>	
Attachments		N/A Yes
10.4	Attachment 7: Siting and location	<input checked="" type="checkbox"/> <input type="checkbox"/>
<p>You must provide details and a map describing the siting and location of the premises, including identification of distances to sensitive land uses and/or any specified ecosystems.</p> <p>N/A - No change to proximity or impact to sensitive land uses, specified ecosystems or ESAs as a result of this amendment.</p>		

Part 11: Submission of any other relevant information				
Attachments			No	Yes
11.1	Attachment 8: Additional information submitted	Applicants seeking to submit further information may include information labelled Attachment 8. If submitting multiple additional attachments, label them 8A, 8B, etc. Where supplementary documentation is submitted, please specify the name of documents below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List title of supplementary document/s attached:				

Part 12: Proposed fee calculation			
INSTRUCTIONS: To pay a fee via BPoint, or for information for paying via secure electronic funds transfer or cheque, consult DWER's website at https://dwer.wa.gov.au/make-a-payment . If paying by credit card, select biller code "Industry Regulation". Fee calculators are available online to assist in completing this section. <ul style="list-style-type: none"> • Licence: www.der.wa.gov.au/LicenceFeeCalculator • Works approval: www.der.wa.gov.au/WorksApprovalFeeCalculator • Amendment: www.der.wa.gov.au/AmendmentFeeCalculator Different fee units apply for different fee components. Fee units may also have different amounts depending on the period in which the calculation is made. Further information on fees can be found in the Fact Sheet: Industry Regulation fees , available from DWER's website.			
12.1	Only the relevant fee calculations are to be completed as follows: [mark the box to indicate sections completed]	<input type="checkbox"/> Section 12.3 for works approval applications <input type="checkbox"/> Section 12.4 for licence applications <input type="checkbox"/> Section 12.5 for registration applications <input checked="" type="checkbox"/> Section 12.6 for amendment applications <input type="checkbox"/> Section 12.7 for applications requiring clearing of native vegetation	
12.2	All information and data used for the calculation of proposed fees has been provided in accordance with section 12.8.	<input type="checkbox"/>	
12.3	Proposed works approval fee Proposed works approval fee (see Schedule 3 of the EP Regulations) Fees relate to the cost of the works, including all capital costs (inclusive of GST) associated with the construction and establishment of the works proposed under the works approval application. This includes, for example, costs associated with earth works, hard stands, drainage, plant hire, equipment, processing plant, relocation of equipment and labour hire. Costs exclude: <ul style="list-style-type: none"> - the cost of land; - the cost of buildings to be used for purposes unrelated to the purposes in respect of which the premises are, or will become, prescribed premises; costs for buildings unrelated to the prescribed premises activity or activities; and - consultancy fees relating to the works. 		
Fee component		Proposed fee	
Cost of works: \$		\$	

12.4 Proposed licence fee		
Detailed licence fee calculations		
<p>Part 1 Premises component (see regulation 5D and Part 1 of Schedule 4 of the EP Regulations)</p> <p>The production or design capacity should be the maximum capacity of the premises. For most categories the production or design capacity refers to an annual rate. The figure should be based on 24 hour operation for 365 days, unless there is another regulatory approval or technical reason that restricts operation.</p> <p>The premises component fee applies to the category in Part 1, Schedule 4 incurring the higher or highest amount of fee units in accordance with regulation 5D(2) of the EP Regulations.</p> <p>List all categories (insert additional rows as required). Use only the higher or highest amount of fee units to determine the Part 1 fee component.</p>		
Category	Production or design capacity	Fee units
Using the higher or highest amount of fee units, Part 1 component subtotal		\$
<p>Part 2 Waste (see regulation 5D(1a)(b) and Part 2 of Schedule 4 of the EP Regulations)</p> <p>If your premises includes one or more of the following categories specify any applicable Part 2 waste amounts. Do not include Part 3 waste components of these discharges in the below sections.</p> <p>Categories: 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, or 85B</p> <p>Part 2 waste means waste consisting of –</p> <ul style="list-style-type: none"> (a) tailings; or (b) bitterns; or (c) water to allow mining of ore; or (d) flyash; or (e) waste water from a desalination plant. <p>If the premises does not fall into one of the categories listed above, or there are no applicable Part 2 waste amounts, the sub total for this section will be \$0.</p> <p>Insert additional rows as required. Sum all Part 2 waste fees to determine the sub total.</p>		
Discharge quantity (tonnes/year)		Fee units
Part 2 component subtotal		\$
<p>Part 3 Waste - Discharges to air, onto land, into waters (see Part 3 of Schedule 4 of the EP Regulations)</p> <p>Choose the appropriate location of the discharge and enter the discharge amount(s) in the units specified in the EP Regulations. This should be the amount of waste expected to be discharged over the next 12 months, expressed in the units and averaging period applicable for that waste kind (for example, g/minute or kg/day). Amounts can be measured, calculated, or estimated and can be based on data acquired over the previous 12 months, but should be based on the maximum premises capacity and not the forecast operating hours.</p> <p>Where there are discharges, all prescribed waste types must be considered in the fee calculation. If a specified waste type is not present in the discharge, this must be justified using an appropriate emission estimation technique (for example, sampling data, industry sector guidance notes, National Pollution Inventory guides and emission factors).</p>		

