



AGENDA

For the Ordinary Council Meeting

To be held on the 15th December 2023

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Yalgoo will be held on Friday 15th December 2023 in the Council Chambers, 37 Gibbons Street Yalgoo, commencing at 10:00am.



Ian Holland

CHIEF EXECUTIVE OFFICER

5th December 2023

Disclaimer:

The Shire of Yalgoo gives notice to members of the public that any decisions made at the meeting, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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1 DECLARATION OF OPENING

The Shire President welcomed those in attendance and declared the meeting open at.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

In accordance with section 14 of the Local Government (Administration) Regulations 1996 “Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))”, the President to declare that this Meeting may take place via instantaneous communication. All Councillors and staff are to be available either via telephone (teleconference) or in person.

President

Deputy President

Councillors

Chief Executive Officer

Executive Assistant

APOLOGIES

PREVIOUSLY APPROVED LEAVE OF ABSENCE

3 APPLICATIONS FOR LEAVE OF ABSENCE

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4 DISCLOSURE OF INTERESTS

Councilors and Officers are reminded of the requirements of s5.65 of the Local Government Act 1995, to verbally disclose any interest during the meeting before the matter is discussed or to provide in writing the nature of the interest to the CEO before the meeting.

**5 PUBLIC QUESTION TIME
REPONSES TO QUESTIONS TAKEN ON NOTICE**

QUESTIONS TAKEN WITHOUT NOTICE

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

**7 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS
NIL**

8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

Date	Location	Meeting	Attendance

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9 CONFIRMATION OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING – 24th November 2023

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on the 24th November 2023 as attached be confirmed as a true and correct record.

That Council Receive the Minutes from the Mid West Regional Road Group Meeting held on the 6 November 2023 as attached.

10 REPORTS OF COMMITTEE MEETINGS

11 TECHNICAL REPORTS

11.1 CAPITAL PROGRESS REPORT

Applicant:	Shire of Yalgoo
Date:	7 December 2023
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

To receive the Progress Report on the 2023/24 Capital Works Program.

BACKGROUND

The Shire in its 2023-24 Annual Budget has allocated the sum of \$5,937,720 for the acquisition of capital assets and the undertaking of infrastructure works.

COMMENT

The Capital Projects detailed below are projects incorporated in the 2023-24 Annual Budget.

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Progress Report on the Capital Works Program as at 30th November 2023.

CAPITAL WORKS PROGRAMME

The following assets and works are budgeted to be acquired or undertaken during the year:

	2023-24 ANNUAL BUDGET	2023-24 NOVEMBER ACTUAL	COMMENTS
	\$	YTD \$	
By Program			The CEO to provide a verbal update on the status of the capital projects as at 30 November 2023
Governance			
000000-Admin Computers Hardware, System Upgrade and Telephone Replacement	10,000		
000000-Conference System	8,500		
000000-External Monitor Display	21,602		
000000-Tables and Chairs	5,000		
000000-Landscape - Admin Office	40,000		
Law Order Public Safety			
Housing			
000000-Other Housing - Demolition 14 Selwyn Street	70,000		
000000-Staff Housing - Insulation 48 Gibbons Street	25,000		
000000-Staff Housing - Second Hand House in a Box - Siteworks and Septics	135,000		
000000-Other Housing - Nurse Accommodation	177,160	107,503	In progress
Communities Amenties			
000000 - Niche Wall - Paynes Find Cemetery	0	2,441	Not budgeted for in 2023-24 Annual Budget
Recreation and Culture			
000000 - Community Hall Renovations	450,949	3,874	In progress
000000-Core Stadium Exercise Equipment, Seating and BBQ area improvements	22,000		
000000- Community Heritage Buildings Renewals - LRCI Grant 2022-23	127,766	3,051	In progress
000000- Resurface Rage Cage, Tennis and Basketball Courts	100,000		
000000- Mower	35,000		
000000- Fertilizerr Spreader	2,000		
000000- Water treatment Railway Bore	60,000		
000000- Stadium Relocate Fence	47,077		

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The following assets and works are budgeted to be acquired or undertaken during the year:

	2023-24 ANNUAL BUDGET	2023-24 NOVEMBER ACTUAL	COMMENTS
	\$	YTD \$	
<u>By Program</u>			The CEO to provide a verbal update on the status of the capital projects as at 30 November 2023
Law Order & Public Safety			
Transport			
000000- Machinery Shed Depot Concrete Floor Bays	60,000		
000000- Storage Shed Depot	16,000	11,345	Complete
000000-Development of Tree Nursery -Depot	15,000		
000000- Multi Tyre Roller	250,000		
000000- Genset	12,000		
000000- Genset	12,500		
000000- Slasher With Catcher	40,000		
000000- Grader	475,000	475,000	Complete
000000-Works Foreman Utility	105,000	102,188	Complete
000000-Box Trailer	10,000		
000000- Prime Mover	315,909		
000000- Trailer Side Tipper	230,909	232,236	complete
000000-Utility	77,000		
000000-Utility Work Crew	42,000		
000000-Satellite Phones and Vehicle Tracking	55,000		
000000- Geraldton Mount Magnet Road - Townsite improvements	100,000		
000000- Street Lighting	22,000		
000000- Paynes Find Entry Statements	18,652		
ROADS TO RECOVERY GRANTS			
000000- Yalgoo/Morawa Road - Road Widening	754,586		
RRG SPECIAL GRANT RD WORKS			
000000- Yalgoo/Ninghan Road - Seal to width 4m LRCI \$446,000 RRG \$300,000	1,182,110	342,001	In progress

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The following assets and works are budgeted to be acquired or undertaken during the year:

	2023-24 ANNUAL BUDGET	2023-24 NOVEMBER ACTUAL	COMMENTS
	\$	YTD \$	
<u>By Program</u>			The CEO to provide a verbal update on the status of the capital projects as at 30 November 2023
MUNICIPAL FUND			
000000- Morawa Yalgoo Road Culvert, Floodway and Shoulder	80,000		
000000-Tourism Projects as per Plan	35,000		
000000-Floodway Stabalisation and Flood Mitigation	100,000		
000000- Fixed Road and Wayfinding Signage LRCI Grant 2022-23	15,000		
000000- Jokers Tunnel Sealed Floodway and Impoved Access LRCI Grant 2022-23	40,000		
000000- Sealing Outside primary School LRCI Grant 2022-23	40,000		
000000- Sealing Paynes Find Poineer Cemetery LRCI Grant 2022-23	10,000		
000000- Paynes Find Town Roads	130,000		
Economic Services			
000000-Caravan Park - Commercial Washing Machine and Dryer	40,000	7,900	
000000-Caravan Park -Awning over BBQ Facility	20,000		
000000-Caravan Park -Solar Panels and EV Charger	120,000		
000000-Caravan Park -Septic Stone Fill	18,000		
000000-Caravan Park -Additional Airconditioners Units	9,000		
Other Property and Services			
000000-Motor Vehicle Replacement RAV\$	70,000		
000000-Motor Vehicle - Manager Finance	45,000		
000000-Solar Panel - Shire Buildings	35,000		
	5,937,720	1,287,540	

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11.2 TECHNICAL SERVICES REPORT AS OF 16th NOVEMBER 2023

Applicant:	Shire of Yalgoo
Date:	16 November 2023
Reporting Officer:	Craig Holland Works Foreman
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the Technical Services Report as at the 16th November 2023

COMMENT

Road Construction and Capital

NIL

Road Maintenance

- Maintenance grading carried out Burnabinmah Road, Nalbarra Road, Yalgoo Ninghan Road, Yalgoo North Road, Badja Woolshed Road, Barnong Wurarga Road.

Plant and other infrastructure maintenance/Capital

Parks, Reserves and Properties

4.1 Art & Culture Centre

- General gardening maintenance carried out.

4.2 Community Town Hall

- NIL maintenance carried out.

4.3 Community Town Oval

- General gardening maintenance and fertilizing conducted to the oval and core stadium gardens.

4.4 Community Park, Gibbons Street

- General gardening maintenance conducted on a weekly basis mowing, pruning and watering

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4.5 Community Park, Shamrock Street

- General gardening maintenance conducted on a weekly basis.

4.6 Water Park

- New water witch solenoid fitted.

4.7 Yalgoo Caravan Park

- General gardening maintenance is done every two weeks.

4.8 Paynes Find Tip

- Rubbish tip cleanup completed.

4.9 Railway Station

- Leaks in reticulation line being repaired.

4.10 Staff Housing

- Nil Report

4.11 Yalgoo Rubbish Tip

- Cleaned up and pushed over.

4.12 Yalgoo & Paynes Find Airstrip

- Paynes Find Airstrip – checked and all good.
- Yalgoo Airstrip – checked and all good

5. Private Works

- New Nurses Unit installed.

6. Purchasing

- New Side Tippers have arrived.

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STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Technical Services Report as of 16th November 2023.

12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS
NIL

13 FINANCIAL REPORTS

13.1 LIST OF ACCOUNTS

Applicant:	Shire of Yalgoo
Date:	7 December 2023
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

Council approval is sought for the payments made in the period 1st November 2023 to 30th November 2023 as detailed in the List of Accounts below.

COMMENT

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to present a list of accounts paid and/or payable to Council and to record those accounts in the minutes of the meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

- a. The security and banking of money received by a local government' and
- b. The keeping of financial records by a local government; and
- c. The management by a local government of its assets, liabilities and revenue; and
- d. The general management of, and the authorisation of payments out of –
 - I. The municipal fund; and
 - II. The trust fund, of a local government.

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
 - I. The payee's name; and
 - II. The amount of the payment; and
 - III. The date of the payment; and
 - IV. Sufficient information to identify the transaction.

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2. A list of accounts for approval to be paid is to be prepared each month showing –
 - a. For each account which requires council authorisation in that month –
 - I. The payee's name; and
 - II. The amount of the payment; and
 - III. Sufficient information to identify the transaction; and
 - b. The date of the meeting of the council to which the list is to be presented.
3. A list prepared under subregulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council approve the list of accounts paid for the period 1st November 2023 to 30th November 2023 amounting to \$799,025.20 and the list be recorded in the minutes.

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Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
1 44	28/11/2023	Pivotel Satellite Pty Limited	Satellite Phone Charges - September 2023	1	151.00
2 45	28/11/2023	Horizon Power	Electricity- 22.09.23 - 21.11.23 Staff Housing -48 Gibbons Street	1	1,579.41
3 EFT1496	01/11/2023	Kennards Hire Pty Ltd	Equipment hire -Carpet Shampoo Machine - Staff Housing -27 Stanley Street	1	478.00
4 EFT1497	01/11/2023	Monsterball Amusement & Hire	Deposit - Monsterball - Amusement for Emu Festival	1	4,495.00
5 EFT1498	01/11/2023	Ergolink	Office Chairs	1	2,726.90
6 EFT1499	01/11/2023	West Coast Auto Smash Repairs	Excess - Repairs to YAO	1	300.00
7 EFT1500	01/11/2023	Joblink Midwest (Inc)	Advertising - Caravan Park Operator Recruitment	1	33.00
8 EFT1501	01/11/2023	All Decor	Supply & Install Domestic Vinyl - Bedroom 1 - 19B Stanley Street residence	1	1,845.00
9 EFT1502	01/11/2023	Beaurepaires	Plant - Tyre Repairs	1	2,705.54
10 EFT1503	01/11/2023	David Roche	Reimbursements - Accommodation, Safety Shoes, Defibrillator Pads	1	374.98
11 EFT1504	01/11/2023	Totally Workwear Geraldton	Protective Work Wear	1	497.57
12 EFT1505	01/11/2023	Westrac Equipment Pty Ltd	Blades and Freight charges - Grader	1	3,195.06
13 EFT1506	01/11/2023	Harvey Norman Furniture & Bedding	2 Seater Lounge - 18D Shamrock Street residence	1	1,299.00

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
14 EFT1507	01/11/2023	IPEC Pty Ltd (Toll Global Express)	Freight Charges - 40 Visitors Chairs from Balcatta to Geraldton	1	582.47
15 EFT1508	01/11/2023	Department of Mines Industry	BCITF Levy for July 2023	1	396.85
16 EFT1509	01/11/2023	Darren Long Consulting	Consultancy Fees - Accounting for August 2023	1	770.00
17 EFT1510	01/11/2023	Lo-Go Appointments	Contract Services - Corporate Services - WE 14.10.23	1	3,354.45
18 EFT1511	01/11/2023	Shire Of Mt Magnet	Contract Services- Health & Building Services for September 2023	1	924.08
19 EFT1512	01/11/2023	Midwest Windscreens	Replace laminated Glass to Grader Door	1	3,400.00
20 EFT1513	01/11/2023	Siteminder Limited	Caravan Park - Support Services on Demand - for Sept 23	1	191.70
21 EFT1514	01/11/2023	Bunnings Building Supplies Pty Ltd	Black Plastic - Floor Protector - Vet Program	1	86.45
22 EFT1515	01/11/2023	Spotlight P/L	Curtains & Rods - Staff Housing	1	447.00
23 EFT1516	01/11/2023	St John Ambulance WA Ltd	Admin Vehicles - First Aid Kits	1	1,459.78
24 EFT1517	01/11/2023	Complete Office Supplies Pty Ltd	Consumables - Admin Centre , Art Centre, Railway Station, Public Amenities, Core Stadium	1	1,526.20
25 EFT1518	03/11/2023	Blaze Minerals Limited	Rates refund for assessment A2056- LOT E59/02310 MINING TENEMENT	1	585.38

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
26 EFT1519	03/11/2023	Peter Andrew Wiltshire	Rates refund for assessment A1929 - LOT E59/02149 MINING TENEMENT	1	137.07
27 EFT1520	03/11/2023	Rosemarie Woodrow	Reimbursement - cancellation caravan park booking	1	135.00
28 EFT1521	03/11/2023	Gail Trenfield	Meeting Fees and Communication Allowance - October 2023	1	1,332.67
29 EFT1522	03/11/2023	Raul. Valenzuela	Meeting Fees and Communication Allowance - October 2023	1	1,041.67
30 EFT1523	03/11/2023	Stanley Willock	Meeting Fees and Communication Allowance - October 2023	1	1,041.67
31 EFT1524	03/11/2023	Tamisha (Shire) Hodder - DO NOT	Meeting Fees and Communication Allowance - October 2023	1	1,041.67
32 EFT1525	03/11/2023	Integrated ICT	Wi-Fi Network Maintenance - October 2023	1	176.00
33 EFT1526	03/11/2023	Kennards Hire Pty Ltd	Plant Hire	1	1,038.59
34 EFT1527	03/11/2023	Beachlands Plumbing Pty Ltd	Plumbing Repairs - Stanley St Units and 18C Shamrock Street	1	3,160.91
35 EFT1528	03/11/2023	Bridgestone Service Centre Dalwallinu	Replace Tyres - Payne's Find Fire Tender	1	469.00
36 EFT1529	03/11/2023	Mattben P/ltd T/as Freight Lines Group	Freight Charges - 40 Stacking Chairs	1	367.31
37 EFT1530	03/11/2023	ATOM Supply	Signage	1	69.36

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
38 EFT1531	03/11/2023	BOC Limited	Gas Supplies Depot - Oct 2023	1	123.93
39 EFT1532	03/11/2023	Bridged Group Pty Ltd	Monthly IT Support fees - Nov 2023	1	346.50
40 EFT1533	03/11/2023	Bunnings Building Supplies Pty Ltd	Sundry replacement items - Shire Housing - 27 Stanley & 19B Stanley	1	110.99
41 EFT1534	03/11/2023	Canine Control	Ranger Service - Friday 20.10.23	1	2,912.10
42 EFT1535	03/11/2023	Gearing Butchers	Refreshments - Murdoch Sterilisation Program	1	161.51
43 EFT1536	03/11/2023	Geraldton Toyota	YA805 - 12 months service	1	320.87
44 EFT1537	03/11/2023	MT Magnet Meats	Supply - 50 x BBQ Sausages - Halloween	1	70.00
45 EFT1538	03/11/2023	Pool & Spa Mart	Chemical Supplies - Water Park	1	175.50
46 EFT1539	03/11/2023	Sun City Print	Printing - Prospecting Permit Books	1	627.00
47 EFT1540	03/11/2023	Veolia Environmental Services	Domestic & Commercial Refuse Collection for October 2023	1	5,499.89
48 EFT1541	03/11/2023	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Chairs from Ergolink	1	333.59
49 EFT1542	03/11/2023	MDF Services Pty Ltd	YA1622 - Parts / Repairs	1	791.50

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
50 EFT1543	03/11/2023	Incite Security	Quarterly Monitoring Service Fees - 01.11.23 - 31.01.24	1	147.00
51 EFT1544	03/11/2023	WA College of Agriculture Morawa	Graduation Donation - WA College of Agriculture - Morawa	1	75.00
52 EFT1545	03/11/2023	Lo-Go Appointments	Contract Services - Corporate Services WE 21.10.23	1	3,354.45
53 EFT1546	03/11/2023	Midwest Bounce & Fun	Amusement Hire - Emu Festival 2023	1	2,914.34
54 EFT1547	03/11/2023	Bai Communications Pty Ltd	Power Recovery - Oct 2023	1	189.16
55 EFT1548	03/11/2023	Itvision	Consultancy Fees - Rates BPMS service - October 2023	1	3,880.80
56 EFT1549	03/11/2023	Pearce Painting & Decorating	Painting - 19B Stanley Street	1	10,296.00
57 EFT1550	03/11/2023	HOWARD PORTER	Supply New 2023 Bullmaster "B" Train	1	255,460.00
58 EFT1551	03/11/2023	Helen Smith	Murdoch University Sterilisation Program Oct 2023	1	3,833.68
59 EFT1552	03/11/2023	Alcohol And Drug Foundation	Refund - Unspent Grant - CAP-0326	1	11,543.40
60 EFT1553	08/11/2023	Samantha Page	Reimbursement of Proceeds -Sale Floral Canvas Painting	1	56.25
61 EFT1554	08/11/2023	Elisha Hodder	Reimbursement of Proceeds - Sale Rainbow Serpent Painting	1	187.50

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
62 EFT1555	08/11/2023	Helen St George Cooper	Reimbursement of Proceeds -Sale of Artwork	1	20.00
63 EFT1556	08/11/2023	Charmaine Simpson	Reimbursement of Proceeds - Various Artwork Sales	1	92.00
64 EFT1557	08/11/2023	Margaret Simpson	Reimbursement of Proceeds -Sale of Artwork	1	6.00
65 EFT1558	08/11/2023	Noeletta Bell	Reimbursement of Proceeds -Sale of Artwork	1	22.50
66 EFT1559	14/11/2023	Telstra Corporation Ltd	Telephone Charges - Oct 2023	1	7,809.04
67 EFT1560	14/11/2023	Australian Taxation Office	Payment - ATO BAS	1	6,393.00
68 EFT1561	14/11/2023	Audika	Hearing Tests	1	140.00
69 EFT1562	14/11/2023	Dominic Carbone & Associates	Consultancy fees - Accountancy and Administration Services October 2023	1	4,400.00
70 EFT1563	14/11/2023	Refuel Australia	Fuel Supplies October 2023	1	15,573.67
71 EFT1564	14/11/2023	Polstar Holdings P/L t/as Localworks	Furniture -Stacking Chairs	1	4,261.29
72 EFT1565	14/11/2023	WA Local Government Association	Conference fees - Walga LG Convention 2023	1	1,752.61
73 EFT1566	14/11/2023	Datacom Solutions (AU) Pty Ltd	Ozone Financial Software Data Retention Fees - October 2023	1	151.33

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
74 EFT1567	14/11/2023	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Protective Clothing	1	36.43
75 EFT1568	14/11/2023	Old Macdonald'S Travelling Farms	Yalgoo Emu Festival 2023 - Old McDonald Travelling Farm	1	2,200.00
76 EFT1569	14/11/2023	Mcdonalds Wholesalers	Consumables - Kids Christmas Party	1	398.30
77 EFT1570	14/11/2023	Stewart & Heaton Clothing Co Pty Ltd	Protective Clothing	1	111.69
78 EFT1571	14/11/2023	Lo-Go Appointments	Contract Services - Corporate Services WE 7.10.23	1	25,899.77
79 EFT1572	14/11/2023	Shire Of Mt Magnet	Contract Services- Health & Building Services for October 2023	1	924.08
80 EFT1573	14/11/2023	Interfire Agencies	Protective Clothing - Payne's Find	1	151.54
81 EFT1574	14/11/2023	Little Hotelier	Licence Fees - Caravan Park Booking Software System	1	188.02
82 EFT1575	14/11/2023	Url Networks Pty Ltd	Telephone Charges- Oct 2023	1	147.09
83 EFT1576	16/11/2023	Nick Stevenson	Stage 1 Paynes Find Niche Wall - Cemetery	1	2,685.00
84 EFT1577	28/11/2023	LGIS.	LGIS - EAP Service	1	4,009.50
85 EFT1578	28/11/2023	JLT Risk Solutions Pty Ltd	Insurance premiums -Marine Cargo - Renewal - JLT	1	796.95

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
86 EFT1579	28/11/2023	LGISWA	Motor Vehicle - JD 672G 25.05.23	1	858.76
87 EFT1580	28/11/2023	FleetNetwork	Novated Lease Payments - CEO vehicle	1	1,522.01
88 EFT1581	28/11/2023	L & K Pty Ltd T/A Geraldton Lock &	Replace Locks - Supply & Fit Lock & Handle - Sample Key Labour/Travel	1	1,452.00
89 EFT1582	28/11/2023	Beaurepairs	Tyres - YA 800	1	982.48
90 EFT1583	28/11/2023	Canine Control	Ranger Services - November 2023	1	2,912.10
91 EFT1584	28/11/2023	David Rocke	Reimbursement -Ant Dust, 6V Battery, Mop and Handle	1	41.45
92 EFT1585	28/11/2023	Spotlight P/L	Curtains for Chalets and Cabins - Caravan Park	1	1,820.00
93 EFT1586	28/11/2023	Winc Australia Pty Limited	Photocopier maintenance charge - November 2023	1	839.49
94 EFT1587	28/11/2023	Yalgoo General Store.	Raul Valenzuela - Fuel Reimbursement	1	124.04
95 EFT1588	28/11/2023	Yalgoo Hotel Motel	Accommodation & Meals - Peter Caranauskas, Claton Lewis 15/9 -21/9/2023	1	4,778.00
96 EFT1589	28/11/2023	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Interfire Agencies	1	33.02
97 EFT1590	28/11/2023	Department of Fire and Emergency Services (DFES)	ESL - 2nd Quarter Contribution	1	8,310.60

Agenda – Ordinary Council Meeting – Friday 15th December 2023

Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
98 EFT1591	28/11/2023	Lo-Go Appointments	Contracting Services - H St George Cooper W/E 18.11.23	1	3,354.45
99 EFT1592	28/11/2023	Complete Office Supplies Pty Ltd	Consumables - Caravan Park	1	521.55
100 EFT1593	28/11/2023	Siteminder Limited	Caravan park Booking System Fees	1	40.50
101 EFT1594	28/11/2023	LGISWA	Insurance Premiums	1	330,442.70
102 EFT1595	29/11/2023	Richard Jay	Washing Machine/Dryer - Caravan Park	1	8,690.00
103 EFT1596	29/11/2023	Market Creations Agency Pty Ltd	DNS Setup	1	154.00
104 EFT1597	29/11/2023	Pemco Diesel Pty Ltd	Vehicle Service - Hino YA 453	1	2,415.82
105 EFT1598	29/11/2023	Raul. Valenzuela	Nomination Fee Refund	1	100.00
106 EFT1599	29/11/2023	Darren Long Consulting	Consultancy fees -Accountancy - Sept 2023	1	4,345.00
107 EFT1600	29/11/2023	Trevor Field	Reimbursement - Refreshments 8/11/23	1	61.15
108 EFT1601	29/11/2023	Interfire Agencies	Protective Equipment - DFES	1	163.57
109 EFT1602	29/11/2023	Wren Oil	Oil Waste Disposal - Depot	1	66.00

Agenda – Ordinary Council Meeting – Friday 15th December 2023

Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
REPORT TOTALS					799,025.20
				TOTAL	
		Bank Name			
1			Municipal Bank		799,025.20
TOTAL					799,025.20

Agenda – Ordinary Council Meeting – Friday 15th December 2023

13.2 INVESTMENTS AS AT 30 NOVEMBER 2023

Applicant:	Shire of Yalgoo
Date:	7 December 2023
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the investments report as at 30th November 2023.