Discharges to air			
Discharges to air	Discharge rate (g/min)	Discharges to air	Discharge rate (g/min)
Carbon monoxide		Nickel	
Oxides of nitrogen		Vanadium	
Sulphur oxides		Zinc	
Particulates (Total PM)		Vinyl chloride	
Volatile organic compounds		Hydrogen sulphide	
Inorganic fluoride		Benzene	
Pesticides		Carbon oxysulphide	
Aluminium		Carbon disulphide	
Arsenic		Acrylates	
Chromium		Beryllium	
Cobalt		Cadmium	
Copper		Mercury	
Lead		TDI (toluene-2, 4-di-iso-cyanate)	
Manganese		MDI (diphenyl-methane di-iso-cyanate)	
Molybdenum		Other waste	
Part 3 component subtotal		\$	
Discharges onto land or into waters			Discharge rate
1. Liquid waste that can potentially deprive receiving waters of oxygen (for each kilogram discharged per day) —	(a) biochemical oxygen demand (in the absence of chemical oxygen demand limit)		
	(b) chemical oxygen demand (in the absence of total organic carbon limit)		
	(c) total organic carbon		
2. Bio-stimulants (for each kilogram discharged per day) —	(a) phosphorus		
	(b) total nitrogen		
3. Liquid waste that physically alters the characteristics of naturally occurring waters —	(a) total suspended solids (for each kilogram discharged per day)		
	(b) surfactants (for each kilogram discharged per day)		
	(c) colour alteration (for each platinum cobalt unit of colour above the ambient colour of the waters in each megalitre discharged per day)		
	(d) temperature alteration (for each 1°C above the ambient temperature of the waters in each megalitre discharged per day) — (i) in the sea south of the Tropic of Capricorn (ii) in other waters		

4. Waste that can potentially accumulate in the environment or living tissue (for each kilogram discharged per day) —	(a) aluminium	
	(b) arsenic	
	(c) cadmium	
	(d) chromium	
	(e) cobalt	
	(f) copper	
	(g) lead	
	(h) mercury	
	(i) molybdenum	
	(j) nickel	
	(k) vanadium	
	(l) zinc	
	(m) pesticides	
	(n) fish tainting wastes	
	(o) manganese	
5. <i>E. coli</i> bacteria as indicator species (in each megalitre discharged per day) —	(a) 1,000 to 5,000 organisms per 100 ml	
	(b) 5,000 to 20,000 organisms per 100 ml	
	(c) more than 20,000 organisms per 100 ml	
6. Other waste (per kilogram discharged per day) —	(a) oil and grease	
	(b) total dissolved solids	
	(c) fluoride	
	(d) iron	
	(e) total residual chlorine	
	(f) other	
Part 3 component subtotal		\$
Summary – Proposed licence fee		
Part 1 Component		
Part 2 Component		
Part 3 Component		
Total proposed licence fees:		\$