COMMENT

Money held in the Municipal Fund of the Shire of Yalgoo that is not required for the time being may be invested under the Trustee Act 1962 Part III.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.14 Power To Invest

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

19C Investment of money, restrictions on (Act s6.14(2)(a))

Shire Delegated Authority

POLICY/FINANCIAL IMPLCATIONS

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That the Investment Report as at 30th November 2023 be received.

Agenda – Ordinary Council Meeting – Friday 15th December 2023

This Worksheet details the investments held by the Shire as at 30th November 2023.

SHIRE OF YALGOO CASH HOLDINGS AS AT 30TH NOVEMBER 2023

INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$512,646.36
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$3,922,389.67
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,455.06
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,912.73
TOTAL								\$4,513,403.82

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	4520121	180 days	29.09.2023	27.03.2024	4.80%	\$178,258.89
Bendigo	N/A	Term Deposit	4520122	180 days	29.09.2023	27.03.2024	4.80%	\$496,990.14
Bendigo	N/A	Term Deposit	4520120	180 days	29.09.2023	27.03.2024	4.80%	\$1,195,205.22
Bendigo	N/A	Term Deposit	4520119	180 days	29.09.2023	27.03.2024	4.80%	\$341,660.64
Bendigo	N/A	Term Deposit		365 days	01.07.2023	30.06.2024	5.40%	\$1,000,000.00
TOTAL								\$3,212,114.89

INVESTMENT REGISTER						
01 JULY 2022 TO 30 NOVEMBER 2023						
NATIONAL AUSTRALIA BANK						
ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNT TO 30.11.2023	INVESTMENT TRANSFERS	CLOSING BALANCE 30.11.2023
171336282	Ongoing	Variable	\$25,301.94	\$153.12	0	\$25,455.06
24-831-4222	Ongoing	Variable	\$52,619.81	\$292.92	0	\$52,912.73
4520122	27.03.2024	4.80%	\$490,991.97	\$5,998.17	0	\$496,990.14
4520120	27.03.2024	4.80%	\$1,180,780.29	\$14,424.93	0	\$1,195,205.22
4520121	27.03.2024	4.80%	\$176,107.48	\$2,151.41	0	\$178,258.89
4520119	27.03.2024	4.80%	\$337,537.14	\$4,123.50	0	\$341,660.64
	30.06.2024		\$0	\$0	\$1,000,000.00	\$1,000,000.00

Agenda – Ordinary Council Meeting – Friday 15th December 2023

This Worksheet details the investments held by the Shire as at 31st October 2023.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31st OCTOBER 2023

INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$494,438.98
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$3,795,971.84
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,423.75
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,858.43
TOTAL								\$4,368,693.00

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	4520121	180 days	29.09.2023	27.03.2024	4.80%	\$178,258.89
Bendigo	N/A	Term Deposit	4520122	180 days	29.09.2023	27.03.2024	4.80%	\$496,990.14
Bendigo	N/A	Term Deposit	4520120	180 days	29.09.2023	27.03.2024	4.80%	\$1,195,205.22
Bendigo	N/A	Term Deposit	4520119	180 days	29.09.2023	27.03.2024	4.80%	\$341,660.64
Bendigo	N/A	Term Deposit		365 days	01.07.2023	30.06.2024	5.40%	\$1,000,000.00
TOTAL								\$3,212,114.89

INVESTMENT REGISTER						
01 JULY 2022 TO 31 OCTOBER 2023						
NATIONAL AUSTRALIA BANK						
ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARN TO 31.10.2023	INVESTMENT TRANSFERS	CLOSING BALANCE 31.10.2023
171336282	Ongoing	Variable	\$25,301.94	\$121.81	0	\$25,423.75
24-831-4222	Ongoing	Variable	\$52,619.81	\$238.62	0	\$52,858.43
4520122	27.03.2024	4.80%	\$490,991.97	\$5,998.17	0	\$496,990.14
4520120	27.03.2024	4.80%	\$1,180,780.29	\$14,424.93	0	\$1,195,205.22
4520121	27.03.2024	4.80%	\$176,107.48	\$2,151.41	0	\$178,258.89
4520119	27.03.2024	4.80%	\$337,537.14	\$4,123.50	0	\$341,660.64
	30.06.2024		\$0	\$0	\$1,000,000.00	\$1,000,000.00

Agenda – Ordinary Council Meeting – Friday 15th December 2023

13.3 MONTHLY FINANCIAL STATEMENTS AS AT 30 NOVEMBER 2023

Applicant:	Shire of Yalgoo
Date:	7 December 2023
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	Statement of Financial Activity by Nature and Type Statement of Financial Activity by Program Summary of Current Assets and Current Liabilities Statement of Financial Position Detailed Schedules Supplementary Financial Reports – Reserve & Loan

SUMMARY

Adoption of the Monthly Financial Statements for the period 1st July 2023 to the 30th November 2023.

COMMENT

Local Governments are required to prepare monthly reports.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

POLICY/FINANCIAL IMPLCATIONS

2.4 Material Variance

Provision of timely accounting information informs Council of the financial status and affairs of the local government.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council adopts the Financial Activity Statement for the period ended 30th November 2023.

14 ADMINISTRATION REPORTS

14.1 General Report

Applicant:	Shire of Yalgoo
Date:	11/12/2023
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider the Chief Executive Officers general operation report.

COMMENT

Silverlake Resources

A notice was issued outlining the Shires intention to issue a building order for this unpermitted work. Following the notice, documentation for a retrospective application has been received however Silverlake are yet to complete their application.

State Government Reshuffle

After a recent resignation from State Cabinet the Local Government Sector has been assigned a new Minister. Victoria Park MLA Hannah Beazley has taken over the portfolio from David Michael who has now taken over Mines and Petroleum. It is unlikely this will cause any disruption to current reforms.

FIJV

Valuations have been provided to FIJV for the Stanley Street and Selwyn Street lots North of town. A meeting was held with FIJV followed by initial discussions with Dynamic Planning who have been engaged to submit a planning proposal.

Employees

We will be joined by two new employees early January. Charlie Brown will begin as the Shires Deputy Chief Executive Officer and Ceilidh Christey will start at the Caravan Park.

Plant Disposal

At a recent auction the Shire received \$45,532.50 for the 2018 Landcruiser Prado held over from a previous lower auction and \$59,231.25 for the 2010 Dongra Body Builders Side Tipper Trailer.

Safer Shafts Program

The Department of Mines recently conducted a project scoping meeting in town and plans to commence some on ground and community engagement activities in the new year with respect to high risk shafts and mining features around the Yalgoo Primary School.

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External CEO Movements December

5th – Industrial Lands Steering Committee & MWDC, Geraldton

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Chief Executive Officers General Report.

Agenda – Ordinary Council Meeting – Friday 15th December 2023

14.2 Execution of Sale – 3 year ruling for 39 & 41 Campbell Street, Yalgoo

Applicant:	Shire of Yalgoo
Date:	14/11/2023
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Tabled - Variation of Contract

SUMMARY

That Council authorize a variation to the sale contract being a change in name of the successful party at auction.

COMMENT

A variation is provided amending the buyer name to a family trust. The Deputy Shire President is also suggested due to a conflict of interest that has arisen after the recent elections.

This sale was confirmed by Council previously and publicly auctioned by a third party.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

Deferred due to quorum/declared interest

OFFICERS RECOMMENDATION

That Council authorize the Deputy Shire President and the Chief Executive Officer to sign the tabled variation of contract as well as a transfer and the use of the common seal at a later date for 39 & 41 Campbell Street, Yalgoo.

Agenda – Ordinary Council Meeting – Friday 15th December 2023

14.3 WAEC to Manage Extraordinary Election

Applicant:	Shire of Yalgoo
Date:	20/11/2023
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Letter from the WAEC

SUMMARY

That Council confirm the cost estimate and method of election to fill two extraordinary vacancies of Council.

COMMENT

A resolution is required to confirm an extraordinary election in March 2024 conducted by the Western Australian Electoral Commission (WAEC).

Please see the attached letter from the Electoral Commissioner.

Due to the capacity of the WAEC a previous agenda item was provided seeking Council support. As the date for this fell outside of the timeframe allowable for the Council or President to approve the Commissioner has fixed a date being the 8th March 2024.

A budget item exists for the holding of these elections. Some funds would have been exhausted for the ordinary election and once details are known on expenditure an assessment will be made during the 2023/24 Budget Review. This will necessitate an increase in expenditure if voting is required.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

Unsuccessful at the previous meeting due to quorum but no absolute majority.

OFFICERS RECOMMENDATION

That Council:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election;
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.

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14.4 Request for Quote Yalgoo-Ningham Road

Applicant:	Shire of Yalgoo
Date:	8/12/2023
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council seek quotes for the sealing of 4km of Yalgoo-Ningham Road to 4m from SLK 4.25 to 8.25

COMMENT

Quotes are proposed to be sought through the WALGA preferred supplier portal and provided to Council in January or February.

The Shires works crew will carry out work from SLK 8.25 through to 9.94 to include stone and other drainage features along the side of a hill. This will primarily be repair work due to multiple flooding events and will come from rural road maintenance. If there is capacity to seal this section this financial year future authorisation will be sought from Council.

The major delay in the DFES assessment of AGRN 962 & AGRN 1021 is still creating cost recovery and workflow issues.

Once quotes are received funds may be required to be moved but this will be presented to Council when the details become available.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council:

1. seek quotes through the WALGA equotes portal for the 4m sealing of Yalgoo-Ningham road from SLK 4.25 to SLK 8.25;

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14.5 Governance and Policy Manual

Applicant:	Shire of Yalgoo
Date:	11/12/2023
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Governance and Policy Manual

SUMMARY

That Council examine the Governance and Policy Manual prior to its review.

COMMENT

Attached is a current draft of the Governance and Policy Manual. Feedback is sought from Council on this revision and some limited workshopping is proposed in conjunction with the meeting.

Adoption of a revised manual as well as other staff plans and policies will be presented to Council after extraordinary vacancies have been filled.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council receive for review the draft Governance and Policy Manual.

Agenda – Ordinary Council Meeting – Friday 15th December 2023

15 NOTICE OF MOTIONS

16 URGENT BUSINESS

17 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

18 NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Council Chambers, Gibbons Street Yalgoo on Friday 24th January 2024 commencing at 10.00am.

19 MEETING CLOSURE

There being no further business the Shire President declared the Ordinary Council Meeting closed at.

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PUBLIC QUESTION TIME - FOR INFORMATION PURPOSES ONLY

The Shire of Yalgoo welcomes community participation during public question time of Council Meetings. The following is a summary of s5.24 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and Shire Policy, to provide a guide for public question time.

To enable a prompt and detailed response to questions, members of the public are requested to lodge questions in writing to the Chief Executive Officer at least two days prior to a Council meeting. This can be done:

- a. In person at the Shire of Yalgoo Office, 37 Gibbons St, Yalgoo
- b. By emailing the Executive Support Officer pa@yalgoo.wa.gov.au
- c. By phoning the Executive Support Officer (08) 9962 8042

When registering a question members of the public will be required to provide the following for record keeping and response:

- a. Name, Address, Contact Number and Name of Organisation representing (if any)
- b. A written copy of the question to be asked at Public Question Time

It is recommended to arrive at the Council Meeting 15 minutes to commencement if you have not registered a question in advance.

The presiding Member will open Public Question Time where appropriate and, if necessary, provide a brief summary of the rules, regulations and procedures of Public Question Time.

1. The person asking the question is to state their name prior to asking the question.
2. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
3. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
4. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
5. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

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6. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
7. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
8. The priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
9. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
10. There are circumstances where it may be necessary to place limits on the asking of questions to enable all members of the public a fair and equitable opportunity to participate in Public Question Time. In these events the Presiding Member will apply the most appropriate limit for the circumstance. Generally each member of the public shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
11. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask further questions (with necessary limits in place as discussed above if required) until the initial period for Public Question Time has expired.
12. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.
13. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
14. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

MATTERS FOR WHICH THE MEETING MAY BE CLOSED- FOR INFORMATION PURPOSES ONLY

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed.

The following legislative extracts were downloaded from www.legislation.wa.gov.au on 7 July 2021.

Local Government Act 1995

s5.23. Meetings generally open to the public

(1) Subject to subsection (2), the following are to be open to members of the public —

- (a) all council meetings; and
- (b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or

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- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
and
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

s5.92 Access to information by council, committee members

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
- (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.

s5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

Local Government (Model Code of Conduct) Regulations 2021

s.21 Disclosure of Information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

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document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

ATTENDANCE - FOR INFORMATION PURPOSES ONLY

Local Government Act 1995

S2.25 Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

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- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.
- (5) The non attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —
- (a) if no meeting of the council at which a quorum is present is actually held on that day; or
- (b) if the non attendance occurs —
- (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
- (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
- (iiia) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
- (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

Urgent Business

General business will not be admitted to Council. In cases of urgency or other special circumstances, where a matter cannot or should not be deferred until the next meeting, urgent items may, with the consent of a majority of Elected Members present, be heard and dealt with. Any such business shall be in the form of a clear motion, and the President may require such a motion to be written and signed by the Councillor or officer proposing the motion or recommendation.

Agenda – Ordinary Council Meeting – Friday 15th December 2023

Deputations

Persons wishing to appear before Council or a Committee as a deputation should apply to the CEO at least one week before the date of the meeting, specifying the purpose of the deputation and the number of persons in the deputation. Deputations may be permitted at the discretion of the Presiding Member or by a resolution of the Council or Committee (as the case may not be). Not more than two members of a deputation may address the Council or Committee, except to answer questions from members of the Council or Committee.

A motion was mover by Cr_____ and seconded by Cr_____ to adjourn the meeting for lunch/a break and to reconvene at _____am/pm

SHIRE OF YALGOO
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 NOVEMBER 2023

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SHIRE OF YALGOO

Compilation report

I have compiled the accompanying special purpose financial statements of the Shire of Yalgoo which comprises the statement of financial activity (nature and type), statement of financial activity (program), statement of current assets and liabilities, statement of financial position, reserve funds statement, loan statement and detailed schedules for the period ending 30th November 2023. The specific purpose for which the special purpose financial statements have been prepared is to meet compliance with the Local Government Act 1995 and its regulations.

The responsibility of the regional local government

The Shire of Yalgoo are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

My responsibility

On the basis of information provided by the Shire of Yalgoo, I have compiled the accompanying special purpose financial statements in accordance with the requirements of the Local Government Act 1995 and its regulations and APES 315: Compilation of Financial Information.

I have applied my expertise in accounting and financial reporting to compile these financial statements in accordance with the financial information supplied by the Shire of Yalgoo. I have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance disclaimer

Since a compilation engagement is not an assurance engagement, I am not required to verify the reliability, accuracy or completeness of the information provided to me by management to compile these monthly financial statements. Accordingly, I do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the Shire of Yalgoo who is responsible for the reliability, accuracy and completeness of the information used to compile them. I do not accept responsibility for the contents of the special purpose financial statements.

DCA

Dominic Carbone & Associates

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**STATEMENT OF FINANCIAL ACTIVITY
BY NATURE AND TYPE
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	2023-24 Adopted Budget	2023-24 Nov-23 YTD Budget	2023-24 Nov-23 YTD Actual	VARIANCE YTD	VARIANCE YTD Actual	MATERIAL VARIANCES COMMENTS
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	2,853,774	2,850,858	2,880,803	29,945	1%	Additional interim rates levied
Grants, subsidies and contributions	5,686,553	2,801,813	320,478	(2,481,335)	-89%	Flood damage and road agreements contributions not yet received
Fees and charges	242,150	106,524	137,605	31,081	29%	Additional caravan park takings
Interest revenue	184,474	76,860	41,333	(35,527)	-46%	Interest received less the anticipated for reserve funds term deposits not yet matured
Other Revenue	7,500	2,625	4,480	1,855	71%	Minor Variance
Profit on asset disposal	140,937	0	0	0	0%	
	9,115,388	5,838,680	3,384,699			
Expenditure from operating activities						
Employee costs	(2,613,809)	(1,089,090)	(457,099)	631,991	58%	Payroll costings not yet posted
Materials and contracts	(6,779,653)	(2,810,648)	(824,662)	1,985,986	71%	Flood damage works not commenced and less expenditure on road mtce
Utility charges	(112,399)	(46,830)	(38,562)	8,268	18%	Less expenditure then anticipated
Depreciation	(1,494,620)	(622,760)	0	622,760	100%	Depreciation not yet expensed
Finance costs	(2,069)	(860)	0	860	100%	Minor Variance
Insurance	(303,297)	(126,372)	(302,101)	(175,729)	-139%	Premiums paid earlier then anticipated
Other expenditure	(210,442)	(87,682)	(65,167)	22,515	26%	Less expenditure then anticipated
Loss on disposal	(10,300)	0	0	0	0%	
	(11,526,589)	(4,784,241)	(1,687,592)			
Non - Cash amount excluded from operating activities	1,363,983	622,756	(36,596)	(659,352)	-106%	Depreciation not yet expensed
	(10,162,606)	(4,161,485)	(1,724,188)			
Amount attributable to operating activities	(1,047,218)	1,677,195	1,660,512			
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	1,920,388	587,294	136,327	(450,967)	-77%	R2R grants not yet received
Proceeds from disposal of assets	1,049,202	0	507,066	507,066	100%	Additional plant disposal grader and skid steer
	2,969,590	587,294	643,393			
Outflows from investing activities						
Payments for property, plant and equipment	(3,263,295)	(233,000)	(945,538)	(712,538)	-306%	Expenditure on units ,depot shed and works foreman vehicle earlier then expected
Purchase and construction of infrastructure	(2,674,425)	(345,000)	(342,001)	2,999	1%	Less expenditure yalgoo-ninghan road
	(5,937,720)	(578,000)	(1,287,539)			
Amount attributable to investing activities	(2,968,130)	9,294	(644,146)			
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfers from reserve accounts	200,000	0	0	0	0%	
Outflows from financing activities						
Repayment of borrowings	(46,815)	0	0	0	0%	
Transfers to reserve accounts	(2,278,725)	0	(1,026,697)	(1,026,697)	0%	Transfer of funds to Yalgoo- Ninghan road reserve and Yalgoo-Morawa road reserve and interest on investments transferred earlier the anticipated
	(2,125,540)	0	(1,026,697)			
			(2)	(2)		Rounding
Amount attributable to financing activities	(2,125,540)	0	(1,026,699)			
Surplus or deficit at the start of the financial year	6,140,888	6,140,888	6,140,888	0	0%	
Surplus or (deficit)	0	7,827,377	6,130,554	(1,696,823)		

SHIRE OF YALGOO
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	ADOPTED	JULY - NOV	JULY - NOV	VARIANCE		VARIANCE	COMMENTS
	BUDGET	BUDGET YTD	ACTUAL YTD	FAVOURABLE	UNFAVOURABLE		
OPERATING REVENUE	\$	\$	\$	\$	\$	%	
General Purpose Funding	3,576,880	2,989,954	2,989,937	(16)		0.00%	Minor variance
Governance	0	0	0				
Law, Order Public Safety	38,250	19,125	23,023	3,898		20.38%	Additional fire service operating grant received
Health	400	200	421	221		110.50%	Minor variance
Education and Welfare	11,348	0	0				
Housing	16,000	6,667	2,750		(3,917)	-58.75%	Less rent from staff housing then anticipated
Community Amenities	17,450	14,867	16,501	1,634		10.99%	Minor variance
Recreation and Culture	337,842	2,125	18,247	16,122		758.66%	Grant from CRSFF for rage cage tennis and basketball resurface received earlier then anticipated
Transport	6,586,984	3,293,492	347,452		(2,946,040)	-89.45%	Flood damage,R2R grants and road agreements contributions not yet received
Economic Services	264,585	78,875	106,965	28,090		35.61%	Additional caravan park takings
Other Property and Services	45,101	20,667	15,731		(4,936)	-23.88%	Fuel credits not yet journalled
	\$10,894,840	\$6,425,971	\$3,521,026	\$49,948	(\$2,954,892)		
LESS OPERATING EXPENDITURE							
General Purpose Funding	(275,345)	(115,306)	(41,833)	73,473		63.72%	Less admin. allocation and expenditure rates consultants
Governance	(559,866)	(233,277)	(86,379)	146,897		62.97%	Less admin. allocation and consultancy fees
Law, Order, Public Safety	(237,607)	(99,003)	(92,976)	6,027		6.09%	Less admin. Allocation and depreciation
Health	(102,282)	(42,618)	(14,071)	28,547		66.98%	Less EHO consultancy, depreciation and admin. Allocation
Education and Welfare	(21,554)	(8,981)	(3,288)	5,693		63.39%	Less expenditure on local drug group
Housing	(292,710)	(121,962)	(77,993)	43,969		36.05%	Less staff housing insurance ,repairs and mtce , admin. allocation and depreciation
Community Amenities	(308,085)	(113,577)	(45,709)	67,868		59.76%	Less admin allocation ,depreciation, town planning, rubbish collection,cemetery and public conveniences
Recreation and Culture	(1,046,504)	(436,043)	(169,355)	266,688		61.16%	Less expenditure on Paynes Find Complex mtce ,Yalgoo Hub, Old Anglican Church , art centre operations,admin. allocation ,depreciation, Water Park, celebrations ,sign replacement and Heritage Planning and Projects
Transport	(7,762,927)	(3,234,553)	(526,446)	2,708,107		83.72%	Less expenditure on rural road mtce , admin allocation, depreciation and flood damage and airstrip mtce
Economic Services	(889,787)	(370,745)	(190,236)	180,509		48.69%	Less admin. Allocation and expenditure on HCP program, emu cup, and depreciation
Other Property & Services	(19,622)	(8,176)	(439,307)		(431,131)	-5273.28%	Under allocation of PWO,POC and Admin.costs
	(\$11,516,289)	(\$4,784,240)	(\$1,687,592)	\$3,527,779	(\$431,131)		

SHIRE OF YALGOO
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	ADOPTED	JULY - NOV	JULY - NOV	VARIANCE		VARIANCE	COMMENTS
	BUDGET	BUDGET YTD	ACTUAL YTD	FAVOURABLE	UNFAVOURABLE		
<i>Increase/Decrease</i>	(\$621,450)	\$1,641,731	\$1,833,434	\$3,577,727	(\$3,386,023)		
ADD	\$	\$	\$	\$	\$	%	
Movement in Employee Provisions (AL & LSL)	0	0	(36,596)		(36,596)	-100.00%	Leave expenses charges to liabilities account
Movement in Non - Current Provisions	0	0	0				
Movement in Accrued Salary and Wages	0	0	0				
Movement in Accrued Interest on Debentures	0	0	0				
Profit/ Loss on the disposal of assets	130,637	0	507,066	507,066		100.00%	Proceeds from disposal of assets earlier then anticipated
Depreciation Written Back	1,494,620	622,758	0		(622,758)	-100.00%	Less depreciation not yet expensed
Book Value of Assets Sold Written Back	918,565	0	0				
	\$2,543,822	\$622,758	\$470,470	\$507,066	(\$659,354)		
<i>Sub Total</i>	\$1,922,372	\$2,264,489	\$2,303,905	\$4,084,793	(\$4,045,377)		
LESS CAPITAL PROGRAMME							
Purchase Tools	0	0	0				
Purchase Land & Buildings	(1,378,875)	(228,000)	(128,214)	99,786		43.77%	Refer to capital works programme report
Infrastructure Assets - Roads	(2,486,696)	(345,000)	(342,001)	2,999		0.87%	Refer to capital works programme report
Infrastructure Assets - Recreation Facilities	(147,077)	0	0				
Infrastructure Assets - Other	(40,652)	0	0				
Purchase Plant and Equipment	(1,777,318)	0	(809,424)		(809,424)	-100.00%	Refer to capital works programme report
Purchase Furniture and Equipment	(107,102)	(5,000)	(7,900)		(2,900)	-58.00%	Refer to capital works programme report
Repayment of Debt - Loan Principal	(46,815)	0	0				
Transfer to Reserves	(2,278,725)	0	(1,026,697)		(1,026,697)	-100.00%	Transfer of funds to Yalgoo- Ninghan road reserve and Yalgoo-Morawa road reserve and interest on investments transferred earlier the anticipated
	(\$8,263,260)	(\$578,000)	(\$2,314,237)	\$102,785	(\$1,839,021)		
Rounding							
			(\$2)		(2)		
	(\$8,263,260)	(\$578,000)	(\$2,314,239)	\$102,785	(\$1,839,023)		
<i>Sub Total</i>	(\$6,340,888)	\$1,686,489	(\$10,334)	\$4,187,577	(\$5,884,401)		
LESS FUNDING FROM							
Reserves	200,000	0	0				
Loans Raised	0	0	0				
Opening Funds	6,140,888	6,140,888	6,140,888				
Closing Funds	0	0	0				
	\$6,340,888	\$6,140,888	\$6,140,888	\$0	\$0		
NET SURPLUS (DEFICIT)	\$0	\$7,827,377	\$6,130,554	\$4,187,577	(\$5,884,401)		

SHIRE OF YALGOO**SUMMARY OF CURRENT ASSETS AND LIABILITIES**

CURRENT ASSET	ACTUAL \$
Cash at Bank	
- Cash Advance	200.00
- Cash at Bank	5,068,357.84
- Investments Unrestricted	0.00
- Investments Reserves	3,212,114.89
Sundry Debtors General	2,275,820.00
Stock on Hand	0.21
Other Assets	0.00
	10,556,492.94
LESS CURRENT LIABILITIES	ACTUAL
Sundry Creditors	1,292,152.05
Interest Bearing Loans and Borrowings	46,815.00
Provisions for Annual and Long Service Leave	64,059.90
	1,403,026.95
Adjustments	
Less Cash Backed Reserves	3,212,114.89
Plus Interest Bearing Loans and Borrowings	46,815.00
Plus Provision for Annual and Long Service Leave	64,059.90
Plus Accrued Salaries and Wages	22,787.08
Plus Interest on Debentures	530.96
Plus Payroll Creditors	55,010.00
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$ 6,130,554.04

SHIRE OF YALGOO
STATEMENT OF FINANCIAL POSITION
AS AT 30 NOVEMBER 2023

This section analyses the movements in assets, liabilities and equity between 2022/23 and 2023/24.

	Actual 2022-23 \$	Actual 2023-24 \$	Variance \$
Current assets			
Cash and cash equivalents	7,460,530	8,280,673	820,143
Trade and other receivables	1,850,208	2,275,820	425,612
Inventories	0	0	0
Other assets	0	0	0
Total current assets	9,310,738	10,556,493	1,245,755
Non-current assets			
Other Financial Assets	20,372	20,372	0
Property, plant and equipment	11,755,286	12,700,824	945,538
Infrastructure	74,621,556	74,963,557	342,001
Total non-current assets	86,397,214	87,684,753	1,287,539
Total assets	95,707,952	98,241,246	2,533,294
Current liabilities			
Trade and other payables	1,062,762	1,292,152	-229,390
Interest-bearing loans and borrowings	46,815	46,815	0
Provisions	100,656	64,060	36,596
Total current liabilities	1,210,233	1,403,027	-192,794
Non-current liabilities			
Interest-bearing loans and borrowings	0	0	0
Provisions	58,662	58,662	0
Total non-current liabilities	58,662	58,662	0
Total liabilities	1,268,895	1,461,689	-192,794
Net assets	94,439,057	96,779,557	2,340,500
Equity			
Accumulated surplus	38,675,944	37,649,247	-1,026,697
Change in net assets resulting from operations		2,340,500	2,340,500
Asset revaluation reserve	53,577,696	53,577,696	0
Other reserves	2,185,417	3,212,114	1,026,697
Total equity	94,439,057	96,779,557	2,340,500

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets						
00000 -Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
3140290 - Profit on Sale of Assets	(\$42,367)	\$0	\$0	\$0	\$0	\$0
5120350 - Profit on Sale of Assets	(\$464,699)	\$0	\$0	\$0	\$0	\$0
000000 CONTRA	\$507,066	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Box Top Trailer	\$0	\$0	\$0	\$0	(\$1,000)	\$0
00000 Proceeds Sale of Assets - Slasher	\$0	\$0	\$0	\$0	(\$10,000)	\$0
00000 Proceeds Sale of Assets - Road Roller	\$0	\$0	\$0	\$0	(\$100,000)	\$0
00000 Proceeds Sale of Assets - Cat Prime Mover	\$0	\$0	\$0	\$0	(\$100,000)	\$0
00000 Proceeds Sale of Assets - Motor Vehicle RAV4	\$0	\$0	\$0	\$0	(\$30,000)	\$0
00000 Proceeds Sale of Assets - Utility	\$0	\$0	\$0	\$0	(\$35,000)	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Pajero Sport	\$0	\$0	\$0	\$0	(\$40,000)	\$0
00000 Proceeds Sale of Assets - Motor Vehicle CEO	\$0	\$0	\$0	\$0	(\$55,000)	\$0
00000 Proceeds Sale of Assets - Utility	\$0	\$0	\$0	\$0	(\$35,000)	\$0
00000 Proceeds Sale of Assets - Grader - Insurance	(\$379,700)	\$0	\$0	\$0	(\$379,900)	\$0
00000 Proceeds Sale of Assets - Trailer Tandum Axle	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets -Multi Tyred Roller	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Works Foreman Ute YA1000	(\$85,000)	\$0	\$0	\$0	(\$55,000)	\$0
00000 Proceeds Sale of Assets - Dual Cab Ute	\$0	\$0	\$0	\$0	(\$20,000)	\$0
00000 Proceeds Sale of Assets - Truck Parks YA329	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Ride on Mower	\$0	\$0	\$0	\$0	(\$10,000)	\$0
00000 Proceeds Sale of Assets - Trailer Side Tipper	\$0	\$0	\$0	\$0	(\$80,000)	\$0
00000 Proceeds Sale of Assets - 3 Trailers and Converter Dolly	\$0	\$0	\$0	\$0	(\$75,000)	\$0
00000 Proceeds Sale of Assets - Forklift	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets -Skidsteer	(\$42,366)	\$0	\$0	\$0	(\$23,302)	\$0
	(\$507,066)	\$0	\$0	\$0	(\$1,049,202)	\$0
Written Down Value						
00000 Written Down Value - Prado	\$0	\$0	\$0	\$0	\$0	\$46,750
00000 Written Down Value - Pajero	\$0	\$0	\$0	\$0	\$0	\$34,000
00000 Written Down Value - Box Top Trailer	\$0	\$0	\$0	\$0	\$0	\$850
00000 Written Down Value - Slasher	\$0	\$0	\$0	\$0	\$0	\$8,500
00000 Written Down Value - Side Tipper Trailers	\$0	\$0	\$0	\$0	\$0	\$68,000
00000 Written Down Value - Forklift	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Skidsteer	\$0	\$0	\$0	\$0	\$0	\$21,250
00000 Written Down Value - Cat Prime Mover	\$0	\$0	\$0	\$0	\$0	\$110,300
00000 Written Down Value - Toro Mower	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Grader	\$0	\$0	\$0	\$0	\$0	\$322,915
00000 Written Down Value -Community Bus	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Multi Tyred Roller	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Multi Tyred Roller	\$0	\$0	\$0	\$0	\$0	\$85,000

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
00000 Written Down Value - Works Foreman ute YA1000	\$0	\$0	\$0	\$0	\$0	\$46,750
00000 Written Down Value - RAV4	\$0	\$0	\$0	\$0	\$0	\$25,500
00000 Written Down Value - Dual Cab Ute	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Concrete Truck	\$0	\$0	\$0	\$0	\$0	\$17,000
00000 Written Down Value - Utility	\$0	\$0	\$0	\$0	\$0	\$29,750
00000 Written Down Value - Utility	\$0	\$0	\$0	\$0	\$0	\$29,750
00000 Written Down Value -Ride on Mower	\$0	\$0	\$0	\$0	\$0	\$8,500
00000 Written Down Value - 3 Trailers and Converter Dolly	\$0	\$0	\$0	\$0	\$0	\$63,750
00000 Written Down Value - 17 Shamrock Street	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - GAIN/LOSS ON DISPOSAL OF ASSET	(\$507,066)	\$0	\$0	\$0	\$0	\$918,565
Total - GAIN/LOSS ON DISPOSAL OF ASSET	(\$507,066)	\$0	\$0	\$0	(\$1,049,202)	\$918,565
ABNORMAL ITEMS						
00000 Years Doubtful Debts Provision	\$0	\$0	\$0	\$0	\$0	\$0
00000 Bad Debts Written Off	\$0	\$0	\$0	\$0	\$0	\$0
00000 Prior Years Asset Adjustment -	\$0	\$0	\$0	\$0	\$0	\$0
00000 Prior Years Payment Written Back	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0
Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0
Total - OPERATING STATEMENT	(\$507,066)	\$0	\$0	\$0	(\$1,049,202)	\$918,565
GENERAL PURPOSE FUNDING						
RATES						
OPERATING EXPENDITURE						
120301110 - Early Payment Incentive	\$0	\$0	\$0	\$1,000	\$0	\$1,000
120301130 - Title Searches	\$0	\$0	\$0	\$1,458	\$0	\$3,500
120301120 - Valuation Expenses	\$0	\$229	\$0	\$4,167	\$0	\$10,000
120301140- Debt Collection Costs	\$0	\$6,057	\$0	\$6,250	\$0	\$15,000
120301520 - Rates Consultancy	\$0	\$7,056	\$0	\$16,666	\$0	\$40,000
120301190 - Refunds	\$0	\$0	\$0	\$2,083	\$0	\$5,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
120301870 - Other Expenses	\$0	\$0	\$0	\$208	\$0	\$500
120301990 - Admin Allocation - Rates	\$0	\$17,533	\$0	\$51,368	\$0	\$123,289
120302990 - Admin Allocation - Other GPF	\$0	\$10,958	\$0	\$32,105	\$0	\$77,056
Sub Total - GENERAL RATES OP/EXP	\$0	\$41,833	\$0	\$115,306	\$0	\$275,345
OPERATING INCOME						
I031 - Rates						
130301300- GRV- Townsites Improved	(\$30,468)	\$0	(\$30,468)	\$0	(\$30,468)	\$0
130301300- GRV- Mining Infrastructure	(\$399,766)	\$0	(\$399,766)	\$0	(\$399,766)	\$0
130301300 - UV - Pastoral Rates	(\$64,006)	\$0	(\$67,323)	\$0	(\$67,323)	\$0
130301300 - UV - Mining Leases	(\$2,001,009)	\$0	(\$2,000,657)	\$0	(\$2,000,657)	\$0
130301300 - UV - Prospecting	(\$308,473)	\$0	(\$310,830)	\$0	(\$310,830)	\$0
130301300- GRV - Minimum (Improved)	(\$1,450)	\$0	(\$1,450)	\$0	(\$1,450)	\$0
130301300 - GRV - Minimum (Vacant)	(\$3,480)	\$0	(\$3,480)	\$0	(\$3,480)	\$0
130301300 - UV - Minimum (Pastoral)	(\$2,320)	\$0	(\$2,320)	\$0	(\$2,320)	\$0
130301300 - UV - Minimum (Mining)	(\$3,770)	\$0	(\$3,770)	\$0	(\$3,770)	\$0
130301300 - UV - Minimum (Prospecting)	(\$29,580)	\$0	(\$28,710)	\$0	(\$28,710)	\$0
130301300 - UV Interims	(\$36,481)	\$0	(\$2,083)	\$0	(\$5,000)	\$0
120301180 - Rates Written Off & Provision for Doubtful Debts Written Back	\$176	\$0	\$0	\$0	\$0	\$0
130301220 - Legal Expenses Recovered	(\$284)	\$0	\$0	\$0	\$0	\$0
130301450 - Non Payment Penalty	(\$11,877)	\$0	(\$6,458)	\$0	(\$15,500)	\$0
000000000 - FESA Interest	\$0	\$0	\$0	\$0	\$0	\$0
130301210 - Account Enquiries	(\$3,653)	\$0	(\$42)	\$0	(\$100)	\$0
130301460 - Cost of Instalment Option Interest	\$0	\$0	\$0	\$0	\$0	\$0
130301200 - Cost of Instalment Option Admin Fees	(\$1,930)	\$0	(\$83)	\$0	(\$200)	\$0
Sub Total - GENERAL RATES OP/INC	(\$2,898,372)	\$0	(\$2,857,440)	\$0	(\$2,869,574)	\$0
Total - GENERAL RATES	(\$2,898,372)	\$41,833	(\$2,857,440)	\$115,306	(\$2,869,574)	\$275,345
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
130302100 - Grants Commission	(\$43,499)	\$0	(\$43,499)	\$0	(\$86,998)	\$0
130302110 - Local Road Grants	(\$18,611)	\$0	(\$18,612)	\$0	(\$37,224)	\$0
130302150- Grants - Local Roads and Community Infrastructure Program (LRCI)	\$0	\$0	\$0	\$0	(\$414,110)	\$0
130302460 - Interest on Invest - Muni	(\$2,759)	\$0	(\$2,500)	\$0	(\$6,000)	\$0
130302450 - Interest on Invest - Reserves	(\$26,697)	\$0	(\$67,903)	\$0	(\$162,974)	\$0
000000000 - Interest on Invest-Other Funds	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	(\$91,566)	\$0	(\$132,514)	\$0	(\$707,306)	\$0
Total - OTHER GENERAL PURPOSE FUNDING	(\$91,566)	\$0	(\$132,514)	\$0	(\$707,306)	\$0
Total - GENERAL PURPOSE FUNDING	(\$2,989,937)	\$41,833	(\$2,989,954)	\$115,306	(\$3,576,880)	\$275,345
GOVERNANCE						
MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
124001410 - Members Subscriptions	\$0	\$0	\$0	\$833	\$0	\$2,000
120401110 - Presidents allowance	\$0	\$4,667	\$0	\$5,833	\$0	\$14,000
120401120 - Deputy Presidents allowance	\$0	\$1,458	\$0	\$1,458	\$0	\$3,500
120401130 - Members Meeting Fees	\$0	\$9,212	\$0	\$12,700	\$0	\$30,480
120401090 - Members Travelling	\$0	\$2,422	\$0	\$5,000	\$0	\$12,000
120401140 - Member Communication Allowance	\$0	\$7,000	\$0	\$8,750	\$0	\$21,000
120401010 - Conference Expenses	\$0	\$4,365	\$0	\$8,333	\$0	\$20,000
120401040 - Training Expenses	\$0	\$7,888	\$0	\$4,167	\$0	\$10,000
120401930 - Refreshments & Receptions	\$0	\$1,193	\$0	\$2,083	\$0	\$5,000
120401160 - Election Expenses	\$0	\$100	\$0	\$4,167	\$0	\$10,000
120401890 - Council Chambers Maintenance	\$0	\$0	\$0	\$2,083	\$0	\$5,000
120401300 - Members Insurance	\$0	\$1,362	\$0	\$439	\$0	\$1,054
120401290 - Members Donations	\$0	\$75	\$0	\$4,167	\$0	\$10,000
120401940 - Murchison Zone WALGA Exps	\$0	\$2,800	\$0	\$1,458	\$0	\$3,500
120401870 - Members Expenses Other	\$0	\$5	\$0	\$3,125	\$0	\$7,500
120401520 - Consultancy -Planning - Integrated,Policies ,ETC	\$0	\$0	\$0	\$31,250	\$0	\$75,000
120401520 - Consultancy CEO Recruitment	\$0	\$0	\$0	\$0	\$0	\$0
120401520 - Planning - Business Cases - Grant Applications	\$0	\$0	\$0	\$8,333	\$0	\$20,000
120401990- Admin Allocation - Members	\$0	\$43,833	\$0	\$128,427	\$0	\$308,224
120401920 - Depn - Membership	\$0	\$0	\$0	\$670	\$0	\$1,608

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Sub Total - MEMBERS OF COUNCIL OP/EXP	\$0	\$86,379	\$0	\$233,278	\$0	\$559,866
OPERATING INCOME						
000000000 - Community Event funding	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL	\$0	\$86,379	\$0	\$233,278	\$0	\$559,866
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
Sub Total - GOVERNANCE - GENERAL OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - GOVERNANCE - GENERAL OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL	\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE	\$0	\$86,379	\$0	\$233,278	\$0	\$559,866
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
120501650 - Fire Prevention Expenses	\$0	\$6,945	\$0	\$10,478	\$0	\$25,147
120501100 - Fire Vehicles Expenses	\$0	\$4,940	\$0	\$8,333	\$0	\$20,000
120501300 - Fire Insurance	\$0	\$37,215	\$0	\$1,181	\$0	\$2,835
120501890 BM010 - Fire Shed Expenses	\$0	\$627	\$0	\$3,047	\$0	\$7,313
120501170 - Emergency Management (CESM)	\$0	\$7,367	\$0	\$10,833	\$0	\$26,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000000 - Bushfire Mapping	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Feasibility Study Regional Emergency Facility	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Emergency Management Training Facility Amalgamation of Council Land	\$0	\$0	\$0	\$0	\$0	\$0
120501990- Admin Allocation - Fire Control	\$0	\$4,383	\$0	\$12,843	\$0	\$30,822
120501920 - Depn - Fire Control	\$0	\$0	\$0	\$6,813	\$0	\$16,352
Sub Total - FIRE PREVENTION OP/EXP	\$0	\$61,477	\$0	\$53,529	\$0	\$128,469
OPERATING INCOME						
130501100 - Fire Service Grants	(\$18,046)	\$0	(\$16,000)	\$0	(\$32,000)	\$0
130501100 - Fire Service Capital Grants - Light Tanker	\$0	\$0	\$0	\$0	\$0	\$0
130501010 - Fire Breaks Fees	(\$645)	\$0	\$0	\$0	\$0	\$0
130501200 - FESA Admin Commission	(\$4,000)	\$0	(\$2,000)	\$0	(\$4,000)	\$0
Sub Total - FIRE PREVENTION OP/INC	(\$22,691)	\$0	(\$18,000)	\$0	(\$36,000)	\$0
Total - FIRE PREVENTION	(\$22,691)	\$61,477	(\$18,000)	\$53,529	(\$36,000)	\$128,469
ANIMAL CONTROL						
OPERATING EXPENDITURE						
120502870 - Animal Control Expenses	\$0	\$0	\$0	\$2,083	\$0	\$5,000
000000000 - Other Animal Control Expenses	\$0	\$0	\$0	\$0	\$0	\$0
120502660 - Animal Ranger Expenses	\$0	\$21,179	\$0	\$16,667	\$0	\$40,000
120502690 - Animal Sterilisation Program	\$0	\$3,825	\$0	\$3,333	\$0	\$8,000
120502990 - Admin Allocation - Animal Contr	\$0	\$4,383	\$0	\$12,843	\$0	\$30,822
120502920 - Depn. Animal Control	\$0	\$0	\$0	\$270	\$0	\$648
Sub Total - ANIMAL CONTROL OP/EXP	\$0	\$29,387	\$0	\$35,196	\$0	\$84,470
OPERATING INCOME						
130502400 - Fines & Penalties	(\$182)	\$0	(\$1,000)	\$0	(\$2,000)	\$0
130502200 - Impounding Fees	\$0	\$0	\$0	\$0	\$0	\$0
130502340 Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0
130502210 - Dog Registrations	(\$150)	\$0	(\$125)	\$0	(\$250)	\$0
Sub Total - ANIMAL CONTROL OP/INC	(\$332)	\$0	(\$1,125)	\$0	(\$2,250)	\$0