12.5 Prescribed fee for registration	
A fee of 24 units applies for an application for registration of premises, unless the occupier of the premises holds a licence in respect of the premises, in accordance with regulation 5B(2)(c) of the EP Regulations.	<input type="checkbox"/> (Tick to acknowledge)
12.6 Works approval amendment or licence amendment fee	
<p>Proposed works approval amendment or licence amendment fee (see Schedule 4 Part 1 of the EP Regulations). The fee prescribed for an application for an amendment to a works approval or licence is calculated in accordance with regulation 5BB(1)(a) of the EP Regulations:</p> <ul style="list-style-type: none"> for a single category of prescribed premises to which the works approval or licence relates, by using the fee unit number corresponding to the prescribed premises category and relevant production or design capacity threshold in Schedule 4 Part 1 of the EP Regulations. for multiple categories of prescribed premises to which the works approval or licence relates, by using the highest fee unit number corresponding to the prescribed premises categories and production design or capacity threshold in Schedule 4 Part 1 of the EP Regulations. <p>The relevant fee unit under Schedule 4 Part 1 of the EP Regulations for calculating the application form amendment fee is to be determined by reference to the actual production or design capacity reported for the preceding year's annual licence fee. If an annual licence fee has not previously been paid or is not applicable as is the case for works approvals, the fee unit for an application for amendment is to be determined by reference to the production or design capacity currently prescribed in the licence or works approval.</p>	
Fee Units	Proposed fee
■	■
12.7 Prescribed fee for clearing permit	
<p>In accordance with the Guidance Statement: Decision Making, where an application for clearing of native vegetation is made as part of an application for a works approval or licence, DWER may elect to either jointly or separately determine the clearing component of the application. Where DWER separately determines the clearing component of an application, the application will be deemed to be an application for a clearing permit under section 51E of the EP Act and the CEO will waive the payment of the fee prescribed in the Clearing Regulations for an application for clearing permit.</p> <p>Note: If a clearing permit application has been separately submitted and accepted by DWER, a refund for the clearing permit application will not be provided where DWER determines to address clearing requirements as part of a related works approval application.</p>	<input checked="" type="checkbox"/> (Tick to acknowledge)
12.8 Information and data used to calculate proposed fees	
<p>The detailed calculations of fee components, including all information and data used for the calculations are to be provided as attachments to this application, labelled as Attachment 9, with an appropriate suffix (for example 9A, 9B etc.). Please specify the relevant attachment number in the space/s provided below.</p>	
Proposed fee for works approval	Attachment No
Details for cost of works	N/A
Proposed fee for licence	Attachment No
Part 1: Premises	9
Part 2: Waste types	N/A
Part 3: Discharges to air, onto land, into waters	N/A

Part 13: Commercially sensitive or confidential information	
<p>NOTE: Information submitted as part of this application will be made publicly available. If you wish to submit commercially sensitive or confidential information, please identify the information in Attachment 10, and include a written statement of reasons why you request each item of information be kept confidential.</p> <p>Information submitted later in the application process may also be made publicly available at DWER's discretion. For any commercially sensitive or confidential information, please follow the same process as described above.</p> <p>DWER will take reasonable steps to protect genuinely confidential or commercially sensitive information. Please note in particular that all submitted information may be the subject of an application for release under the <i>Freedom of Information Act 1992</i>.</p>	
All information which you would propose to be exempt from public disclosure has been separately placed in Attachment 10 (located at the end of this form). Grounds for claiming exemption in accordance with Schedule 1 to the <i>Freedom of Information Act 1992</i> must be specified.	<input checked="" type="checkbox"/>
Part 14: Submission of application	
<p>Check one of the boxes below to nominate how you will submit your application.</p> <p>Files larger than 50MB cannot be received via email by DWER. Files larger than 50MB can be sent via File Transfer. Alternatively, email DWER to make other arrangements.</p>	
A full, signed, electronic copy of the application form including all attachments has been submitted via email to info@dwer.wa.gov.au ; OR	<input checked="" type="checkbox"/>
A signed, electronic copy of the application form has been submitted via email to info@dwer.wa.gov.au and attachments have been submitted via File Transfer, or electronically by other means as arranged with DWER; OR	<input type="checkbox"/>
A full, signed hard copy has been sent to: APPLICATION SUBMISSIONS Department of Water and Environmental Regulation Locked Bag 10 Joondalup DC WA 6919	<input type="checkbox"/>

Part 15: Declaration and signature

General

I/We confirm and acknowledge that:

- the information contained in this application is true and correct and I/we acknowledge that knowingly providing information which is false or misleading in a material particular constitutes an offence under section 112 of the *Environmental Protection Act 1986* (WA) and may incur a penalty of up to \$50,000;
- I/We have legal authority to sign on behalf of the applicant (where authorisation provided);
- I/We have not altered the requirements and instructions set out in this application form;
- I/We have provided a valid email address in Part 2.3 for receipt of correspondence electronically via email from DWER in relation to this application;
- I/We acknowledge that successful delivery to my/our server constitutes receipt of correspondence sent electronically via email from DWER in relation to this application; and
- I/We have provided a valid postal and/or business address in Part 2.4 for the service of all Part V documents.

Publication

I/We confirm and acknowledge:

- this application (including all attachments apart from the sections identified in Attachment 10) is a public document and may be published;
- biodiversity surveys provided in accordance with Part 5 will be published and used, for the purposes of the IBSA project, in accordance with your declaration made in the *Metadata and Licensing Statement*;
- all necessary consents for the publication of information have been obtained from third parties;
- information considered exempt from public disclosure has been placed in Attachment 10 with reasons as to why the information should be exempt in accordance with the grounds specified in Schedule 1 to the *Freedom of Information Act 1992* (WA);
- subsequent information provided in relation to this application will be a public document and may be published unless written notice has been given to DWER by the applicant, at the time the information is provided, claiming that the information is considered exempt from public disclosure; and
- the decision to not publish information will be at the discretion of the CEO of DWER and will be made consistently with the provisions of the *Freedom of Information Act 1992* (WA).

<div><div></div><div>Signature</div></div>	<div><div></div><div>Date</div></div>
<div><div></div><div>Name</div></div>	
<div><div></div><div>Signature</div></div>	<div><div></div><div>Date</div></div>
<div><div></div><div>Name</div></div>	
<div><div></div><div>Position</div></div>	

NOTE: This form may be signed:

- if the applicant is an individual, by the individual;
- if the applicant is a corporation, by:
 - the common seal being affixed in accordance with the *Corporations Act 2001*; or
 - two directors; or
 - a director and a company secretary; or
 - if a proprietary company has a sole director who is also the sole company secretary, by that director; and
- by a person with legal authority to sign on behalf of the applicant.

ATTACHMENT 10 – Confidential or commercially sensitive information

Request for exemption from publication	
Information which you consider should not be published, on the grounds of a relevant exemption found in Schedule 1 to the <i>Freedom of Information Act 1992</i> (WA), must be specified in this Attachment.	
NOT FOR PUBLICATION IF GROUNDS FOR EXEMPTION ARE DETERMINED	
Section [x]:	Ground for claiming exemption:
Section [x]:	Ground for claiming exemption:
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Full Name and Signature	

Habrok (Battler Pit) Pty Ltd

**Works Approval W5995/2016/1 Amendment
Supporting Information**

27 February 2020

Table of Contents

Attachment 1A – Proof of Occupier Status 1

Attachment 2 – Premises Map 2

Attachment 3A – Proposed Activities 3

1. Background 3

2. Objective 3

3. Revised Site Water Balance..... 4

4. Evaporation Pond Stage 1 6

4.1 Construction and Installation 6

4.2 Schedule of Works and Operation 6

5. Evaporation Pond Stage 2 6

5.1 Construction and Installation 6

5.2 Schedule of Works and Operation 6

6. Schedule Overview..... 6

Attachment 9 – Proposed fee..... 8

Document history & status

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
1	27/02/2020	S. Finucane	J. Kohn	27/02/2020	Draft for Indus review