Shire of Yalgoo						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - ANIMAL CONTROL	(\$332)	\$29,387	(\$1,125)	\$35,196	(\$2,250)	\$84,470
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
120503130 - Community Safety	\$0	\$0	\$0	\$1,144	\$0	\$2,745
120503120 - MWIRSA LG Road Safety Contribution	\$0	\$0	\$0	\$2,083	\$0	\$5,000
120501890- Old Police Station	\$0	\$994	\$0	\$630	\$0	\$1,512
120503990 - Admin Allocation - Other Law	\$0	\$1,118	\$0	\$6,421	\$0	\$15,411
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$0	\$2,112	\$0	\$10,278	\$0	\$24,668
OPERATING INCOME						
00000000 - Grant - Road Safety Commission	\$0	\$0	\$0	\$0	0	0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY	\$0	\$2,112	\$0	\$10,278	\$0	\$24,668
Total - LAW ORDER & PUBLIC SAFETY	(\$23,023)	\$92,976	(\$19,125)	\$99,003	(\$38,250)	\$237,607
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
120704110 - EHO Consulting	\$0	\$1,283	\$0	\$5,000	\$0	\$12,000
120704120- Water Sampling Expenses	\$0	\$360	\$0	\$417	\$0	\$1,000
120704870 - Other Health Admin Expenses	\$0	\$0	\$0	\$292	\$0	\$700
120704990 - Admin Allocation - Other Health	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
000000000 - Deprn. - Health Admin. & Inspect	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$0	\$3,835	\$0	\$12,130	\$0	\$29,111
OPERATING INCOME						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
130704210 - Health Inspection Fees and Food Licence Applications	(\$185)	\$0	(\$125)	\$0	(\$250)	\$0
130704200- Septic Tank Fee	(\$236)	\$0	(\$75)	\$0	(\$150)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$421)	\$0	(\$200)	\$0	(\$400)	\$0
Total - HEALTH ADMIN & INSPECTION	(\$421)	\$3,835	(\$200)	\$12,130	(\$400)	\$29,111
MATERNAL AND INFANT HEALTH						
OPERATING EXPENDITURE						
Sub Total - MATERNAL AND INFANT HEALTH	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERNAL AND INFANT HEALTH	\$0	\$0	\$0	\$0	\$0	\$0
PREVENTIVE SERVICE						
OPERATING EXPENDITURE						
120705540 - Mosquito Control	\$0	\$0	\$0	\$1,458	\$0	\$3,500
120706990 - Admin Allocated - Prev Services	\$0	\$1,096	\$0	\$3,211	\$0	\$7,706
120706920 - Depn - Prev Services	\$0	\$0	\$0	\$12,037	\$0	\$28,889
Sub Total - PREVENTIVE SRVS - OP/EXP	\$0	\$1,096	\$0	\$16,706	\$0	\$40,095
Total - PREVENTIVE SERVICES	\$0	\$1,096	\$0	\$16,706	\$0	\$40,095
PREVENTIVE SERVICE - OTHER						
OPERATING EXPENDITURE						
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - PREVENTIVE SERVICES - OTHER	\$0	\$0	\$0	\$0	\$0	\$0
OTHER HEALTH						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
120707890 BM009 - Health Centre Maintenance	\$0	\$4,331	\$0	\$0	\$0	\$0
120704120 - Analytical Expenses	\$0	\$0	\$0	\$208	\$0	\$500
120707880 BO011 - Ambulance Services	\$0	\$182	\$0	\$523	\$0	\$1,254
120707660 - Dental Services	\$0	\$0	\$0	\$208	\$0	\$500
120707990 - Other Health Admin Allocation	\$0	\$4,626	\$0	\$12,843	\$0	\$30,822
000000000 - Depn - Other Health	\$0	\$0	\$0	\$0	\$0	\$0
000000-Additional Nurse Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER HEALTH OP/EXP	\$0	\$9,140	\$0	\$13,782	\$0	\$33,076
OPERATING INCOME						
130707010 - Reimbursements WACHS	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH	\$0	\$9,140	\$0	\$13,782	\$0	\$33,076
Total - HEALTH	(\$421)	\$14,071	(\$200)	\$42,618	(\$400)	\$102,282
EDUCATION & WELFARE						
EDUCATION						
OPERATING INCOME						
	\$0	\$0	\$0	\$0	0	0
Sub Total - OTHER HEALTH OP/INC	\$0	\$0	\$0	\$0	0	0
OPERATING EXPENDITURE						
120802540 - Education Initiative	\$0	\$0	\$0	\$1,042	\$0	\$2,500
120802990 - Admin Allocation - Other Educat	\$0	\$3,288	\$0	\$3,211	\$0	\$7,706
Sub Total - EDUCATION OP/EXP	\$0	\$3,288	\$0	\$4,253	\$0	\$10,206
Total - EDUCATION	\$0	\$3,288	\$0	\$4,253	\$0	\$10,206

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OTHER EDUCATION						
OPERATING EXPENDITURE						
Sub Total - OTHER EDUCATION OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER EDUCATION	\$0	\$0	\$0	\$0	\$0	\$0
WELFARE						
OPERATING EXPENDITURE						
120803870- Youth and Family Programs	\$0	\$0	\$0	\$0	\$0	\$0
120807550 - Local Action Group Expenses	\$0	\$0	\$0	\$4,728	\$0	\$11,348
Sub Total - WELFARE OP/EXP	\$0	\$0	\$0	\$4,728	\$0	\$11,348
OPERATING INCOME						
130807100- Government Grant - Local Drug Action Team	\$0	\$0	\$0	\$0	(\$11,348)	\$0
Sub Total - WELFARE OP/INC	\$0	\$0	\$0	\$0	(\$11,348)	\$0
Total - WELFARE	\$0	\$0	\$0	\$4,728	(\$11,348)	\$11,348
AGED & DISABLED OTHER						
OPERATING EXPENDITURE						
Sub Total - AGED & DISABLED OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED OTHER	\$0	\$0	\$0	\$0	\$0	\$0
Total - EDUCATION & WELFARE	\$0	\$3,288	\$0	\$8,981	(\$11,348)	\$21,554
HOUSING						
STAFF HOUSING						

Shire of Yalgoo						
Detailed Statement						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
000000000- Staff Housing Expenses	\$0	\$0	\$0	\$0	\$0	\$0
120901650 - Housing Expenses - Insurance	\$0	\$0	\$0	\$4,872	\$0	\$11,694
000000000 - Housing Expenses - Utilities	\$0	\$0	\$0	\$0	\$0	\$0
120901650 - Housing Expenses - Utilities - Electricity	\$0	\$5,017	\$0	\$5,884	\$0	\$14,122
120901650 - Housing Expenses - Utilities - Telephone /Internet	\$0	\$0	\$0	\$0	\$0	\$0
120901650 - Housing Expenses - Utilities - Water	\$0	\$3,932	\$0	\$8,449	\$0	\$20,277
120901890- Housing Expenses - R & M(Including painting)	\$0	\$63,689	\$0	\$48,155	\$0	\$115,573
000000000 - Housing Expenses - Other	\$0	\$0	\$0	\$0	\$0	\$0
120901700 - Interest Expense Loan 56	\$0	\$0	\$0	\$0	\$0	\$0
120901700 - Interest Expense Loan 53	\$0	\$0	\$0	\$144	\$0	\$346
120901700 - Interest Expense Loan 55	\$0	\$0	\$0	\$512	\$0	\$1,229
120901990 - Admin Allocation	\$0	\$5,355	\$0	\$19,264	\$0	\$46,234
120901920 - Depreciation - Staff Housing	\$0	\$0	\$0	\$13,773	\$0	\$33,054
Sub Total - STAFF HOUSING OP/EXP	\$0	\$77,993	\$0	\$101,054	\$0	\$242,529
OPERATING INCOME						
130901010 - Staff Housing Rental	(\$2,750)	\$0	(\$6,667)	\$0	(\$16,000)	\$0
130902010 - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Telstra Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Grant - 2 Units 17 Shemrock Street	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - STAFF HOUSING OP/INC	(\$2,750)	\$0	(\$6,667)	\$0	(\$16,000)	\$0
Total - STAFF HOUSING	(\$2,750)	\$77,993	(\$6,667)	\$101,054	(\$16,000)	\$242,529
HOUSING OTHER						
OPERATING EXPENDITURE						
120902990 - Admin Alloc - Other Housing	\$0	\$0	\$0	\$6,421	\$0	\$15,411
120902920 - Depn - Other Housing	\$0	\$0	\$0	\$14,488	\$0	\$34,770
Sub Total - HOUSING OTHER OP/EXP	\$0	\$0	\$0	\$20,909	\$0	\$50,181
OPERATING INCOME						
0902011620 - Other Housing Rental	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - HOUSING OTHER OP/INC	\$0	\$0	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - HOUSING OTHER	\$2					
	\$0	\$0	\$0	\$20,909	\$0	\$50,181
Total - HOUSING	(\$2,750)	\$77,993	(\$6,667)	\$121,962	(\$16,000)	\$292,710
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
121001110 - Household Refuse Collection	\$0	\$9,000	\$0	\$18,750	\$0	\$45,000
121001230 - Refuse Site Mainten - Yalgoo	\$0	\$4,686	\$0	\$5,562	\$0	\$13,348
121001230 - Refuse Site Mainten - Paynes F	\$0	\$0	\$0	\$2,098	\$0	\$5,034
121002110 - Commercial Refuse Collection	\$0	\$9,000	\$0	\$6,667	\$0	\$16,000
121001180- Replacement bins	\$0	\$0	\$0	\$833	\$0	\$2,000
121001990 - Admin Allocation - Sanitation	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$0	\$24,877	\$0	\$40,330	\$0	\$96,793
OPERATING INCOME						
131001200- Household Refuse Remove. Charges	(\$11,150)	\$0	(\$9,750)	\$0	(\$9,750)	\$0
131002000 - Commercial Refuse Remov Charges	(\$3,500)	\$0	(\$3,500)	\$0	(\$3,500)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$14,650)	\$0	(\$13,250)	\$0	(\$13,250)	\$0
Total - SANITATION HOUSEHOLD REFUSE	(\$14,650)	\$24,877	(\$13,250)	\$40,330	(\$13,250)	\$96,793
SANITATION OTHER						
OPERATING EXPENDITURE						
Sub Total - SANITATION OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - SANITATION OTHER OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER	\$0	\$0	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
SEWERAGE						
EFFLUENT DRAINAGE SYSTEM						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SEWERAGE OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SEWERAGE OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SEWERAGE	\$0	\$0	\$0	\$0	\$0	\$0
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
121005870 - Removal Abandoned Vehicles	\$0	\$0	\$0	\$0	\$0	\$500
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	\$0	\$0	\$0	\$0	\$0	\$500
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT	\$0	\$0	\$0	\$0	\$0	\$500
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
121006500 - TP Scheme Expenses	\$0	\$0	\$0	\$2,083	\$0	\$5,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
121006520 - Consultants	\$0	\$0	\$0	\$4,167	\$0	\$10,000
121006540 - Yalgoo Revitalisation Planning - Unspent Grant C/fwd	\$0	\$0	\$0	\$0	\$0	\$0
121006870 Heritage Strategy - Department of Planning Grant 50:50 contrib	\$0	\$0	\$0	\$0	\$0	\$0
121006990 - Admin Allocation - Town Plannin	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
Sub Total - TOWN PLAN & REG DEV OP/EXP	\$0	\$2,192	\$0	\$12,671	\$0	\$30,411
OPERATING INCOME						
131006000 - Yalgoo Revitalisation Planning - Unspent Grant C/fwd	\$0	\$0	\$0	\$0	\$0	\$0
131006100 - Heritage Grant - Department of Planning Unspent Grant	\$0	\$0	\$0	\$0	\$0	\$0
131006230 - Town Planning Fees	(\$314)	\$0	\$0	\$0	(\$2,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC	(\$314)	\$0	\$0	\$0	(\$2,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT	(\$314)	\$2,192	\$0	\$12,671	(\$2,000)	\$30,411
OTHER COMMUNITY AMENITIES						
OPERATING EXPENDITURE						
121007110 - Cemetery Expenses	\$0	\$582	\$0	\$5,479	\$0	\$13,150
121007880 - Public Conveniences	\$0	\$12,833	\$0	\$24,100	\$0	\$57,840
121007900 - Community Bus Expenses	\$0	\$842	\$0	\$1,797	\$0	\$4,313
000000000 - Vacant Land Development/Mtce	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Cemetery Review/Anthropology	\$0	\$0	\$0	\$0	\$0	\$35,000
121007700 - Interest Expenditure - Loan 54	\$0	\$0	\$0	\$206	\$0	\$494
121007990 - Admin Allocation - Other Commun	\$0	\$4,383	\$0	\$12,843	\$0	\$30,822
121007920 - Depn - Other Community Services	\$0	\$0	\$0	\$16,151	\$0	\$38,762
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	\$0	\$18,641	\$0	\$60,575	\$0	\$180,381
OPERATING INCOME						
131007200 - Cemetery Fees	\$0	\$0	(\$1,200)	\$0	(\$1,200)	\$0
131007230 - Community Bus Hire	(\$1,536)	\$0	(\$417)	\$0	(\$1,000)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC	(\$1,536)	\$0	(\$1,617)	\$0	(\$2,200)	\$0
Total - OTHER COMMUNITY AMENITIES	(\$1,536)	\$18,641	(\$1,617)	\$60,575	(\$2,200)	\$180,381

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
URBAN STORMWATER DRAINAGE						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - URBAN STORMWATER DRAINAGE	\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES	(\$16,501)	\$45,709	(\$14,867)	\$113,577	(\$17,450)	\$308,085
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
121101890 BM002 - Yalgoo Hall Expenses	\$0	\$5,102	\$0	\$4,248	\$0	\$10,196
000000000 - Consultancy Fees -Yalgoo Hall Study - Scope of Works	\$0	\$0	\$0	\$0	\$0	\$0
121101990 - Admin Allocation - Public Halls	\$0	\$10,958	\$0	\$32,107	\$0	\$77,056
121101920 - Depn - Public Halls	\$0	\$0	\$0	\$5,695	\$0	\$13,667
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	\$0	\$16,060	\$0	\$42,050	\$0	\$100,919
OPERATING INCOME						
131101200 - Hall Hire	\$0	\$0	\$0	\$0	\$0	\$0
131101000 Contribution - Yalgoo Hall Renovations - Lotterywest	\$0	\$0	\$0	\$0	(\$300,000)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	\$0	\$0	\$0	\$0	(\$300,000)	\$0
Total - PUBLIC HALL & CIVIC CENTRES	\$0	\$16,060	\$0	\$42,050	(\$300,000)	\$100,919
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
121103600 W0005 - Community Park Gibbon St	\$0	\$14,808	\$0	\$16,191	\$0	\$38,858
121103600 W0006- Shamrock St Park	\$0	\$169	\$0	\$3,156	\$0	\$7,573

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
121103600 W0010 - Old Railway Station grounds	\$0	\$19,899	\$0	\$6,538	\$0	\$15,692
121103890 BM006 - Old Railway Station building	\$0	\$26,793	\$0	\$24,765	\$0	\$59,435
121103890 BM015 - Paynes Find Complex Expenses	\$0	\$4,785	\$0	\$9,290	\$0	\$22,295
121103600 BM039 - Tennis Courts	\$0	\$0	\$0	\$450	\$0	\$1,080
121103600 W0007 - Yalgoo Hub - Covered Sports	\$0	\$1,440	\$0	\$9,900	\$0	\$23,760
121103890 BM014 - Rifle Range	\$0	\$560	\$0	\$784	\$0	\$1,881
121103600 W0013 - Yalgoo Golf Course	\$0	\$41	\$0	\$226	\$0	\$541
121103890 BM034 - Men's Shed	\$0	\$580	\$0	\$692	\$0	\$1,661
121103890 BM035 - Water Park Mtce	\$0	\$8,091	\$0	\$9,309	\$0	\$22,342
121103890 BM 037- Community Oval and Pavilion	\$0	\$5,364	\$0	\$24,103	\$0	\$57,848
211103990 - Admin Allocation - Other Recrea	\$0	\$10,958	\$0	\$32,107	\$0	\$77,056
121103920 - Depn - Other Recreation	\$0	\$0	\$0	\$74,850	\$0	\$179,640
Sub Total - OTHER RECREATION & SPORT OP/EXP	\$0	\$93,488	\$0	\$212,360	\$0	\$509,663
OPERATING INCOME						
131103220 - Old Railway Station Hire	\$0	\$0	\$0	\$0	(\$300)	\$0
131103210 - Core Stadium Hire	(\$159)	\$0	\$0	\$0	(\$400)	\$0
131103240 - Mens Shed Hire	\$0	\$0	\$0	\$0	(\$200)	\$0
131103200 - Paynes Find Complex Hire	\$0	\$0	\$0	\$0	(\$150)	\$0
131103110 - Grant - CRSFF Resurface Rage Cage, Tennis and Basketball	(\$16,327)	\$0	\$0	\$0	(\$16,000)	\$0
131103100 - Grant - Coordinated Sports Program DLGSC	\$0	\$0	\$0	\$0	\$0	\$0
131103120 - Grant - CRSFF Relocate Stadium Fence	\$0	\$0	\$0	\$0	(\$15,692)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC	(\$16,486)	\$0	\$0	\$0	(\$32,742)	\$0
Total - OTHER RECREATION & SPORT	(\$16,486)	\$93,488	\$0	\$212,360	(\$32,742)	\$509,663
TV AND RADIO BROADCASTING						
OPERATING EXPENDITURE						
121104860 - Rebroadcasting Licences	\$0	\$0	\$0	\$417	\$0	\$1,000
121104860 - Rebroadcasting Mats/Contr	\$0	\$1,701	\$0	\$833	\$0	\$2,000
121104870- Rebroadcasting Equip Mtce (Including Insurance)	\$0	\$0	\$0	\$63	\$0	\$152
121104990 - Admin Allocated - TV	\$0	\$1,096	\$0	\$3,211	\$0	\$7,706
Sub Total - TV AND RADIO BROADCASTING OP/EXP	\$0	\$2,797	\$0	\$4,524	\$0	\$10,858
OPERATING INCOME						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000000-Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TV AND RADIO BROADCASTING OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - TV AND RADIO BROADCASTING OP/INC	\$0	\$2,797	\$0	\$4,524	\$0	\$10,858
LIBRARIES						
OPERATING EXPENDITURE						
121105160 - Freight & Post (Books)	\$0	\$0	\$0	\$208	\$0	\$500
121105870 - Library Other Expenses	\$0	\$20	\$0	\$1,458	\$0	\$3,500
121105990 - Admin Allocation - Libraries	\$0	\$10,958	\$0	\$32,107	\$0	\$77,056
Sub Total - LIBRARIES OP/EXP	\$0	\$10,978	\$0	\$33,773	\$0	\$81,056
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES	\$0	\$10,978	\$0	\$33,773	\$0	\$81,056
OTHER CULTURE						
OPERATING EXPENDITURE						
110605 - Municipal heritage Inventory	\$0	\$0	\$0	\$208	\$0	\$500
121107250 - Celebration	\$0	\$0	\$0	\$4,448	\$0	\$10,676
121107990 - Admin Allocated Other Culture	\$0	\$3,288	\$0	\$6,421	\$0	\$15,411
121106890 BM004 - Museum/Gaol Expenses (Including additional Mtce)	\$0	\$1,986	\$0	\$7,200	\$0	\$17,281
121106890 BM003 - Chapel Expenses	\$0	\$1,439	\$0	\$3,103	\$0	\$7,446
121106890 BM013 - Old Anglican Church	\$0	\$1,671	\$0	\$2,817	\$0	\$6,761
121107000 - Art Centre Operations and Projects	\$0	\$35,457	\$0	\$75,084	\$0	\$180,201
121106990 - Admin Alloc - Other Heritage	\$0	\$2,192	\$0	\$9,632	\$0	\$23,117
122207920 - Depn Other Heritage	\$0	\$0	\$0	\$7,340	\$0	\$17,615
121106520 - Heritage and Tourism Planning and Projects	\$0	\$0	\$0	\$20,833	\$0	\$50,000
121106870 - Heritage Signs Replacement	\$0	\$0	\$0	\$5,000	\$0	\$12,000
121106410 - Heritage Advisory Service	\$0	\$0	\$0	\$1,250	\$0	\$3,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Sub Total - OTHER CULTURE OP/EXP	\$0	\$46,032	\$0	\$143,337	\$0	\$344,008
OPERATING INCOME						
1107011175 · Sale of History Books	(\$124)	\$0	(\$42)	\$0	(\$100)	\$0
1106151178 · Sales Arts and Cultural Centre	(\$864)	\$0	(\$1,667)	\$0	(\$4,000)	\$0
1107051220 · Chapel & Museum Fees	(\$773)	\$0	(\$417)	\$0	(\$1,000)	\$0
0000000000 · Other Revenue- Meedac	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC	(\$1,760)	\$0	(\$2,125)	\$0	(\$5,100)	\$0
Total - OTHER CULTURE	(\$1,760)	\$46,032	(\$2,125)	\$143,337	(\$5,100)	\$344,008
Total - RECREATION AND CULTURE	(\$18,247)	\$169,355	(\$2,125)	\$436,043	(\$337,842)	\$1,046,504
TRANSPORT						
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
131201100 · RRGF Grants Yalgoo- Ninghan	(\$120,000)	\$0	(\$210,000)	\$0	(\$420,000)	\$0
0000000000 · RRGF Grants 2015-16 Yalgoo- Ninghan	\$0	\$0	\$0	\$0	\$0	\$0
131202100 · MRWA Direct Grants	(\$182,398)	\$0	(\$91,199)	\$0	(\$182,398)	\$0
131201110 · Grants and Contributions - Yalgoo-Morawa R2R	\$0	\$0	(\$377,293)	\$0	(\$754,586)	\$0
0000000000 · Road Maintenance Contribution - NACAP	\$0	\$0	\$0	\$0	\$0	\$0
131201170 · Road Strategy Grant	\$0	\$0	\$0	\$0	\$0	\$0
131201360 · Road Agreements Income - EMR GOLDEN GROVE	\$0	\$0	(\$75,000)	\$0	(\$150,000)	\$0
131201370 · Road Agreements Income - Silverlake Mo-Ya Rd	(\$45,054)	\$0	(\$40,000)	\$0	(\$80,000)	\$0
131201300 Grant DFES - Flood Damage AGRN 962 and 1021	\$0	\$0	(\$2,500,000)	\$0	(\$5,000,000)	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC	(\$347,452)	\$0	(\$3,293,492)	\$0	(\$6,586,984)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST	(\$347,452)	\$0	(\$3,293,492)	\$0	(\$6,586,984)	\$0