Distribution of copies

Version	Date issued	Quantity	Electronic	Issued to
1	27/02/2020	1	Y	DWER

Last Saved:	27 February 2020
File Name:	Works Approval Amendment Supporting Information
Author:	H. Penno
Project Manager:	S. Finucane
Client:	Habrok (Battler Pit) Pty Ltd
Document Title:	Works Approval W5995/2016/1 Amendment Supporting Information
Document Version:	1
Project Number:	1000633

Attachment 1A – Proof of Occupier Status



MINING TENEMENT SUMMARY REPORT

MINING LEASE 77/1285

Status: Live

TENEMENT SUMMARY

Area: 118.40000 HA	Death Reason :
Mark Out : 19/05/2016 10:10:00	Death Date :
Received : 23/05/2016 14:45:00	Commence : 05/07/2017
Term Granted : 21 Years	Expiry : 04/07/2038

CURRENT HOLDER DETAILS

Name and Address

HABROK (BATTLER PIT) PTY LTD
HABROK (BATTLER PIT) PTY LTD, 19 - 21 CASINO STREET, WELSHPOOL, WA, 6106

DESCRIPTION

Locality: BATTLER
Datum: SITUATED AT MOST NORTHERN CORNER OF LATE
SURVEYED M77/167
Boundary: THENCE BOUNDARIES IDENTICAL TO OUTER
BOUNDARIES OF LATE SURVEYED M77/167
INCLUDING ALL GROUND CONTAINED WITHIN
SURVEYED M77/166, M77/1044 AND M77/1025.
S.49 CONVERSION OF P77/3645-CONDITIONAL
SURRENDER OF M77/166, M77/1025 & M77/1044.

Area :	Type	Dealing No	Start Date	Area
	Surveyed		12/05/2018	118.40000 HA
	Granted		05/07/2017	118.43080 HA
	Applied For		23/05/2016	118.43080 HA
	Application To Amend	Application to Amend 487670	19/05/2016	118.43080 HA

SHIRE DETAILS

Shire	Shire No	Start	End	Area
YILGARN SHIRE	9660	12/05/2018		118.40000 HA

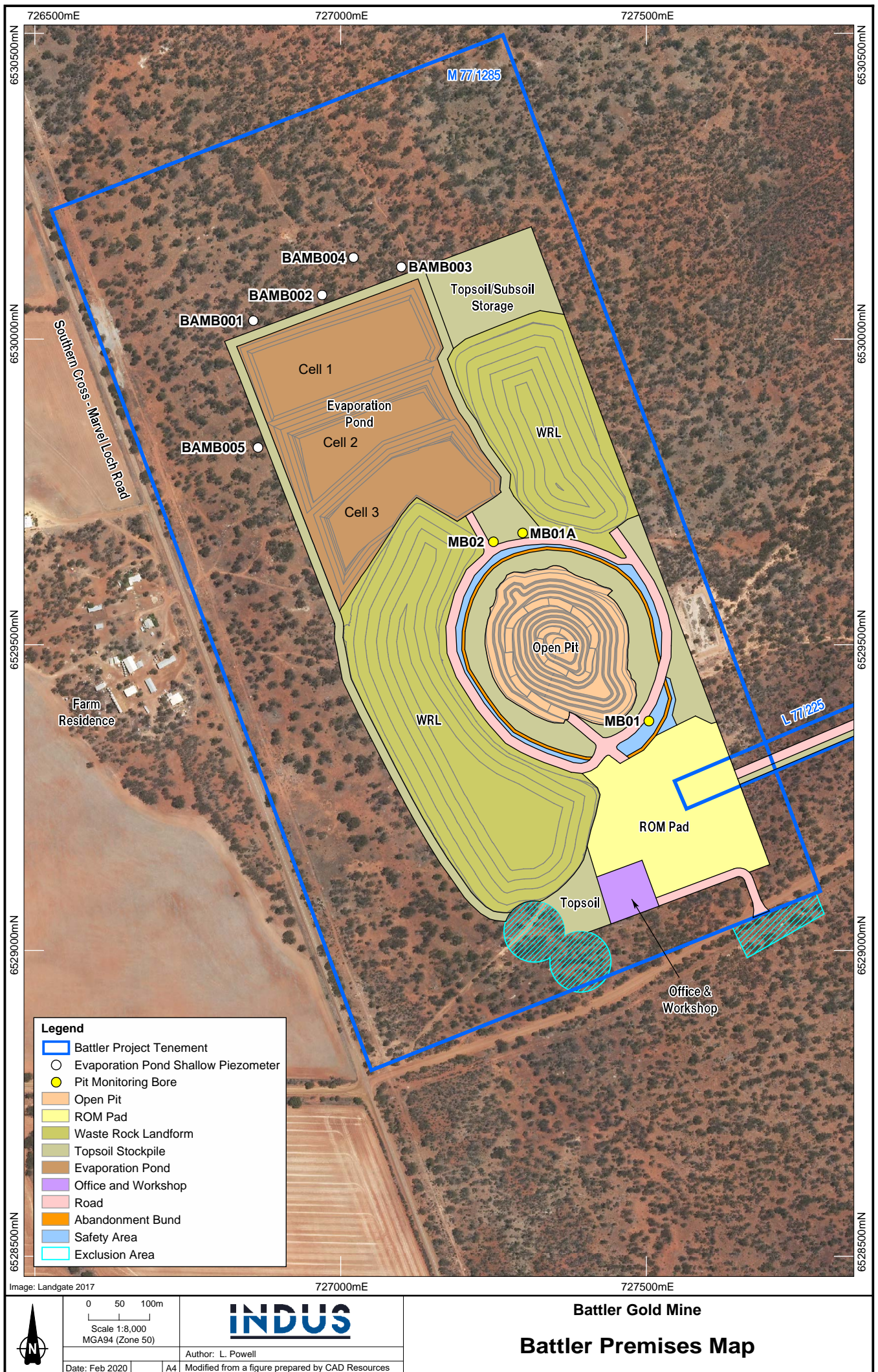
RENT STATUS

Due For Year End 04/07/2020: PAID IN FULL
Due For Year End 04/07/2021: \$2,356.20

EXPENDITURE STATUS

Expended Year End 04/07/2019: EXPENDED IN FULL
Current Year Commitment : \$11,900.00

Attachment 2 – Premises Map



Attachment 3A – Proposed Activities

1. Background

Habrok (Battler Pit) Pty Ltd (Habrok) submitted a Works Approval Amendment application for Works Approval W5995/2016/1 to the Department of Water and Environmental Regulation (DWER) on 16 September 2019. The September Amendment revised the design and capacity of the prescribed premises category 6 evaporation pond at the Battler Gold Mine (Battler) and was granted on 3 February 2020. The prescribed premises and assessed production/capacity of the current Works Approval W5995/2016/1 is outlined in Table 1 and evaporation pond cell capacities are provided in Table 2.

Table 1 W5995/2016/1 Prescribed Premises

Prescribed premises category description (Schedule 1, <i>Environmental Protection Regulations 1987</i>)	Assessed Production/Capacity
Category 5: Processing or beneficiation of metallic or non-metallic ore: premises on which — (a) metallic or non-metallic ore is crushed, ground, milled or otherwise processed; or (b) tailings from metallic or non-metallic ore are reprocessed; or (c) tailings or residue from metallic or non-metallic ore are discharged into a containment cell or dam.	420,000 tonnes per annum
Category 6: Mine dewatering: premises on which water is extracted and discharged into the environment to allow mining of ore.	145,000 tonnes per annum

Table 2 W5995/2016/1 Evaporation Pond Cell Area and Capacity

Evaporation Pond Cell	Area (ha)	Volume (kL)
1	4.58	48,091
2	3.60	55,239
3	4.19	39,107
Total	12.37	142,437

The estimated/actual throughput approved for the evaporation pond in W5995/2016/1 is 132,000 tonnes pa. The maximum production or design capacity for the evaporation pond is 145,000 tonnes pa annum, including a 10% capacity contingency.