Shire of Yalgoo						
Detailed Statement						
And Type Of Activities Within The Programme						
	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
121202110 - Town Streets Maintenance	\$0	\$30,235	\$0	\$54,360	\$0	\$130,465
000000000 - Town Drainage Survey	\$0	\$0	\$0	\$18,750	\$0	\$45,000
121202170 - Footpaths/Crossover Mtce	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121202340 - Lighting of Streets	\$0	\$2,691	\$0	\$4,167	\$0	\$10,000
121202360 - Street Trees & Watering	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121202350- Signs Repairs /Replacement	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121202870 - Street Sweeping	\$0	\$0	\$0	\$0	\$0	\$0
121202310-Grid Cleaning	\$0	\$0	\$0	\$0	\$0	\$0
121202390 - Vegation/Weed Control	\$0	\$10,000	\$0	\$6,250	\$0	\$15,000
121202410 - Road Inspection After Rain	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121202520 - Engineering	\$0	\$0	\$0	\$6,250	\$0	\$15,000
121202120 - Rural Road Maintenance	\$0	\$421,577	\$0	\$627,499	\$0	\$1,505,998
000000000 - Rural Road Maintenance -Safe Roads Pothole Mtce LRCI	\$0	\$0	\$0	\$0	\$0	\$0
121202420 - Roman Expenses	\$0	\$7,863	\$0	\$3,125	\$0	\$7,500
121202990 - Admin Allocation - Roads	\$0	\$10,958	\$0	\$32,107	\$0	\$77,056
121202920 - Depreciation - Transport Other	\$0	\$0	\$0	\$342,184	\$0	\$821,242
121202400 - Repair Damged Grids	\$0	\$0	\$0	\$0	\$0	\$0
121202210 - Flood Damage DFES Grant expenditure	\$0	\$28,305	\$0	\$2,083,333	\$0	\$5,000,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	\$0	\$511,630	\$0	\$3,186,359	\$0	\$7,647,261
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS	\$0	\$511,630	\$0	\$3,186,359	\$0	\$7,647,261
AERODROME						
OPERATING EXPENDITURE						
12120665 AP001 - Yalgoo Airstrip	\$0	\$8,387	\$0	\$10,417	\$0	\$25,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
121206650 AP002 - Paynes Find Airstrips	\$0	\$4,236	\$0	\$10,417	\$0	\$25,000
121206870 - Emergency Airstrips	\$0	\$0	\$0	\$1,250	\$0	\$3,000
121206990 - Admin Allocation - Aerodromes	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
121206920 - Depn - Aerodromes	\$0	\$0	\$0	\$19,690	\$0	\$47,255
Sub Total - AERODROME OP/EXP	\$0	\$14,816	\$0	\$48,194	\$0	\$115,666
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - AERODROME OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROME OP/EXP	\$0	\$14,816	\$0	\$48,194	\$0	\$115,666
Total - TRANSPORT	(\$347,452)	\$526,446	(\$3,293,492)	\$3,234,553	(\$6,586,984)	\$7,762,927
ECONOMIC SERVICES						
RURAL SERVICES						
OPERATING EXPENDITURE						
121301650 - Vermin Control - MRVC Annual Contribution	\$0	\$36,881	\$0	\$15,367	\$0	\$36,881
121301010 - Contribution - Southern Rangelands Pastoral Alliance	\$0	\$0	\$0	\$4,167	\$0	\$10,000
000000000- Noxious Weeds ,Plants and Pests	\$0	\$0	\$0	\$0	\$0	\$0
121301990 - Admin Allocated	\$0	\$4,383	\$0	\$12,843	\$0	\$30,822
121301120 - Wild Dog Bounty	\$0	\$1,000	\$0	\$833	\$0	\$2,000
121301870 - Wild Dog Community Grants	\$0	\$0	\$0	\$4,167	\$0	\$10,000
000000000 - Vermin Control - Vermin Cell Fence Drought Grant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP	\$0	\$42,264	\$0	\$37,376	\$0	\$89,703
OPERATING INCOME						
000000000 - Grant - Drought Vermin Cell fence	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES	\$0	\$42,264	\$0	\$37,376	\$0	\$89,703
TOURISM AND AREA PROMOTION						

Shire of Yalgoo						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
121302000 - C'van Park - Salaries & Wages	\$0	\$28,617	\$0	\$56,232	\$0	\$134,957
121302000- Caravan Park Accrued Leave Expenses	\$0	\$0	\$0	\$1,297	\$0	\$3,112
121302000- Caravan Park- Superannuation	\$0	\$0	\$0	\$6,185	\$0	\$14,845
121302000 - C'van Park - Staff Training	\$0	\$0	\$0	\$833	\$0	\$2,000
121302000- Caravan Park Workers Comp Insurance	\$0	\$0	\$0	\$1,931	\$0	\$4,635
121302880 - C'van Park - CVP House exp	\$0	\$0	\$0	\$1,910	\$0	\$4,585
121302670 - Caravan Park Expenditure	\$0	\$49,072	\$0	\$61,262	\$0	\$147,028
121302110 - Tourism Promotion (incl Outback Parkways and Geo Park)	\$0	\$31,004	\$0	\$20,833	\$0	\$50,000
130208 - Tourism Signage	\$0	\$0	\$0	\$417	\$0	\$1,000
121302530 - Town Entry Statements (Mtce)	\$0	\$378	\$0	\$2,240	\$0	\$5,375
121302700 - Website Development Expenses	\$0	\$0	\$0	\$5,000	\$0	\$12,000
130211 - Regional Tourism Project Unspent Grant and Member Shire Contrib	\$0	\$0	\$0	\$4,202	\$0	\$10,085
121302970 - Wurarga Dam	\$0	\$369	\$0	\$1,250	\$0	\$3,000
000000000- Centrecare support	\$0	\$0	\$0	\$0	\$0	\$0
121302420 - Festival Events including Emu Cup	\$0	\$8,736	\$0	\$20,833	\$0	\$50,000
000000000- Open Air Sculpture Event	\$0	\$0	\$0	\$0	\$0	\$0
000000000 -Goods For Resale- Arts and Crafts Centre	\$0	\$0	\$0	\$0	\$0	\$0
121302710 - Yalgoo Racetrack Expenses	\$0	\$0	\$0	\$9,580	\$0	\$22,991
000000000 - Yalgoo Gymkhana Expenses	\$0	\$0	\$0	\$0	\$0	\$0
121302710 - Yalgoo Races Contribution	\$0	\$0	\$0	\$4,167	\$0	\$10,000
121302130 - Jokers Tunnel Expenses	\$0	\$243	\$0	\$1,843	\$0	\$4,423
121302140 - Yalgoo Lookout Expenses	\$0	\$44	\$0	\$569	\$0	\$1,367
000000000 - Banners in the Terrace	\$0	\$0	\$0	\$0	\$0	\$0
121302900 - HCP Salaries and Wages	\$0	\$0	\$0	\$17,656	\$0	\$42,375
121302900 - HCP Accrued Leave Expenses	\$0	\$0	\$0	\$530	\$0	\$1,273
121302900 - HCP Superannuation	\$0	\$0	\$0	\$3,708	\$0	\$8,899
121329000- HCP Insurance Workers Comp	\$0	\$0	\$0	\$606	\$0	\$1,455
1213290000 - HCP Staff & Training Expenses	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121302930 - HCP Project Activity Expenses	\$0	\$10,406	\$0	\$12,500	\$0	\$30,000
000000000 - HCP Vehicle YA805	\$0	\$0	\$0	\$0	\$0	\$0
121302940 - HCP Office Materials & Contract	\$0	\$0	\$0	\$3,750	\$0	\$9,000
121302940 - HCP Office Equipment	\$0	\$0	\$0	\$417	\$0	\$1,000
121302930- HCP Camps and Trip Expenses	\$0	\$0	\$0	\$1,250	\$0	\$3,000
000000000 - HCP Sponsored Activity expenses	\$0	\$0	\$0	\$0	\$0	\$0
121302930 - HCP Other Activites	\$0	\$0	\$0	\$0	\$0	\$0
121302990 - Admin Allocated - Tourism	\$0	\$10,955	\$0	\$32,098	\$0	\$77,036
121302920 - Depn - Tourism	\$0	\$0	\$0	\$30,886	\$0	\$74,127
Sub Total - TOURISM & AREA PROMOTION OP/EXP	\$0	\$139,825	\$0	\$306,070	\$0	\$734,567

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING INCOME						
1313022600 - Emu Cup funding	\$0	\$0	\$0	\$0	\$0	\$0
131302030 - Contribution HCP - Silverlake	(\$2,000)	\$0	\$0	\$0	(\$4,000)	\$0
131302220 - Caravan Park Revenues	(\$103,203)	\$0	(\$77,083)	\$0	(\$185,000)	\$0
000000000- Reimbursement - Workers Compenation	\$0	\$0	\$0	\$0	\$0	\$0
131302210- Tourism Sales	(\$70)	\$0	(\$208)	\$0	(\$500)	\$0
131302240- Prospecting Permits	(\$736)	\$0	(\$833)	\$0	(\$2,000)	\$0
131302000- Healthy Community Mining Co Con -EMR Golden Grove \$32,400 and HCP \$21,600	\$0	\$0	\$0	\$0	(\$54,000)	\$0
000000000- Government grant - DLG - Open Air Sculpture Event	\$0	\$0	\$0	\$0	\$0	\$0
000000000-Government Grant -MWDC and Member Local Governments	\$0	\$0	\$0	\$0	(\$10,085)	\$0
000000000 - Community Projects Mining Contr - Mt Gibson \$40,000 HCP	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC	(\$106,009)	\$0	(\$78,125)	\$0	(\$255,585)	\$0
Total - TOURISM & AREA PROMOTION	(\$106,009)	\$139,825	(\$78,125)	\$306,070	(\$255,585)	\$734,567
BUILDING CONTROL						
OPERATING EXPENDITURE						
121303500 - Building Control Expenses	\$0	\$0	\$0	\$625	\$0	\$1,500
121303500 - Building Consulting Costs	\$0	\$1,283	\$0	\$6,250	\$0	\$15,000
121303990 - Admin Allocated Building Contro	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
Sub Total - BUILDING CONTROL OP/EXP	\$0	\$3,475	\$0	\$13,296	\$0	\$31,911
OPERATING INCOME						
1303011020 - Building Permits	(\$887)	\$0	(\$500)	\$0	(\$1,000)	\$0
131303020 - BCITF & BSL Fees to Shire	(\$68)	\$0	(\$250)	\$0	(\$500)	\$0
Sub Total - BUILDING CONTROL OP/INC	(\$956)	\$0	(\$750)	\$0	(\$1,500)	\$0
Total - BUILDING CONTROL	(\$956)	\$3,475	(\$750)	\$13,296	(\$1,500)	\$31,911
ECONOMIC DEVELOPMENT						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
Sub Total - ECONOMIC DEVELOPMENT OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ECONOMIC DEVELOPMENT OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - ECONOMIC DEVELOPMENT	\$0	\$0	\$0	\$0	\$0	\$0
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
000000000 - Fuel Station						
121306020 - Licences/Permits	\$0	\$0	\$0	\$375	\$0	\$900
121306020 - Other Expenses	\$0	\$289	\$0	\$785	\$0	\$1,885
121306990 - Admin Allocated Fuel Station	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
121308990 - Admin Allocated-Other Econ Dev	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
Sub Total - OTHER ECONOMIC SERVICES OP/EXP	\$0	\$4,672	\$0	\$14,003	\$0	\$33,607
OPERATING INCOME						
131308340 - Fuel Station Lease Income	\$0	\$0	\$0	\$0	(\$7,500)	\$0
000000000 - Sale of Stock	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC	\$0	\$0	\$0	\$0	(\$7,500)	\$0
Total - OTHER ECONOMIC SERVICES	\$0	\$4,672	\$0	\$14,003	(\$7,500)	\$33,607
Total - ECONOMIC SERVICES	(\$106,965)	\$190,236	(\$78,875)	\$370,745	(\$264,585)	\$889,787
OTHER PROPERTY AND SERVICES						
PRIVATE WORKS						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
121401870 - Private Works Expenses	\$0	\$4,917	\$0	\$0	\$0	\$0
121401990 - Admin Allocation - Private Work	\$0	\$2,192	\$0	\$6,421	\$0	\$15,411
Sub Total - PRIVATE WORKS OP/EXP	\$0	\$7,109	\$0	\$6,421	\$0	\$15,411
OPERATING INCOME						
1401011150 - Private Works Charges	(\$4,471)	\$0	\$0	\$0	\$0	\$0
Sub Total - PRIVATE WORKS OP/INC	(\$4,471)	\$0	\$0	\$0	\$0	\$0
Total - PRIVATE WORKS	(\$4,471)	\$7,109	\$0	\$6,421	\$0	\$15,411
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
121403000 - PWO Wages Costs	\$0	\$66,070	\$0	\$57,577	\$0	\$138,185
121403230 - Sick Leave	\$0	\$3,183	\$0	\$13,874	\$0	\$33,297
121403240 - Annual Leave	\$0	\$0	\$0	\$34,684	\$0	\$83,242
121403250 - Public Holidays	\$0	\$5,212	\$0	\$16,648	\$0	\$39,956
121403420 - Accrued Leave Expenses	\$0	\$0	\$0	\$12,821	\$0	\$30,770
121403440 - Superannuation	\$0	\$0	\$0	\$92,110	\$0	\$221,063
121403000 - Wages Allowances	\$0	\$0	\$0	\$1,042	\$0	\$2,500
121403040 - Staff Training	\$0	\$6,036	\$0	\$8,333	\$0	\$20,000
1403012075 - Protective Clothing	\$0	\$5,754	\$0	\$2,917	\$0	\$7,000
121403100 - Travel & Accommodation	\$0	\$6,882	\$0	\$1,250	\$0	\$3,000
121403650- Depot Mtce (Works) Expenses	\$0	\$0	\$0	\$9,297	\$0	\$22,313
121403650 - Depot Mtce (P&G) Expenses	\$0	\$0	\$0	\$4,167	\$0	\$10,000
121403100 - PWO Vehicle Expenses	\$0	\$6,084	\$0	\$3,125	\$0	\$7,500
121403300 - OH & S	\$0	\$9,900	\$0	\$6,250	\$0	\$15,000
121400380 - Tools Replaced	\$0	\$0	\$0	\$1,250	\$0	\$3,000
121403630- Traffic Management Signs	\$0	\$0	\$0	\$2,083	\$0	\$5,000
00000000 - Insurance on Works	\$0	\$0	\$0	\$0	\$0	\$0
121403640 - Satellite phones	\$0	\$851	\$0	\$833	\$0	\$2,000
121403050 - Recruitment expenses/relocation	\$0	\$0	\$0	\$2,083	\$0	\$5,000
00000000 - Fitness for Work	\$0	\$0	\$0	\$0	\$0	\$0
121403870- Other PWOH Expenses	\$0	\$5,099	\$0	\$2,083	\$0	\$5,000
12403290 - Works Workers Compen. Insurance	\$0	\$30,354	\$0	\$18,509	\$0	\$44,422
121403990 - Admin Allocated	\$0	\$14,098	\$0	\$33,333	\$0	\$80,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
1403752720 - LESS PWOH ALLOCATED-PROJECTS	\$0	(\$122,411)	\$0	(\$324,270)	\$0	(\$778,249)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP	\$0	\$37,112	\$0	(\$0)	\$0	(\$0)
OPERATING INCOME						
131403010 - Reimbursements	\$0	\$0	\$0	\$0	(\$3,000)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	\$0	\$0	\$0	(\$3,000)	\$0
Total - PUBLIC WORKS OVERHEADS	\$0	\$37,112	\$0	(\$0)	(\$3,000)	(\$0)
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
121404120 - Fuel & Oil	\$0	\$81,232	\$0	\$66,667	\$0	\$160,000
121404130 - Tyres & Tubes	\$0	\$8,851	\$0	\$8,333	\$0	\$20,000
121404110 - Parts & Repairs	\$0	\$29,859	\$0	\$50,000	\$0	\$120,000
121404170 - Insurance (Reg/Ins)	\$0	\$70,271	\$0	\$42,534	\$0	\$102,081
121404000 - Other POC Expenses	\$0	\$0	\$0	\$1,250	\$0	\$3,000
121404010 - Blades & Tynes	\$0	\$0	\$0	\$4,167	\$0	\$10,000
121404160 - Licensing (Reg/Ins)	\$0	\$0	\$0	\$6,667	\$0	\$16,000
121404190 - Survey and Microcom Equipment	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121404180 - Workshop consumables	\$0	\$3,783	\$0	\$4,167	\$0	\$10,000
121404190 - Replacement tools	\$0	\$3,579	\$0	\$2,083	\$0	\$5,000
121404020- Carbon Offset for fuel	\$0	\$0	\$0	\$4,167	\$0	\$10,000
121404990 - Admin Alloc - POC	\$0	\$11,145	\$0	\$28,333	\$0	\$68,000
121404920 - Plant Depreciation	\$0	\$0	\$0	\$50,000	\$0	\$120,000
121404940 - LESS POC ALLOCATED-PROJECTS	\$0	(\$41,132)	\$0	(\$270,450)	\$0	(\$649,081)
Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$0	\$167,587	\$0	\$0	\$0	\$0
OPERATING INCOME						
000000000 - Charges - Sale of Scrap	\$0	\$0	\$0	\$0	\$0	\$0
131404010 - Reimbursements (Fuel Credits ,Etc)	(\$8,134)	\$0	(\$16,250)	\$0	(\$32,500)	\$0
131404200 - Plant & Equipment Hire	\$0	\$0	(\$2,500)	\$0	(\$5,000)	\$0
Total - PLANT OPERATIONS COSTS	(\$8,134)	\$167,587	(\$18,750)	\$0	(\$37,500)	\$0