2. Objective

This Works Approval Amendment does not change the premises production/capacities or the infrastructure design or construction/installation requirements of W5995/2016/1 and therefore does not change the impact of the premises. Pells Sullivan Meynink (PSM) was commissioned to review and revise the Battler site water balance in August 2019 to support the September Works Approval Amendment. Given the residual storage of approximately 36.6ML (based on previous design capacity of 102ML), PSM confirmed there may be potential to reduce the total evaporation pond capacity or stage construction.

The evaporation pond described in W5995/2016/1 comprises three discrete cells (Attachment 2) to allow for staged construction. While staged construction was stated in the September 2019 Works Approval Amendment application, the DWER now state that it requires additional information to enable the Amendment to permit staged construction. The intent of this Works Approval Amendment is to allow for staged construction of the evaporation pond such that

Stage 1 (comprising cells 2 and 3), can be constructed, commissioned and operated separately to Stage 2 (which comprises cell 1).

There are a number of assumptions relating to the residual capacity of the evaporation pond that will be revised once dewatering commences and actual dewatering rates and pond levels are measured. Once the site water balance has been revised with actual operational dewatering data, Stage 2 will be constructed prior to when the site water balance indicates additional water storage capacity will be required. This provides Habrok with the flexibility to not build cell 1 if the mine dewatering data shows that it is not required.

3. Revised Site Water Balance

The date operations are expected to reach the groundwater table has changed due to initial delays in mining and is now anticipated to be early April 2020. The site water balance produced by PSM has been revised by Indus (Table 3) to only include the capacity of Stage 1 of the evaporation pond, and to reflect the new date at which mining will reach the groundwater table. The site water balance allows for five months of mining below water table, with completion of mining anticipated by the end of August 2020. As shown in Table 3, there is 12.61ML of residual capacity in Stage 1 at the end of July 2020, after which additional capacity is required in August.

The assumptions made in the site water balance are described below Table 3 and will be confirmed during operations. If the operational water balance indicates Stage 2 is required, or if there is a delay in mining resulting in more operational time below the water table, then Stage 2 will be constructed.

Table 3 Battler Site Water Balance for Stage 1 of the Evaporation Pond

Month	Climate Data			Losses			Inputs		Balance		Pond Capacity			
	Pan Evaporation	Pan Evap Rate	Avg Rainfall	Evaporation Losses	Infiltration/ seepage	Onsite Water Usage	Rainfall	Dewatering	Total Losses	Total Inputs	Pond Capacity	Residual Water to pond storage	Pond Water Storage	Residual Storage Capacity
	mm	ML	mm	ML	ML	ML	ML	ML	ML	ML	m2	ML	ML	ML
Sep-19	125	0.13	21.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Oct-19	200	0.20	17.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Nov-19	300	0.30	17.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Dec-19	20	0.02	16.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Jan-20	300	0.30	28.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Feb-20	250	0.25	23.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	94.35
Mar-20	200	0.20	36.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,468	0.00	0.00	94.35
Apr-20	150	0.15	24.00	6.22	1.24	10.80	1.00	31.80	18.26	32.80	41,468	14.53	14.53	79.82
May-20	90	0.09	28.80	3.73	1.29	8.37	1.19	32.86	13.39	34.05	41,468	20.67	35.20	59.15
Jun-20	70	0.07	26.70	2.90	1.24	6.75	1.11	31.80	10.90	32.91	41,468	22.01	57.21	37.14
Jul-20	70	0.07	34.60	2.90	1.29	5.58	1.43	32.86	9.77	34.29	41,468	24.53	81.73	12.61
Aug-20	70	0.07	34.60	2.90	1.29	5.58	1.43	32.86	9.77	34.29	41,468	24.53	106.26	-11.92
Total	1845	1.85	309.80	18.66	6.34	37.08	6.17	162.18	62.09	168.35		106.26		

Assumptions

Stage 1 Evaporation Pond Area 41,468 m².

Stage 1 Pond Capacity is 94.346 ML (94,346,000 L).