Shire of Yalgoo						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
ADMINISTRATION						
OPERATING EXPENDITURE						
121402010 · Salaries & Wages	\$0	\$149,750	\$0	\$241,860	\$0	\$580,463
000000000 · Wages Allowances	\$0	\$0	\$0	\$0	\$0	\$0
000000000 · Salary Package Allowance	\$0	\$0	\$0	\$0	\$0	\$0
121402020 · Superannuation	\$0	\$0	\$0	\$43,623	\$0	\$104,696
121402180 · LSL and AL accrual	\$0	\$0	\$0	\$6,195	\$0	\$14,867
121402190 · Staff Amenities	\$0	\$0	\$0	\$417	\$0	\$1,000
121402030- Staff Uniforms	\$0	\$0	\$0	\$833	\$0	\$2,000
121402050 · Recruitment Expenses	\$0	\$894	\$0	\$4,167	\$0	\$10,000
121402050 · Admin Relocation Expenses	\$0	\$0	\$0	\$1,250	\$0	\$3,000
000000000 · Fitness for Work	\$0	\$0	\$0	\$0	\$0	\$0
121402040 · Staff Training	\$0	\$4,400	\$0	\$4,167	\$0	\$10,000
121402400 · Advertising	\$0	\$599	\$0	\$1,667	\$0	\$4,000
121402160 · Postage and Freight	\$0	\$1,938	\$0	\$833	\$0	\$2,000
121402150 · Printing & Stationery	\$0	\$3,451	\$0	\$2,708	\$0	\$6,500
121402410 · Subscriptions	\$0	\$26,599	\$0	\$14,167	\$0	\$34,000
121402170 · Computer Mtce/Support	\$0	\$23,024	\$0	\$22,083	\$0	\$53,000
121402260- Office Equip Mtce	\$0	\$2,599	\$0	\$5,625	\$0	\$13,500
121402090 · Travel & Accommodation	\$0	\$1,455	\$0	\$1,667	\$0	\$4,000
121402630 · Conference Expenses	\$0	\$1,263	\$0	\$2,500	\$0	\$6,000
121402140 · Vehicle Expenses	\$0	\$5,079	\$0	\$3,542	\$0	\$8,500
121402060 · Admin VRE (FBT)	\$0	\$0	\$0	\$18,750	\$0	\$45,000
121402840 · Audit Fees	\$0	\$0	\$0	\$37,500	\$0	\$90,000
121402520 · Consultancy	\$0	\$45,782	\$0	\$62,500	\$0	\$150,000
121402850 · Legal Expenses	\$0	\$2,899	\$0	\$10,417	\$0	\$25,000
121402890 BM001 · Administration Building Mtce	\$0	\$16,903	\$0	\$10,417	\$0	\$25,000
000000000 · Human Resource Management	\$0	\$0	\$0	\$0	\$0	\$0
121402760 · OH & S Admin	\$0	\$4,007	\$0	\$2,083	\$0	\$5,000
121402310 · Electricity	\$0	\$1,449	\$0	\$2,083	\$0	\$5,000
121402790 · Telephone-Internet	\$0	\$22,436	\$0	\$12,500	\$0	\$30,000
121402300 · Insurance (Includes Property Insurance)	\$0	\$79,826	\$0	\$28,506	\$0	\$68,414
121402230 · Bank Charges	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121402870 · Expenses Other	\$0	(\$2)	\$0	\$4,167	\$0	\$10,000
121402820 · Bad Debts Expense	\$0	\$0	\$0	\$1,250	\$0	\$3,000
121402800 · Water	\$0	\$6	\$0	\$833	\$0	\$2,000
121402100 · Admin Vehicle	\$0	\$0	\$0	\$2,083	\$0	\$5,000
121402270- Record Management	\$0	\$0	\$0	\$12,500	\$0	\$30,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
121402290 - Financial Software	\$0	\$40,268	\$0	\$14,583	\$0	\$35,000
121402920 - Depn - Administration General	\$0	\$0	\$0	\$27,913	\$0	\$66,991
121402990 - LESS ADMIN ALLOCATED-PROGRAMS	\$0	(\$210,551)	\$0	(\$607,471)	\$0	(\$1,457,931)
Sub Total - ADMINISTRATION OP/EXP	\$0	\$224,073	\$0	\$0	\$0	\$0
OPERATING INCOME						
131402010 - Reimbursements	(\$2,736)	\$0	(\$1,250)	\$0	(\$3,000)	\$0
131402200 - Photocopies & Facsimiles	(\$17)	\$0	(\$42)	\$0	(\$100)	\$0
131402020 - Commissions - Transport	(\$372)	\$0	(\$625)	\$0	(\$1,500)	\$0
000000000 - RAV Admin - CA07 Application	\$0	\$0	\$0	\$0	\$0	\$0
000000000 - Admin Charges	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ADMINISTRATION OP/INC	(\$3,126)	\$0	(\$1,917)	\$0	(\$4,600)	\$0
Total - ADMINISTRATION	(\$3,126)	\$224,073	(\$1,917)	\$0	(\$4,600)	\$0
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
000000 Opening Stock	\$0	\$0	\$0	\$0	\$0	\$0
000000 Material Purchases	\$0	\$0	\$0	\$0	\$0	\$0
000000 Less Material Allocated	\$0	\$0	\$0	\$0	\$0	\$0
000000 Closing Stock	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MATERIALS AND STOCK	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK	\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES						
OPERATING EXPENDITURE						
1406012000 - Gross Total Salaries and Wages	\$0	\$3,425	\$0	\$896,694	\$0	\$2,152,066
1406052000 - LESS SALS/WAGES ALLOCATED	\$0	\$0	\$0	(\$896,694)	\$0	(\$2,152,066)
1403012310 - Workers Compensation Payments	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$3,425	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING INCOME						
1406012085 - Reimbursements - Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES	\$0	\$3,425	\$0	\$0	\$0	\$0
UNCLASSIFIED						
OPERATING EXPENDITURE						
121407600- Unclassified Expenses	\$0	\$0	\$0	\$1,755	\$0	\$4,211
Sub Total - UNCLASSIFIED OP/EXP	\$0	\$0	\$0	\$1,755	\$0	\$4,211
OPERATING INCOME						
1407011620 - Other Income	\$0	\$0	\$0	\$0	\$0	\$0
1407011640 - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - UNCLASSIFIED	\$0	\$0	\$0	\$1,755	\$0	\$4,211
Total - OTHER PROPERTY AND SERVICES	(\$15,731)	\$439,307	(\$20,667)	\$8,176	(\$45,100)	\$19,622
FUND TRANSFERS	(\$4,028,092)	\$1,687,592	(\$6,425,971)	\$4,784,241	(\$11,944,041)	\$12,434,854
EXPENDITURE						
000000 Transfer to Yalgoo Ninghan Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,204,735
Interest Earnt	\$0	\$14,981	\$0	\$0	\$0	\$0
Transfer from Muni - Mt Gibson \$578092 EMR Grove \$151200 +151200+151200	\$0	\$900,000	\$0	\$0	\$0	\$0
000000 Transfer to Plant Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$744,121
Interest Earnt	\$0	\$535	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Sports Complex Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$7,482
Interest Earnt	\$0	\$841	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to HCP Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$11,072
Interest Earnt	\$0	\$1,244	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Building Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$12,673
Interest Earnt	\$0	\$1,424	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Community Amenities Maintenance Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$21,212
Interest Earnt	\$0	\$2,384	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Long Service Leave Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$3,848
Interest Earnt	\$0	\$433	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Housing Maintenance Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$9,626
Interest Earnt	\$0	\$1,082	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Yalgoo Morawa Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$251,956
Interest Earnt	\$0	\$2,425	\$0	\$0	\$0	\$0
Transfer from Muni - Silverlake \$82940 less \$80000 + \$10513 2020-21 +80000 2022-23	\$0	\$100,000	\$0	\$0	\$0	\$0
000000 Transfer to General Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$10,059
Interest Earnt	\$0	\$1,131	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Office Equipment Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$283
Interest Earnt	\$0	\$32	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Road Agreement Yalgoo Morawa Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Natural Disaster Triggerpoint Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,000
Interest Earnt	\$0	\$112	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Emergency Road Repairs Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$655
Interest Earnt	\$0	\$73	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Superannuation Back Pay Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$3
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
TO BE ALLOCATED						
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$0	\$1,026,697	\$0	\$0	\$0	\$2,278,725
INCOME						
000000 Transfer from Yalgoo Morawa Road Reserve Fund (Refer above)	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from General Roads Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000 Transfer from Superannuation Back Pay Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from Plant Reserve Fund	\$0	\$0	\$0	\$0	(\$200,000)	\$0
000000 Transfer from Yalgoo Ninghan Road Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS	\$0	\$0	\$0	\$0	(\$200,000)	\$0
Total - FUND TRANSFER	\$0	\$1,026,697	\$0	\$0	(\$200,000)	\$2,278,725
000000 (Surplus) / Deficit - Carried Forward	(\$6,140,888)	\$0	(\$6,140,888)	\$0	(\$6,140,888)	\$0
Sub Total - SURPLUS C/FWD	(\$6,140,888)	\$0	(\$6,140,888)	\$0	(\$6,140,888)	\$0
Total - SURPLUS	(\$6,140,888)	\$0	(\$6,140,888)	\$0	(\$6,140,888)	\$0
LONG TERM LOANS						
000000 Loan Principal Repayments -	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LONG TERM LOANS	\$0	\$0	\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY LOANS						
EXPENDITURE						
000000 Loan Principal Repayments - Housing loans ,53,	\$0	\$0	\$0	\$0	\$0	\$10,576
000000 Loan Principal Repayments - Housing loans 55	\$0	\$0	\$0	\$0	\$0	\$25,662
000000 Loan Principal Repayments - Housing loans 56	\$0	\$0	\$0	\$0	\$0	\$0
000000 Loan Principal Repayments - Community Amenities loan 54	\$0	\$0	\$0	\$0	\$0	\$10,577
Sub Total - LOAN REPAYMENTS	\$0	\$0	\$0	\$0	\$0	\$46,815
INCOME						

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000 Loan Raised - Loan No	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LOANS RAISED	\$0	\$0	\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES	\$0	\$0	\$0	\$0	\$0	\$46,815
000000 Depreciation Written Back	\$0	\$0	\$0	(\$622,758)	\$0	(\$1,494,620)
000000 Book Value of Assets Sold Written Back	\$0	\$0	\$0	\$0	\$0	(\$918,565)
000000 Accrued Salary and Wages	\$0	\$0	\$0	\$0	\$0	\$0
000000 Accrued Interest on Debentures	\$0	\$0	\$0	\$0	\$0	\$0
000000 Movement in Employee Provisions (AL & LSL)	\$0	\$36,596	\$0	\$0	\$0	\$0
000000 Net Change in Non Current	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - DEPRECIATION WRITTEN BACK	\$0	\$36,596	\$0	(\$622,758)	\$0	(\$2,413,185)
Total - DEPRECIATION	\$0	\$36,596	\$0	(\$622,758)	\$0	(\$2,413,185)
FURNITURE AND EQUIPMENT						
GOVERNANCE						
EXPENDITURE						
000000-Computer Hardware ,Systems Upgrade,and Phone Replacement	\$0	\$0	\$0	\$0	\$0	\$10,000
000000- Conference System	\$0	\$0	\$0	\$0	\$0	\$8,500
000000- External Monitor Display	\$0	\$0	\$0	\$0	\$0	\$21,602
000000-Wireless Infrastructure LRCI	\$0	\$0	\$0	\$0	\$0	\$0
000000-Fire Proof Safe- Admin Centre	\$0	\$0	\$0	\$0	\$0	\$0
000000-Financial Software	\$0	\$0	\$0	\$0	\$0	\$0
000000-Tables and Chairs	\$0	\$0	\$0	\$5,000	\$0	\$5,000
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$5,000	\$0	45,102
Total - GOVERNANCE	\$0	\$0	\$0	\$5,000	\$0	\$45,102
FURNITURE AND EQUIPMENT						

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
RECREATION AND CULTURE						
EXPENDITURE						
000000 - Furn. & Equip - Art Centre - Camera,Lockers,Bookcase	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Furn. & Equip - Art Centre	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Furn. & Equip - Day Care Centre	\$0	\$0	\$0	\$0	\$0	\$0
000000- Core Stadium - Exercise Equip ,Seating and BBQ area improvements	\$0	\$0	\$0	\$0	\$0	\$22,000
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$22,000
Total - HEALTH	\$0	\$0	\$0	\$0	\$0	\$22,000
FURNITURE AND EQUIPMENT						
LAW ORDER AND PUBLIC SAFETY						
EXPENDITURE						
000000- CCTV Caravan Park	\$0	\$0	\$0	\$0	\$0	\$0
000000- Shire Firearm	\$0	\$0	\$0	\$0	\$0	\$0
000000- CCTV Yalgoo Townsite	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total -LAW ORDER AND PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT						
ECONOMIC SERVICES						
EXPENDITURE						
000000-Commercial Washing Machine and Dryer - Caravan Park	\$0	\$7,900	\$0	\$0	\$0	\$40,000
000000- Theme bed Linen- Caravan Park	\$0	\$0	\$0	\$0	\$0	\$0
000000- HCP Program Computer	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$7,900	\$0	\$0	\$0	\$40,000
Total - ECONOMIC SERVICES	\$0	\$7,900	\$0	\$0	\$0	\$40,000

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - FURNITURE AND EQUIPMENT	\$0	\$7,900	\$0	\$5,000	\$0	\$107,102
LAND AND BUILDINGS						
GOVERNANCE						
EXPENDITURE						
000000-New Front Doors - Administration Building (incl Notice Board)	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Replace Office Lighting	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Garden Reticulation	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Air Conditioners	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Admin Centre Covered Carport Area	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre -Records Fit Coolroom Panels to Sea Container	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
LAW ORDER AND PUBLIC SAFETY						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL - LAW ORDER AND PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
HEALTH						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
TOTAL - HEALTH	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
HOUSING						
EXPENDITURE						
000000-Staff Housing - Demolition 14 Selwyn Street	\$0	\$0	\$0	\$0	\$0	\$70,000
000000-Staff Housing - Insulation 48 Gibbons Street	\$0	\$0	\$0	\$0	\$0	\$25,000
000000-Staff Housing - 19a Stanley Street Replace Floor Coverings	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - Security	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - 42 Units 3 Gibbons Street Replace Floor Coverings	\$0	\$0	\$0	\$0	\$0	\$0
000000 -House 74 Weekes Street	\$0	\$0	\$0	\$0	\$0	\$0
000000-Two Units 17 Shemrock Street	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -6 Henty Street Replace Carpet with Floor Board	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -8 Henty Street Colorbond Fence Front	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - Power to 3 Storage Shed	\$0	\$0	\$0	\$0	\$0	\$0
000000 -House 75 Weekes Street - Landscaping	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -Second Hand House in a Box	\$0	\$0	\$0	\$0	\$0	\$135,000
000000-Other Housing - Nurse Accommodation	\$0	\$107,503	\$0	\$135,000	\$0	\$177,160
Sub Total - CAPITAL WORKS	\$0	\$107,503	\$0	\$135,000	\$0	\$407,160
Total - HOUSING	\$0	\$107,503	\$0	\$135,000	\$0	\$407,160
LAND AND BUILDINGS						
COMMUNITY AMENITIES						
EXPENDITURE						
000000- Mobile Ablution Block - Airstrip	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Cemetery - Niche Wall Paynes Find	\$0	\$2,441	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$2,441	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - COMMUNITY AMENITIES	\$0	\$2,441	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
RECREATION AND CULTURE						
EXPENDITURE						
000000 - BBQ Shamrock Park LRCI Grant 2020-21	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Renewals Community Heritage Buildings LRCI Grants 2022-23	\$0	\$3,051	\$0	\$50,000	\$0	\$127,766
000000-Power Supply Mens Shed and Rifle Club - Stage 2	\$0	\$0	\$0	\$0	\$0	\$0
000000-Payne Find Complex - External Painting	\$0	\$0	\$0	\$0	\$0	\$0
000000-Resurface Rage Cage,Tennis and Basketball Courts	\$0	\$0	\$0	\$0	\$0	\$100,000
000000 -Yalgoo Community Hall Renovation,Lotterywest \$300,000	\$0	\$3,874	\$0	\$0	\$0	\$450,949
000000 - Community Hall - Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$6,925	\$0	\$50,000	\$0	\$678,715
Total - RECREATION AND CULTURE	\$0	\$6,925	\$0	\$50,000	\$0	\$678,715
LAND AND BUILDINGS						
TRANSPORT						
EXPENDITURE						
000000- Machinery Shed Depot - Concrete Floor 4 Bays	\$0	\$0	\$0	\$27,000	\$0	\$60,000
000000- Storage Shed Depot	\$0	\$11,345	\$0	\$16,000	\$0	\$16,000
000000-Flood Control -Fuel Station	\$0	\$0	\$0	\$0	\$0	\$0
000000- Depot -Electric Boundary Fence and Gate	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$11,345	\$0	\$43,000	\$0	\$76,000
Total - TRANSPORT	\$0	\$11,345	\$0	\$43,000	\$0	\$76,000
LAND AND BUILDINGS						
ECONOMIC SERVICES						
EXPENDITURE						

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000-Development of Tree Nursery Depot	\$0	\$0	\$0	\$0	\$0	\$15,000
000000-Heritage Building Renewals LRCI Grant 2021-22	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Awning over BBQ Facility LRCI Grant 2022-23 - Caravan Park	\$0	\$0	\$0	\$0	\$0	\$20,000
000000-Caravan Park - Solar Panels and EV Charger	\$0	\$0	\$0	\$0	\$0	\$120,000
000000-Caravan Park - Additional Air conditioners Units	\$0	\$0	\$0	\$0	\$0	\$9,000
000000-Caravan Park -2 Self Contained Accommodation Units	\$0	\$0	\$0	\$0	\$0	\$18,000
000000- Shelter and Seating Jokker Tunnel	\$0	\$0	\$0	\$0	\$0	\$0
000000- Shelter and Visitors Board at Railway Station	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$182,000
Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$182,000
LAND AND BUILDINGS						
OTHER PROPERTY AND SERVICES						
EXPENDITURE						
000000- Electric Vehicle & Solar Panel - Shire Buildings	\$0	\$0	\$0	\$0	\$0	\$35,000
000000-Land Acquisition SHERP	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$35,000
Total - OTHER PROPERTY AND SERVICES	\$0	\$0	\$0	\$0	\$0	\$35,000
Total - LAND AND BUILDINGS	\$0	\$128,214	\$0	\$228,000	\$0	\$1,378,875
PLANT AND EQUIPMENT						
GOVERNANCE						
EXPENDITURE						
000000- Motor Vehicle CEO	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle CGTS	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle - Replacement for RAV4	\$0	\$0	\$0	\$0	\$0	\$70,000
000000- Motor Vehicle - Manager Finance	\$0	\$0	\$0	\$0	\$0	\$45,000
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$115,000
Total - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$115,000

<i>Shire of Yalgoo</i>						
<i>Detailed Statement</i>						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD		Income	Expenditure
	Income	Expenditure	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT						
LAW ORDER & PUBLIC SAFETY						
EXPENDITURE						
000000- Light Tanker	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total - LAW, ORDER & PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
COMMUNITIES AMENITIES						
EXPENDITURE						
000000- Community Bus	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES	\$0	\$0	\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
RECREATION AND CULTURE						
EXPENDITURE						
000000- Mower	\$0	\$0	\$0	\$0	\$0	\$35,000
000000- Fertilizer Spreader	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$37,000
Total - RECREATION AND CULTURE	\$0	\$0	\$0	\$0	\$0	\$37,000
PLANT AND EQUIPMENT						
TRANSPORT						

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
EXPENDITURE						
000000- Skidsteer	\$0	\$0	\$0	\$0	\$0	\$0
000000- Trailer	\$0	\$0	\$0	\$0	\$0	\$0
000000- Genset	\$0	\$0	\$0	\$0	\$0	\$12,000
000000- Genset	\$0	\$0	\$0	\$0	\$0	\$12,500
000000- Multi Tyre Roller	\$0	\$0	\$0	\$0	\$0	\$0
000000-Slasher with catcher	\$0	\$0	\$0	\$0	\$0	\$40,000
000000- Multi Tyre Roller	\$0	\$0	\$0	\$0	\$0	\$250,000
000000-Traffic Light Pair	\$0	\$0	\$0	\$0	\$0	\$0
000000-Caterpillar Prime Mover	\$0	\$0	\$0	\$0	\$0	\$315,909
000000-Aluminium Mobile Tower	\$0	\$0	\$0	\$0	\$0	\$0
000000-Grader	\$0	\$475,000	\$0	\$0	\$0	\$475,000
000000-Trailer - Side Tipper	\$0	\$232,236	\$0	\$0	\$0	\$230,909
000000-Utility	\$0	\$0	\$0	\$0	\$0	\$0
000000-Dual Cab Utility	\$0	\$0	\$0	\$0	\$0	\$42,000
000000-Works Foreman Ute - YA 1000	\$0	\$102,188	\$0	\$0	\$0	\$105,000
000000-Utility Works Crew	\$0	\$0	\$0	\$0	\$0	\$77,000
000000-Fuel Tank	\$0	\$0	\$0	\$0	\$0	\$0
000000-Deisel Air Compressor	\$0	\$0	\$0	\$0	\$0	\$0
000000-Works Forklift	\$0	\$0	\$0	\$0	\$0	\$0
000000-Box Top Trailer	\$0	\$0	\$0	\$0	\$0	\$10,000
000000-Communications- Satellite Phone and Vehicle Tracking	\$0	\$0	\$0	\$0	\$0	\$55,000
000000-Road Sweeper Attachment	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$809,424	\$0	\$0	\$0	\$1,625,318
Total - TRANSPORT	\$0	\$809,424	\$0	\$0	\$0	\$1,625,318
PLANT AND EQUIPMENT						
ECONOMIC SERVICES						
CAPITAL EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
Total - PLANT AND EQUIPMENT	\$0	\$809,424	\$0	\$0	\$0	\$1,777,318
TOOL PURCHASES						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
NEW PURCHASES	\$0	\$0	\$0	\$0	\$0	\$0
Total - TOOL PURCHASES	\$0	\$0	\$0	\$0	\$0	\$0
INFRASTRUCTURE ASSETS - ROAD RESERVES						
ROADS TO RECOVERY GRANTS						
000000- Yalgoo/Morawa Road - Widen to 7m 7km (R2R,LRCI and OWN RESOURCES)	\$0	\$0	\$0	\$0	\$0	\$0
000000- Yalgoo/Morawa Road - Road Widening				\$0	\$0	\$754,586
RRG SPECIAL GRANT RD WORKS						
000000- Yalgoo/Morawa Road - Widen to 7m 7km	\$0	\$0	\$0	\$0	\$0	\$0
000000- Yalgoo/Nighan Road - Seal (LRCI \$446000 RRG \$300,000	\$0	\$342,001	\$0	\$300,000	\$0	\$1,182,110
MUNICIPAL/LOCAL ROADS GRANT- ROADS						
TOWN STREET CONSTRUCTION						
BRIDGES						
FOOTPATH CONSTRUCTION - MUNICIPAL						
FLOOD DAMAGE						
DRAINAGE MUNICIPAL						
OTHER						
000000 - Fixed Road and Wayfinding Signage LRCI Grant 2022-23	\$0	\$0	\$0	\$0	\$0	\$15,000
000000 - Jokers Tunnel Sealed Floodway and Improved Access LRCI Grant 2022-23	\$0	\$0	\$0	\$0	\$0	\$40,000
000000 - Sealing Outside Primary School LRCI Grant 2022-23	\$0	\$0	\$0	\$0	\$0	\$40,000
000000 - Sealing Paynes Find Poineer Cemetery LRCI Grant 2021-22	\$0	\$0	\$0	\$10,000	\$0	\$10,000
000000- Floodway Stabalisation and Flood Mitigation	\$0	\$0	\$0	\$0	\$0	\$100,000
000000- Graldton- Mount Magnet Road - Townsite Improvements	\$0	\$0	\$0	\$0	\$0	\$100,000
000000- Morawa Yalgoo Road Culvert, Floodway and Shoulder	\$0	\$0	\$0	\$0	\$0	\$80,000
000000- Yalgoo/Nighan Road - Road Widening LRCI	\$0	\$0	\$0	\$0	\$0	\$0
000000- Casurina Causeway - Widen to 2 Lanes	\$0	\$0	\$0	\$0	\$0	\$0
000000- Paynes Find Town Roads	\$0	\$0	\$0	\$0	\$0	\$130,000
000000- Tourism Projects as per Plan	\$0	\$0	\$0	\$35,000	\$0	\$35,000

<i>Shire of Yalgoo</i>						
Detailed Statement						
And Type Of Activities Within The Programme	Actual		Adopted Budget		Adpoted Budget	
	JULY - NOV 2023 YTD		JULY - NOV 2023 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000- Sealing of Road and Parking Area -Yalgoo Lookout	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$342,001	\$0	\$345,000	\$0	\$2,486,696
Total - ROADS	\$0	\$342,001	\$0	\$345,000	\$0	\$2,486,696
Total - INFRASTRUCTURE ASSETS ROAD RESERVES	\$0	\$342,001	\$0	\$345,000	\$0	\$2,486,696
INFRASTRUCTURE ASSETS-RECREATION FACILITIES						
000000- Yalgoo/Ninghan Road - Seal to width 4m						
000000- Landscape - Admin Office	\$0	\$0	\$0	\$0	\$0	\$40,000
000000- Water Treatment Railway Bore	\$0	\$0	\$0	\$0	\$0	\$60,000
000000- Oval Fixed Exercise Equipment LRCI Grant 2020-21	\$0	\$0	\$0	\$0	\$0	\$0
000000- Sports Complex Carpark - Kerb and Seal and Footpath to School	\$0	\$0	\$0	\$0	\$0	\$0
000000- Stadium Relocate Fence	\$0	\$0	\$0	\$0	\$0	\$47,077
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$147,077
Total - OTHER	\$0	\$0	\$0	\$0	\$0	\$147,077
Total - INFRASTRUCTURE ASSETS - RECREATION FACILITIES	\$0	\$0	\$0	\$0	\$0	\$147,077
INFRASTRUCTURE ASSETS - OTHER						
000000- Street Lighting	\$0	\$0	\$0	\$0	\$0	\$22,000
000000- Yalgoo Rubbish Tip	\$0	\$0	\$0	\$0	\$0	\$0
000000-Dalgaraanga Crater Signage and Viewing Platform LRCI Grant 2021-22	\$0	\$0	\$0	\$0	\$0	\$0
000000- Security System Depot	\$0	\$0	\$0	\$0	\$0	\$0
000000- Paynes Find Airstrip Fence	\$0	\$0	\$0	\$0	\$0	\$0
000000- Public Toilets- Paynes Find	\$0	\$0	\$0	\$0	\$0	\$0
000000-Paynes Find Entry Statements	\$0	\$0	\$0	\$0	\$0	\$18,652
000000 - Jokers Tunnel Entry Road Sheeting	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$40,652
Total - OTHER	\$0	\$0	\$0	\$0	\$0	\$40,652
Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$0	\$0	\$0	\$0	\$40,652
Rounding Adjustment						
GRAND TOTALS	(\$10,168,980)	\$4,038,424	(\$12,566,859)	\$4,739,483	(\$18,284,929)	\$18,284,929
SURPLUS						

**SHIRE OF YALGOO
RESERVE FUNDS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

Leave Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	51,602.85	51,603	51,602.85
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	3,848	432.50
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	51,602.85	55,451	52,035.35

Purpose - To be used to fund annual and long service leave requirements.