Assumes 1 L infiltration rate per m².

Monthly pan evaporation rates sourced from BoM. PSM previously utilised an annual rate of 2430 mm/yr. Monthly BOM values are an uplift on this.

Pan evaporation rates do not change with rainfall.

Predicted rainfall volume is the direct capture of rainfall to pond surface area and contributes to storage. Based on average rainfall from PSM2869-002*.

Maximum rainfall event may contribute additional water to pond storage.

Transient maximum inflow rates as determined by PSM2869-002*.

Onsite water usage provided by Indus.

*PSM2869-002 - PSM, Battler Water Resources Report, June 2016, prepared for IMD.

Source: PSM, revised by Indus February 2020.

4. Evaporation Pond Stage 1

4.1 Construction and Installation

Stage 1 of the evaporation pond will include:

- Construction of evaporation pond cells 2 and 3 as per requirement 1 of Schedule 3 of the Works Approval.
- Construction of dewatering pipelines from the open pit to the Stage as per requirement 2 of Schedule 3 of the Works Approval.
- Installation of five evaporation pond shallow piezometers (BAMB001 – 005 on Attachment 2) as per requirement 3 of Schedule 3 of the Works Approval.

4.2 Schedule of Works and Operation

Evaporation pond cells 2 and 3 have been constructed per W5995/2016/1 and five shallow piezometers will be installed in March 2020 as required in Schedule 3 of the Works Approval. Once this Works Approval Amendment has been granted, Habrok will prepare an Environmental Compliance Report (ECR) for infrastructure outlined in Stage 1. Open pit mining is anticipated to reach the groundwater table in early April 2020 with sump pumping required for dry mining. The date of submission of the ECR is therefore dependent on the date that this Works Approval Amendment is granted.

Once the ECR has been submitted to DWER, Habrok will commence time-limited operations of Stage 1 for a period not exceeding 90 calendar days from submission of the ECR. During this time Habrok, will apply for a licence to operate Stage 1 of the evaporation pond.

5. Evaporation Pond Stage 2

5.1 Construction and Installation

Stage 2 of the evaporation pond will include construction of evaporation pond cell 1 as per requirement 1 of Schedule 3 of the Works Approval. If required, dewatering pipelines from the open pit to the Stage 2 evaporation pond will be constructed and installed as per requirement 2 of Schedule 3 of the Works Approval.

5.2 Schedule of Works and Operation

The site water balance presented in Table 3 estimates that Stage 2 of the evaporation pond will be required for mining in August, requiring construction of cell 2 to commence in June 2020. There are a number of assumptions used in the site water balance, such as required dewatering rate, which will be confirmed once monitoring begins. Construction of Stage 2 is contingent on the revised site water balance indicating that additional water storage is required for the life of mine.

If Stage 2 is constructed, an ECR for the Stage 2 works will be provided to DWER and time-limited operations will commence. If required, a licence amendment will be sought to include operation of Stage 2 in the existing licence.

6. Schedule Overview

Table 4 summarises the schedule of works and operation for the staged construction of the evaporation pond.

Table 4 **Evaporation Pond Works and Operation Schedule**

Stage	Construction Date	Estimated Commencement of Time Limited Operations
Stage 1	Cells 2 and 3 constructed. Shallow piezometers and pipelines to be installed March 2020.	1 April 2020, on submission of Stage 1 ECR.
Stage 2	June (Indicative)	August, on submission of Stage 2 ECR (Indicative).

Attachment 9 – Proposed fee

A flat rate of \$6.80 multiplied by the highest Fee Units set for a Works Approval amendment with multiple categories. Fee Units, as set out in Schedule 4, Part 1, are summarised below in Table 5. The amendment fee is therefore $\$6.80 \times 200 = \$1,360$.

Table 5 Proposed Premises Design Capacity and Corresponding Fee Units

Category Number	Category Description	Proposed Premises Production or Design Capacity	Fee Units
5	Processing or beneficiation of metallic or non-metallic ore	420,000 tonnes per annual period	200
6	Mine dewatering	145,000 tonnes per annual year	50