Plant Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	63,859.86	63,860	63,859.86
Plus Transfer from Accumulated Surplus			
-Other -	0.00	739,359	0
- Interest Received	0.00	4,762	535.23
Less Transfer to Accumulated Surplus			
-Other	0.00	(200,000)	0
CLOSING BALANCE	63,859.86	607,981	64,395.09

Purpose - To be used for the purchase of major plant.

Building Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	169,937.13	169,937	169,937.13
Plus Transfer from Accumulated Surplus			
- Interest Received	0.00	12,673	1,424.30
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0
CLOSING BALANCE	169,937.13	182,610	171,361.43

Purpose - To be used for the replacement of council properties including housing and other properties.

Yalqoo Ninghan Road Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	887,475.93	887,476	887,475.93
Plus Transfer from Accumulated Surplus			
-Other unspent contribution	0.00	1,138,553	900,000.00
- Interest Received	0.00	66,182	14,981.42
Less Transfer to Accumulated Surplus			
-Other Recoup of Expenditure Road Mtce MMG	0.00	0	0.00
CLOSING BALANCE	887,475.93	2,092,211	1,802,457.35

Purpose - To be used to maintain the sealed Yalqoo Ninghan Road.

**SHIRE OF YALGOO
RESERVE FUNDS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

Sports Complex Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	100,325.73	100,326	100,325.73
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	7,481	840.86
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	100,325.73	107,807	101,166.59

Purpose - For the development of new recreational facilities.

Housing Maintenance Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	129,083.08	129,083	129,083.08
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	9,626	1,081.89
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	129,083.08	138,709	130,164.97

Purpose - For the maintenance of staff and other housing owned by the Shire.

General Road Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	134,892.53	134,893	134,892.53
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	10,058	1,130.58
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	134,892.53	144,951	136,023.11

Purpose - For the maintenance of grids, etc on roads in the Shire.

Community Amenities Maintenance Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	284,447.44	284,447	284,447.44
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	21,213	2,384.05
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	284,447.44	305,660	286,831.49

Purpose - For the maintenance of community amenities.

**SHIRE OF YALGOO
RESERVE FUNDS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

HCP Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	148,471.82	148,472	148,471.82
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	11,072	1,244.39
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	148,471.82	159,544	149,716.21

Purpose - For future community projects operating expenditure.

Yalgoo Morawa Road Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	189,307.32	189,307	189,307.32
Plus Transfer from Accumulated Surplus			
-Other Deflector Mine	0.00	237,839	100,000.00
- Interest Received	0.00	14,118	2,424.78
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	189,307.32	441,264	291,732.10

Purpose - To be used to maintain the sealed Yalgoo Morawa Road.

Superannuation Back Pay Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	25.17	25	25.17
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	3	0.21
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	25.17	28	25.38

Purpose - For the purpose of paying any superannuation and back pay costs.

Office Equipment Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	3,794.73	3,795	3,794.73
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	283	31.80
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	3,794.73	4,078	3,826.53

Purpose - For the purpose of purchase of new office equipment and tht maintenance of existing equipment.

**SHIRE OF YALGOO
RESERVE FUNDS
FOR THE PERIOD ENDING 30 NOVEMBER 2023**

Natural Disaster Triggerpoint Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	13,413.24	13,413	13,413.24
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	1,000	112.42
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	13,413.24	14,413	13,525.66

Purpose - To be used to fund the Shire mandatory contribution when the Shire receives funding for reparation after natural disaster events.

Emergency Road Repairs Reserve

	O/BALANCE 01-07-23	BUDGET 2023-24	ACTUALS 2023-24 YTD
	\$	\$	\$
Opening Balance	8,779.55	8,780	8,779.55
Plus Transfer from Accumulated Surplus			
-Other	0.00	0	0.00
- Interest Received	0.00	655	73.58
Less Transfer to Accumulated Surplus			
-Other	0.00	0	0.00
CLOSING BALANCE	8,779.55	9,435	8,853.13

Purpose - To be used to fund emergency repairs to roads that are damaged by unfunded events (storm damages, vehicular, etc).

Total

2,185,416.38	4,264,141	3,212,114.39
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SHIRE OF YALGOO
LOAN SCHEDULE
AS AT 30 NOVEMBER 2023

Program	Loan No.	Principal	Loans Raised		Interest		Loan Repayment		Principal	Principal
		01.07.2023	Budget 2023-24	Actual 2023-24	Budget 2023-24	Actual 2023-24	Budget 2023-24	Actual 2023-24	30.11.2023 Budget	30.11.2023 Actual
		\$	\$	\$	\$	\$	\$	\$	\$	\$
STAFF HOUSING	53	10,576	0	0	346	0	10,576	0	0	10,576
STAFF HOUSING	55	25,662	0	0	1,229	0	25,662	0	0	25,662
PUBLIC TOILETS	54	10,577	0	0	494	0	10,577	0	0	10,577
		46,815	0	0	2,069	0	46,815	0	0	46,815
PLUS Change in Net Accrual						0				
TOTAL		46,815	0	0	2,069	0	46,815	0	0	46,815



WESTERN AUSTRALIAN
Electoral Commission

LGE 028
191,682

Mr Ian Holland
Chief Executive Officer
Shire of Yalgoo
PO Box 40
YALGOO WA 8042

Dear Mr Holland,

**Councillor vacancy – Local Government Extraordinary Election –
Cost Estimate**

I refer to your email of 8th November 2023 confirming that you would like the Commission to undertake the extraordinary election for the Shire of Yalgoo.

As a month has passed since the vacancy has occurred, under section 4.9(3) of the Act I hereby fix 08th March 2024 as the date for your extraordinary election.

As you are aware, if a declaration has been made under section 4.20(4) of the *Local Government Act 1995*, the local government is required to meet the expenses of the Commissioner in connection with the election to the extent required by regulations.

As such, to assist with the Council's decision under section 4.20(4) of the *Local Government Act 1995*, the Commission has estimated the cost to conduct your Council's election as a postal election at approximately \$11,000 (inc GST) which is based on the following assumptions:

- 100 electors;
- response rate of approximately 50%;
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

Costs not included in this estimate:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- local government staff members to issue replacement votes; and
- the cost of any casual staff to assist the Returning Officer on election day or night

This cost estimate is **not** to be taken as my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of Yalgoo in accordance with section 4.20(4) of the *Local Government Act 1995*.

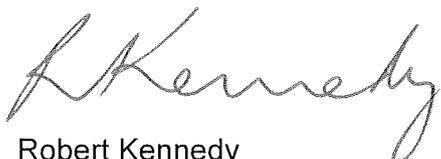
I will provide that written agreement upon receiving written confirmation from you that:

- A. Your Council agrees to the costs estimate of approximately \$11,000 as set out above; and
- B. You agree that, upon receiving my written agreement, the following two motions will be presented to your Council (**unchanged**):
 1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election;
 2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority *after* receiving my written agreement.

If you have any further queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

17 November 2023



Governance and Policy Manual 2023

Elected Members Induction and Guidelines



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This Is a Controlled Document of the Shire of Yalgoo

Shire President

Adopted by Council on

Version No.	Changes or amendments to policy, Shire strategic goals and objectives, Policy, or Local Government Act References within this document	Authorised by	Date
V1	Original Manual Compiled	CEO	04 / 2019
V2	Update	CEO	28/08/2019
V3	Review and Update to Incorporate Local Govt. Act 2021 Amendments	CEO	11/2023

Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls, and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance. The manual links the respective roles under the Local Government Act and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

It will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council.
- a guide and reference for Councillors in performing their duties as elected representatives.
- a document establishing clear guidelines for the day-to-day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on several existing governance frameworks, but in particular “Excellence in Governance for Local Government” produced by the Local Government Managers Australia and CPA Australia.

The Manual is divided into four parts:

- Part One: Overview of Corporate Governance and Principles
- Part Two: Integrated Planning and Reporting
- Part Three: Detailed Guidelines for good governance practice
- Part Four: Key documents, policies, and procedures relevant to Elected Members

The Governance Manual will form the basis for an annual corporate governance review by Council, which will assess the effectiveness of the Elected Members and Administration in achieving good governance.

PART ONE - OVERVIEW OF CORPORATE GOVERNANCE

Governance in the Legislative Environment

Local Governments in Western Australia are required to make report and implement decisions, according to the provisions of the Local Government Act 1995 (the Act). Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health, Cat and Dog Control, Emergency Management, Litter Control, Bush Fire, and Building Control.

The Act defines the roles and responsibilities of Elected Members and the CEO to ensure a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the act prescribes the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, Shires develop strategies and policies, and provide mechanisms and processes for their implementation. This manual establishes the policies and processes by which the Elected Members and the CEO Officer undertake their respective roles.

Definition of Good Governance

Good governance is about the processes for making and implementing decisions. It's not about making 'correct' decisions, but about the best possible process for making those decisions. Good decision-making processes, and therefore good governance, share several characteristics. All have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality protocols, Councillor and officer conduct, role clarification and good working relationships. Ref <http://www.goodgovernance.org.au>

Excellence in good Governance

Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information. From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services.

Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities. Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the Council through an accountable, effective and efficient application of resources and assets.

Council governance statement

Governance is based on the understanding the Council, CEO and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

COUNCIL GOVERNANCE FRAMEWORK

The fundamental objective of a corporate governance framework is to promote stability, confidence, and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council. The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the Local Government Act 1995 (The Act) and arising from the vision, mission, values and goals enunciated in the Strategic Community Plan.

GOOD GOVERNANCE PRINCIPLES AND PRACTICE

Clear principles govern how decisions are made by the whole organisation. Decisions should be based on the principles to ensure all governance processes and practices reflect the overarching principles of operation. Elected Members and staff must take specific responsibility for governance in their own activities to achieve best practice in governance and alignment with the agreed principles. The following practices relate to the five principles of operation and the achievement of effective governance.

Principle 1 - Vision and organisational culture

- There is a positive organisational culture promoting openness and honesty, in which questioning is encouraged and accountability is clear.
- The Council is united in a clear vision and positive culture, which respects the natural and built heritage of the Council as well as community needs and aspirations.
- The Strategic Community Plan is produced through a comprehensive and inclusive process, which is inclusive of all sectors of the local government region.

Principle 2 - Roles, responsibilities, and relationships

- There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.
- There are effective and appropriate working relationships promoted and supported within and between the Shire President, Councillors, CEO and Administration.
- There is a demonstrated respect for different roles of the various elements of the Shire and the need for positive working relationships between these elements.

Principle 3 - Decision-making and management

- Ensure there are effective decision-making processes in place to reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Appropriate delegations should be implemented and maintained.
- There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance.
- Demonstrating exemplary leadership qualities through effective decision-making and related management processes reflecting transparency, integrity and sustainability.

Principle 4 - Accountability

- Appropriate consultation should be undertaken to reflect the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be considered when the decision is made, and feedback should be provided to those who participated.
- The Council must account for its activities and have systems to support this accountability.
- The established internal structures be maintained to provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.
- There should be methods for accounting for all local government activities, including installing and maintaining systems which reinforce accountability and communicate outcomes achieved to the community.

Principle 5 -Commitment to Sustainability

- The Council will endeavour to keep up to date with all processes, methodologies and technologies which can achieve improved outcomes for the Shire.
- Awareness of practices will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff, and across the community.
- The potential environmental, social and economic impact of any project or decision will be considered.
- Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

GOOD GOVERNANCE PRACTICE

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems which exist within these organisations. Accountability is an essential element of good governance and applies to Elected Members and CEO alike. From a political perspective, accountability requires the Shire President and Councillors of the Council be accessible to residents and ratepayers so they may be responsive to community issues and needs. As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations.

It is the CEO's responsibility to ensure the Council is provided with unbiased and relevant, professional advice and information on which decisions are made. The CEO is also responsible for the management of staff, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council. Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations. It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

PART TWO INTEGRATED PLANNING AND REPORTING

PRINCIPLES AND PROCESSES

The Integrated planning and reporting principles and practices give local governments a framework for establishing local community and regional priorities and underpinning them through the Shire's long term planning processes, capital and major projects and operational functions. They are supported in regulations of the Local Government Act 1995 Section S5.56 (1) A "plan for the future" and Regulations on how to achieve have been made under S5.56 (2):

- That Local Governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.
- That the Local Government has a Corporate Business Plan linking to long term financial planning that integrates asset management, workforce planning and specific Council plans (Informing Strategies) with the strategic plan.

Regulation changes were implemented in August 2011 with full compliance required by 30 June 2013

For further information re Integrated Planning and Reporting copy or paste this reference into your internet explorer to connect to the WA Department of Local Government and Communities.

<https://www.dlqc.wa.gov.au/CommunityInitiatives/Pages/Integrated-Planning-and-Reporting.aspx>

STRATEGIC COMMUNITY PLAN



The Strategic Community Plan

This must be at least a 10year plan, which generally responds to three main questions put to the community and to the Shire:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan will prioritise the community aspirations considering things such as:

- Economic objectives
- Leadership Objectives
- Community Objectives
- Environment Objectives
- Additional factors as appropriate to identified changes in environment or demographics.

Community Input

Opportunities will be provided to enable the community to have input into the plan-for-the-future through advertising, communication, and consultation processes.

CORPORATE BUSINESS PLAN

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- The Council's distillation and prioritisation of the community's short-, medium- and long-term aspirations.
- Existing operational plans, priorities and external factors impacting resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- The priorities for the first four years of the Strategic Community Plan
- General operations and discretionary services
- Requirements of the Informing Strategy Plans*

*It is planned for 4-year terms and reviewed annually for relevance and affordability

INFORMING STRATEGIES

These consist of the:

- Asset Management Plan
- Long Term Financial Plan
- Workforce Management Plan

These strategies / plans support the integrated planning process by informing the consultation processes with data and information about the capacity, capability and affordability of current services and functions. They facilitate resourcing of ongoing services and functions, growth, and community aspirations. All above mentioned plans need to be integrated and underpinned by common assumptions and agreed projections.

SHIRE COMMUNITY VISION AND MISSION

Vision: Inclusive and peaceful, prosperous, and strong

Mission: To be a standard bearer for honest, equitable and efficient local government, delivering innovative, timely and appropriate services to secure economic sustainability and community wellbeing

Shire Strategic Key Focus Areas and Objectives

Social Objective - an educated, respectful and inclusive community and a place where people feel they belong.

Environment Objective - an environment that is managed well and appreciated by all

Economy Objective - a modern and sustainable economy that provides for our growing community.

Civic Leadership Objective - To be a Shire that serves our community with integrity and leadership

Ref Strategic Community Plan 2013 – 2023 – (To be reviewed after each update of Strategic Plan)

PART THREE – DETAILED GUIDELINES FOR GOVERNANCE PRACTICE

VISION AND ORGANISATIONAL CULTURE

Vision

“There is a clear vision and Strategic Community Plan produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government”. The Council vision as stated in Part 1 drives the culture of the organisation. The vision was generated as a united focus for the Shire. Governance decisions and practice must always contribute towards achievement of the vision.

Organisational Culture

There is a positive culture to promote openness and honesty, in which questioning is encouraged and accountability is clear. The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in our Local Governance apply these values, the culture of the organisation will provide the greatest opportunity of achieving excellence in governance. In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

Effectiveness in Management Structures and Practices

- A good management structure will be maintained based on the vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately throughout the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

Good Communication and Feedback Opportunities

- Good relationships will be developed between the various parts of the Shire.

Learning and Development

- Decision making processes incorporate consultation, knowledge management and involvement.
- There will be learning and development programs for Elected Members and Officers designed to meet their skills and knowledge requirements.

Ethical Behaviour and Conduct

- The Code of Conduct and ethics will be owned and lived, particularly by Shire leaders.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

Conflict of Interest Management

- An effective induction program will reinforce the organisation’s culture so all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, yet complementary, roles of Councillors and officers.

Support for Frankness and Openness

- Opportunities are provided for open and frank exchange between elected members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

Confidentiality

- Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.

Innovation

- The Shire will recognise it operates in a changing environment and therefore must be aware of opportunities in those changes required to improve the way the Shire operates.
- The Shire staff will be encouraged to make reasonable efforts to keep abreast of current best practice and up to date technologies.

ROLES, RESPONSIBILITIES AND RELATIONSHIPS

Working Relationships

“There are effective working relationships promoted and supported within and between the Shire President, councillors, CEO and administration”.

Effective working relationships are promoted and/or supported by and between the Shire President, councillors, CEO, and staff. It is a requirement staff contact by Elected Members is made through the CEO.

Should an Elected Member wish to contact any staff member directly, a request shall first be made to the CEO, who will assess the request and advise the Elected Member of his/her decision. Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation’s stakeholders and those responsible for managing its resources.

Very important relationships are those between:

- The Shire President and the Councillors
- Elected Members and Elected Members
- The Shire President and the CEO
- Elected Members and the CEO

Effective relationships are achieved and maintained at the Shire through:

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors’ induction processes.
- Goodwill on the part of all parties to make governance work and being a prepared to tackle problems when they arise.
- A common understanding that the political activities of the Council are legitimate as local government is a formal level of government and Councillors are accountable to their constituents as well as to the Shire as a whole.
- Councillors must be able to address these accountability requirements in a constructive manner.

Council - Roles and Responsibilities

Under the Act Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire’s governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

(a) Directs and controls the Shire affairs.

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire’s performance against these strategic goals.

(b) Is responsible for the performance of the Shire functions.

This role provides for the Council to bear the ultimate responsibility for the performance of the Shire’s functions, but not its day-to-day operations, which are the responsibility of the CEO. The Council exercises this responsibility through the development of appropriate governance frameworks, including delegations of authority, and in the determination of an appropriate organisational structure in consultation with the CEO.

(c) Oversees the allocation of the Shire finances and resources.

The Council exercises this role by adopting the Shire's budget and long-term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

(d) Determines the Shire policies.

The role of Council in setting policy is most effective when policies are developed in consultation with the CEO who will then implement them through the development of appropriate management practices and work processes with staff.

Council policy should set the standards for the organisation to achieve and make strategic policy decisions to guide staff in their decision-making processes.

ROLE OF ELECTED REPRESENTATION

The Council consists of four members, including the Shire President. Councillors are elected by the community. The Shire President is elected by the Councillors. Local Government elections are conducted biennially on a fixed date prescribed by the Act, with candidates elected to the office of Councillor for a four (4) year period. The Council elected President is for a two (2) year period.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must always represent the interests of the Shire.

While Councillors may be elected from an individual location of the Shire, their primary obligation is to represent the interests of the broader community. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision-making processes in providing good governance of the Shire as a whole.

Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members – most notably, through their adherence to legislation governing declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

Elected Members rely on:

- Financial advice and information from administration.
- Input from internal and external auditors.

Elected Members must also seek whatever additional information they need to make informed decisions through appropriate channels.

Responsibilities of Council

The responsibilities of Council can be categorised into the following three key areas:

- **Legislative** - If considered necessary, the Council is responsible for adopting local laws to reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.
- **Executive** - The Council is responsible for overseeing the executive functions of the Shire and determining appropriate policies, strategies and functions for the CEO to implement.
- **Quasi - judicial** - The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under the Local Government Act, Town Planning and Development Act and other relevant legislation.

Accountability, stewardship, sustainability and innovation focus. - Accountability objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions.
- Allocating the Shire's resources to the CEO.
- Monitoring performance of the Shire against adopted strategies and objectives.
- Representing the interests of the community.
- Appointing the CEO and participating in the performance review process of this officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non-prejudicial and relevant to issues at hand.

Limitation of Member Liability

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, (as below) specifies the limitation Councillors must be aware of when taking office.

Section 9.56 of the WA Local Government Act 1995 Division 4 — Protection from liability

Certain persons protected from liability for wrongdoing 9.56.

1. A person who is — (a) a member of the council, or of a committee of the council, of a local government; (b) an employee of a local government; or (c) a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class, is a protected person for the purposes of this section.
2. An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under this Act or under any other written law.
3. The protection given by this section applies even though the thing done in the performance or purported performance of a function under this Act or under any other written law may have been capable of being done whether or not this Act or that law had been enacted.
4. This section does not relieve the local government of any liability that it might have for the doing of anything by a protected person.
5. In this section — (a) a reference to the doing of anything includes a reference to the omission to do anything; 314 Local Government Act 1995 No. 74 s. 9.57 (b) a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1) (a), (b) or (c), as the case may be.

It is largely due to such legislative-based requirements local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons many organisations have developed and implemented processes for identifying, analysing and mitigating risks, which could prevent the achievement of business objectives. These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans which cover activities as diverse as (yet not limited to) reviews of operating performance, information technology and management information systems.

The Role of the Shire President – Section 2.8 of the Act

- to preside at meetings in accordance with the Act.
- to provide leadership and guidance to the community.
- to carry out civic and ceremonial duties on behalf of the Shire.
- to speak on behalf of the Shire.
- to perform such other functions as are given to the Shire President by the Act or any other written law.
- to liaise with the CEO on the Shire affairs and the performance of its functions, and
- to otherwise fulfil the role of Councillor.

The Role of the Deputy Shire President – Section 2.9 of the Act

Perform the functions of the Office of Shire President if it is vacant or perform the functions of the Shire President if the Shire President is not available or is unable or unwilling to perform the functions.

Statutory Role of Councillors – Section 2.10 of the Act

- to represent the interests of electors, ratepayers and residents of the Shire.
- to provide leadership and guidance to the Shire community.
- to facilitate communication between the community and the Council.
- to participate in the Shire decision making processes at Council and Committee meetings; and
- to perform such other functions as are given to a Councillor by this Act or any other written law.

Role of the CEO Role – Section 5.41 of the Act

- to advise the Council in relation to the functions of the Shire under the Act and other written laws.
- to ensure advice and information is available to the Council to ensure informed decisions can be made.
- to cause Council decisions to be implemented.
- to manage the day-to-day operations of the Shire.
- to liaise with the Shire President on the Shire affairs and the performance of the Shire's functions.
- to speak on behalf of the Shire if the Shire President agrees.
- to be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- to ensure records and documents of the Shire are properly kept for the purposes of the Act, or any other written law, and
- to perform any other function specified or delegated by the Shire or imposed under the Act or any other written law as a function to be performed by the CEO.

Section 5.42 of the Act enables the Shire to delegate in writing to the CEO, the capacity to exercise any of its powers or duties, except for those relating to:

- actions in which decisions of an absolute majority or a 75% majority of the Council is required.
- acceptance of a tender which exceeds an amount as determined by the Council.
- appointment of an auditor.
- acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph.
- any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (determining fees, allowances and expenses of members and Committee members).
- borrowing money on behalf of the Shire.
- hearing or determining an objection of a kind referred to in Section 9.5.
- (carrying out any power or duty requiring the approval of the Minister or the Governor), or such other powers or duties as may be prescribed.

This clear separation of elected member and CEO roles and responsibilities as identified within the Act reinforces good governance principles. It also ensures the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

Executive Management Role

In undertaking its functions and responsibilities, the Council is supported by the CEO and an Senior Staff. The Executive Management Team, comprising of the CEO and staff as determined by the CEO, meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions. These meetings are complemented by operational meetings (Administration meetings and works toolbox meetings) to enable management information dissemination and to receive feedback from officers.

DECISION MAKING

Agenda Setting

- an effective and efficient strategic planning process which produces owned strategic goals; and
- processes being in place which ensures Council plans are properly implemented.

Information Gathering

- ensuring the information gathered is sufficient to allow a decision to be made.
- ensuring an effective process within the administration to convert information into advice.
- providing good quality and timely Council reports, which provide the necessary information, options, and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts, effects on Integrated Plans, consultation, and any risks.
- have workable and productive consultation processes in place ensures decision-makers are aware of the views of those whom the decision affects.
- a sound process for identifying and distilling data into appropriate information.
- agendas being structured to facilitate good decision-making processes.

Opinion Formation

- This will be achieved through ensuring Elected Members understand the issues and have enough information provided to make an informed decision.

Decision-making

- Council and committee meetings being well chaired and conducted in accordance with Council Standing Orders Local Law 2016.
- facilitating participation and involvement while ensuring debate is relevant and succinct.
- robust debate which ensures all issues are aired. Although it is robust, the debate is conducted with courtesy and respect.
- the Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately.
- delegations where appropriate.

Implementation

- decisions being implemented in a timely manner.
- solidarity amongst the Councillors once a decision has been made.
- confidentiality being maintained wherever necessary.

FINANCIAL MANAGEMENT

Financial Accountability

"There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future".

The Council will achieve this by:

- Ensuring management have service delivery strategies to reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year's annual budget in accordance with the adopted service delivery strategies as shown in the Corporate Plans and the Long-Term Financial Plan.
- The council, through policy, will determine the appropriate mix between borrowing for capital works and funding them from revenue. The council will consider the implications of its decisions on the level of capital work, and asset maintenance.

Funding Strategic Objectives

Section 5.56 of the Act requires a local government to prepare a plan for the future'. The Council must know the direction it is going in the long term. Its vision and goals must be properly reflected in the Strategic Community Plan. The council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions.

Long-Term Financial Planning

Elected Members, sitting as Council, will determine the Long-Term Financial Plan, and be accountable for the process of developing it. The delivery of the services identified in the Long-Term Financial Plan will be in accordance with the Shire's strategic direction. The financial strategy should be consistent with the Council's Strategic Community Plan, and it must be able to fund its projects, functions and service improvements. Information will be presented to the Council by officers through reports to enable Council to make informed decisions.

The Shire's Long-Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next ten years and roll on each year with amendments and additions. The Plan provides a broad overview of where financial resources of the Shire will be directed over this period and the way these activities will be funded. The implementation of a Long-Term Financial Plan (LTFP) can be used to align capital and operating expenditure requirements with income streams and comply with Council's rating strategy and policy incorporated in the LTFP.

The Rating System

The rating system at the Shire will reflect the Council's strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community. The council's approach to rating will incorporate the concept of intergenerational equity; (i.e. the way the rating burden is spread between current and future generations of ratepayers of the Shire). The council will be informed whether the rates outcome, which was envisaged in the LTFP, is still appropriate and consistent with all objectives of the Strategic Community Plan. Mindful of the role outlined under Section 2.10 of the Act, Councillors must assess if the budget delivers what the Council wishes to achieve.

Annual Budget

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and staff resources required in pursuing the Shire's objectives for the proceeding twelve-month period. The Manager Finance and Corporate Services (MFCS) will annually develop a budget preparation timetable and process to meet Councils statutory requirements and give enough time to resolve major issues. The CEO and MFCS will ensure Council and staff are given adequate time to have the opportunity to work through key issues. The council's Long-Term Financial Plan will provide broad guidance for the budget. The Long-Term Financial Plan will be reviewed at least annually to incorporate the long-term impact of any significant changes or decisions which are not consistent with the current plan.

Statutory Compliance

The Shire recognises when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Compliance Audit Return. Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with the Act by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to the Council will, as a minimum, be in accordance with its statutory requirements.

Content

The focus of financial reports to the Council is to provide accurate information about the Shire's overall financial position. Councillors, when considering the financial reports, will be satisfied that the information they are given reflects the actual situation of the Shire. Councillors will ensure they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

Annual Report

The Annual Report has its basis in the Act, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year. The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

Services and Funds

Council will:

- have appropriate user charges for its services and facilities.
- be mindful of the proportion of financial resources required to meet operational and capital costs for the Shire.
- comply with government policy.
- where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of financial and management obligations of accepting any grant.
- ensure costs can be recognised, recorded and recovered appropriately.

Capital Works Debt Servicing

- Key assets will be maintained.
- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- The council will be informed on the proportion of financial resources required to service debt and decide whether it is appropriate for the Shire.

Accountability and Policy

- The council will meet legislative and financial reporting requirements.
- The council will meet accountability requirements to the community in terms of stewardship of assets.
- The council will strive to achieve best practice in financial policies and practices.
- The council will strive to leave an appropriate legacy for future Councils.

Audit

The Local Government Act 1995 (the Act) requires all local governments establish an audit and risk committee. This committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions. *Ref: Audit in Local Government - The appointment, function and responsibilities of Audit Committees; Local Government Operational Guidelines – Number 09 Revised September 2013*

Risk Management

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained. The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent legal advice (as required), the completion of the annual statutory Compliance Audit Report (internal) and the annual financial audit undertaken by professional, external auditors as required by the Act. The Shire also maintains a wide range of assets that include infrastructure assets; real property; financial assets; information, intellectual property, natural and heritage assets.

As required by regulations, the Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives. This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach to effectively minimise business, financial and physical liability to the Shire's operations. The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- safeguard assets.
- ensure there are enough monies to meet its financial obligations when due prevent and detect fraud.
- ensure accuracy and completeness of accounting records.

Delegations

Effective delegations should be implemented and maintained. Delegations of authority are required to provide officers of the Shire with the power to exercise duties and make determinations. It is essential Council's delegations are performed in accordance with the adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations. Council may delegate authority to the CEO and other nominated officers under the provisions of the following legislations (yet not limited to), the Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Building Act 2011, Health Act 1911, Strata Titles Act 1985, Caravan Parks and Camping Grounds Regulations 1987, Bushfire Act 1954, Emergency Management Act, Litter Control Act, Dog Act, Cat Act and the Shire, Town Planning Scheme to perform some of its functions and duties.

The Local Government Act and associated regulations allow the CEO to sub-delegate to any other officer the authority to perform functions and duties exercisable by the CEO under the Local Government Act or have been delegated to the CEO by the Council.

This is in accord with a governance framework whereby officers are responsible to the CEO and the CEO is responsible to the Council. The CEO is also responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the Act) and reviewed annually. The CEO will advise the Council of any decisions made under delegated authority.

Under the provisions of the Town Planning Scheme, the Council may delegate authority to certain officers other than the CEO. If such a delegation is exercised the Council shall be advised.

CIVIC ACCOUNTABILITY

"Local government must account for its activities and have systems to support this accountability."

Excellence in governance is based on the premise of those who are involved in governance being held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure community assets are protected.
- Internal and external audits and Finance & Audit committee focused towards providing assurances to all stakeholders the processes and procedures are being adhered to and financial reports are accurate.
- Consultation and policies to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

Operational and Strategic Performance Management

There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance.

The Shire hopes to establish a range of mechanisms to ensure performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability. Ongoing financial performance will continue to be monitored through internally and externally based systems and processes. Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Community Long Term Financial Plans.

CEO Performance Management

The CEO is appointed by the Council and is directly accountable to it. The Council is accountable for setting the CEO's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to the Council sitting as Council and is not the responsibility of individual Elected Members.

Council appoints a CEO's Performance Review Working Group which is responsible for:

- Determining and setting in place an appropriate review process.
- Undertaking a performance appraisal of the CEO in accordance with the provisions of Section 5.38 of the Local Government Act 1995 and in accordance with the terms and conditions of the employment contract of the CEO.
- The Working Group will then report to the full Council its determination on the performance appraisal for Council input and endorsement for:
- Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the CEO's contract.
- Any goals, objectives, key performance indicators or remuneration package changes so negotiated, and set, must be acknowledged in writing by both the Shire President and the CEO.

Independent Review

Local governments should continue with existing internal structures to provide for independent reviews of processes and decision-making to assist the Council to meet its accountability to stakeholders". Independent Reviews will be sought as appropriate through Internal and external auditors as appropriate.

Customer Consultation

"Consultation should be undertaken appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be considered when the decision is made, and feedback should be provided to those who participated."

It reflects the core values (i.e. Respect, Openness, Teamwork, Leadership and Excellence) as important elements in serving the needs of residents and ratepayers.

The Shire is prepared to explore new and innovative methods of service delivery to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planned developments will be fully inclusive of the affected areas.

In addition to meeting the statewide and local public notice requirements prescribed by the Act in respect to proposals and activities, the Shire will also ensure information is available by electronic means. The Shire will utilise the local press for notifying residents about important issues. Information will also be posted on its official noticeboard located at the Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events. The Shire's website at: www.yalgoo.wa.gov.au will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which include information provision, consultation, public comment, Ordinary, Special and Annual General Meetings.

SUPPORT FOR ELECTED MEMBERS IN THE GOVERNANCE PROCESS

Elected Members are encouraged to attend professional development offered by the Local Government Department, WA Local Government Association or any other appropriate body/individual to better enable them to carry out their duties. Professional development needs, advice or resources can be facilitated by the CEO or relevant delegated officers.

Standards of Conduct

The Shire Code of Conduct provides Councillors and Staff at the Shire with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the operations of the Council and Administration.

The Code is complementary to the principles adopted in the Local Government Act 1995 and regulations which incorporates four fundamental aims to result in:

- Better decision-making by Council.
- Greater community participation in the decisions and affairs of council.
- Greater accountability by council to its communities; and
- More efficient and effective organisation.

The Code requires a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based. The Shire of Yalgoo's Code of Conduct is found in Section Four of this Governance and Policy Manual.

Enforcement of the Code

Any Elected Member, Committee Member or Council employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995 or such regulations or local laws created there under or any other relevant legislation, should discuss those concerns with the Shire President for Elected Members or CEO for Council employees.

Such reports shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken. Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements and the local government's responsibilities as an employer.

It should be noted the Corruption and Crime Commission Act 2003 requires the reporting to the Commission by all public sector agencies of suspected "misconduct" within their agency. Misconduct generally occurs when a public officer abuses authority for personal gain or to cause a detriment to another person or acts contrary to the public interest.

Reporting Alleged Breaches of the Code

- Councillors will report an alleged breach by a Councillor or employee to the President who will in turn refer the alleged breaches by an employee to the CEO.
- Employees will report an alleged breach by a Councillor or employee to the CEO who will in turn refer alleged breaches by a Councillor to the President.
- Councillors and employees will report an alleged breach by the CEO to the President.
- Councillors will report an alleged breach by the President to the Deputy President.

Responsibility for Upholding the Code

- All Council members have a shared responsibility for upholding the Code.
- The President is responsible for dealing with alleged breaches of the Code by a Councillor or the CEO.
- The CEO is responsible for dealing with an alleged breach by an employee.
- The Deputy President is responsible for dealing with an alleged breach by the President.

Dealing with Alleged Breaches

- All alleged breaches will be investigated promptly while the issue is current. The investigation of an alleged breach will be dealt with in a sensitive nature, guided by the principles of natural justice and will be investigated in confidence.
- When investigating an alleged breach, the investigator will maintain all records of the investigation.
- A breach of the Code will be dealt with in a manner deemed appropriate by the investigator, taking into consideration the nature and the seriousness of the breach.
- After investigating the alleged breach, the investigator will advise the relevant parties of the outcome.

PART FOUR – KEY DOCUMENTS, POLICIES AND PROCEDURES FOR COUNCIL

These are Shire specific local laws, policies, procedures, and guidelines relevant to the Elected Members, and form part of this manual to act as an induction and reference tool for Councillors of Shire. They are officially managed as part of the Shire policy and induction manual review and update processes.

4.0 Council Committees, Forums and Meeting

For consistency and appropriate running of meetings, agreed and approved standing orders should guide and manage the meeting process.

POLICY 1.1 – SHIRE OF YALGOO CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Amended / confirmed Review 30th July 2021

Policy Statement

This Policy is adopted in accordance with section 5.104 of the Local Government Act 1995.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
- (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures, and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation.
 - (b) undertake counselling.
 - (c) undertake training.
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* 2013 s345 (1) (7)

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

- (a) that they had an interest in the matter; or
- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

COMPLAINT ABOUT ALLEGED BREACH

Ref. Code of conduct for council members, committee members and candidates
Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
 - (b) to an authorised person
 - (c) within one month after the occurrence of the alleged breach:

NOTE TO PERSON MAKING THE COMPLAINT:

The form below form should be completed, dated, and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach. The signed complaint form is to be forwarded to: ceo@yalgoo.wa.gov.au or delivered to 37 **Gibbons Street Yalgoo WA 6635**

Complaint about an alleged breach of Code of Conduct for Council Members, Committee Members and Candidates Form

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <u>Given Name(s)</u> <u>Family Name</u> </div>

Contact details of person making the complaint:
Address: _____
Email: _____ Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.
<div style="position: relative; width: 100%; height: 100%;"> DRAFT </div>

Date of alleged breach:
_____ / _____ / 20_____

SIGNED:
Complainant's signature:
Date of signing: _____ / _____ / 20_____

Received by Authorised Officer
Authorised Officer's Name:
Authorised Officer's Signature:
Date received: _____ / _____ / 20_____

POLICY 1.1B – SHIRE OF YALGOO CODE OF BEHAVIOR COMPLAINT MANAGEMENT POLICY

History	New
Former Policy	1.1 November 2020 Governance Organisational Policy Manual C2021-0413 Code of Conduct
Amended / confirmed	Review 30 th July 2021

Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Yalgoo Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Yalgoo's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Yalgoo's or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means the Behaviour Complaints Officer, or a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Shire of Yalgoo.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

There is no direct statutory provision for confidentiality of behaviour breach allegations under the Act or Local Government (Model Code of Conduct) Regulations 2021. However the Shire of Yalgoo will take the following steps to protect both the Complainant and Respondent.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur. The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

The Shire will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shires Behaviour Complaints Officer is the Chief Executive Officer
To be contacted on 0417 484 840 or email ceo@yalgoo.wa.gov.au

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints. The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required. In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy if, by their own opinion, the Behaviour Complaints Officer believes they are unable to act as a Complaint Assessor due to an actual or perceived bias.

The Complaint Assessor will be an impartial third party who will undertake the functions specified in this Policy if the Behaviour Complaints Officer does not believe they can act impartially or that they have sufficient time or experience to carry out an investigation. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Behaviour Complaints Officer may appoint a Complaint Assessor at any point during this process with notice to all parties that this has occurred.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

A Complaint Assessor should request a written response from the Respondent and review all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents). If they believe an investigation is required the scope of the investigation shall be determined by the Behaviour Complaints Officer in accordance with the Shires Budget and Purchasing Policy.

2.3. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in the Complaints Committee Terms of Reference.

Behaviour Complaints Committee Terms of Reference

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [*clause 12(3) of the Code of Conduct*].
- Determining reasons for such a Finding.

- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

Membership

The Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act. Membership of the Behaviour Complaints Committee will comprise of all Council Members with the following condition:

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. From the remaining Committee Members the Presiding Member of the Committee is determined by the following order; Shire President, Shire Deputy President, Councillor with longest continuous service or as nominated by the committee, with a blind draw if contested.

Meeting Schedule

Meetings are to be scheduled as required by the CEO as Behaviour Complaints Officer in consultation with the Committee Presiding Member.

Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire Register of Delegations.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

Committee Governance

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member.
- make the Committee Notice Papers and Agenda publicly available [s.5.94(p), s.5.96A(f)], except for agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [Admin.r.14]; and
- make Committee minutes publicly available [s.5.94(n), s.5.96A(h)], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].

A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].

A Complaint must be made by **completing the Behaviour Complaint Form in full** and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name, signature and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and

To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so. After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint.
- outlines the process that will be followed and possible outcomes.
- explains the application of limited confidentiality to the complaint.
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information; and
- an offer as outlined in this policy to accept and participate in or decline an Alternative Dispute Resolution.

If the Complainant agrees to an Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy.
- includes a copy of the Complaint Documents.
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes.
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Yalgoo recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

In any case the Behaviour Complaints Officer will act as intermediary and specify a time/cost threshold. For example if no agreement between the parties occurs within a reasonable timeframe, then the Alternative Dispute Resolution will be deemed as unsuccessful, and the formal complaints procedure will resume.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated, or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experience Complaint Assessor, in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

The Behaviour Complaints Officer will undertake procurement in accordance with the Local Government's Purchasing Policy, based on sufficiently detailed guidance on suitable qualifications and experience, if Part 2.2 of this Policy requires them to do so.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Yalgoo Standing Orders.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions or drafting the Complaint Report or recommendations. Indicatively the Respondent should provide a response within 14 days in writing unless another format is reasonable. The Complaints Assessor is to exercise their professional skill and judgment in that regard.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard.
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

The Respondent is to be provided with the draft Complaint Report so that they can make one final submission within 7 days, before the Complaint Assessor finalises the Complaint Report.

3.12. Complaints Committee Meeting

The agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations. In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

The Local Government is required to include reasons when providing notice of its decisions under clauses 12(4), 12(7) and 13 of the Code of Conduct. The Complaint Report is required to provide reasons for each of its recommendations, which become the Officer Recommendations.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this

Complaint.

*If the Behaviour Complaints Committee finds that the alleged breach **did** occur,*

- the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action:

- the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan:

- the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

**In actioning clause 12(5) of the Code of Conduct:*

- the Respondent may be invited to make an oral submission or provide a written response. If the final decision to implement a Plan is referred to a subsequent meeting of the Committee, the Complaints Assessor or Behavioural Complaints Officer may provide a report attaching the written response and potentially make an associated recommendation as to the effect of a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting;
- (b) and either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Yalgoo Meeting Procedures and Standing Orders.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention.
- whether the Respondent has breached the Code of Conduct knowingly or carelessly.
- whether the Respondent has breached the Code of Conduct on previous occasions.
- likelihood or not of the Respondent committing further breaches of the Code of Conduct.
- personal circumstances at the time of conduct.
- need to protect the public through general deterrence and maintain public confidence in Local Government, and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation.
- undertake counselling.
- undertake training.
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s).
- who is responsible for the actions,
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

4.6. Relevant Legislation

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021

POLICY 1.2 – STANDING ORDERS

History	Adopted 19 July 2007
Former Policy	1.2 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021

Objective

To set down rules of debate for Council or Committee meetings that satisfy the needs of the Shire of Yalgoo and create a framework for the smooth functioning of meetings.

Policy Statement

1. Interpretation

In this policy, unless the contrary intention appears, “absolute majority” “CEO” “committee” “council” “councillor” “local government” “motion” “meeting” “member” “president” “presiding member” “prescribed,” shall be interpreted as defined in the Local Government Act 1995.

“Agenda” means a customary list of matters for consideration by the Council or Committee. “Clause” means each numbered clause of this policy.

“Deputation” means any persons appearing before the Council or a Committee on specific business, other than within the time set aside at the commencement of the meeting for submissions and questions from members of the public.

“Reports” means committee or officer reports supported by a précis, administrative comment (where appropriate) and recommendations that are included in the agenda for Council consideration.

“Standing Orders” means this text.

2. Proceedings to be Conducted According to Standing Orders

The proceedings and business of the Council shall be conducted in accordance with the Act, regulations and any other State or Federal law, and where not specifically prescribed, according to this policy.

3. Notice of Meeting – Members to Receive Notice

Notice of a Council or Committee meeting shall be given by the CEO in accordance with the Act by means of an agenda setting out the matters for consideration.

4. Notices of Motion – Councillor

A councillor may bring forward business in the form of a written motion, which shall be given to the Chief Executive Officer, either at the meeting previous to the meeting at which it is intended to move the motion, or at any time thereafter, up to 24 hours before the close of the agenda.

5. Agenda

Notice required in clause 3 shall be in the form of an agenda setting out the matters for consideration and decision by the council which shall be closed by the CEO at such a time to ensure compliance with the requirements of the Act.

5. Urgent Business

6. General business will not be admitted to Council. In cases of urgency or other special circumstances, where a matter cannot or should not be deferred until the next meeting, urgent items may, with the consent of a majority of Elected Members present, be heard and dealt with.

Any such business shall be in the form of a clear motion, and the President may require such a motion to be written and signed by the Councillor or officer proposing the motion or recommendation.

7. Deputations

People wishing to appear before Council or a Committee as a deputation should apply to the CEO at least one week before the date of the meeting, specifying the purpose of the deputation and the number of persons in the deputation. Deputations may be permitted at the discretion of the Presiding Member or by a resolution of the Council or Committee (as the case may not be). Not more than two members of a deputation may address the Council or Committee, except to answer questions from members of the Council or Committee. The Presiding Member may receive deputations at any time to suit the order of business, general convenience or good conduct of the meeting.

8. Ordinary Meeting – Order of Business

As far as practicable, proceedings of the ordinary meeting of the Council shall be:

- Declaration of Opening/Announcement of Visitors
- Record of Attendance/Apologies/Leave of Absence
- Disclosures of Interest
- Public Question Time
- Response to Questions Taken on Notice
- Questions Without Notice
- Petitions/Deputations/Presentations/Submissions
- Notice of Matters to be Discussed Behind Closed Doors
- Applications for Leave of Absence
- Announcements Concerning Meetings Attended
- Confirmation of Minutes
- Minutes of Committee Meetings
- Reports of Officers
- Notices of Motion
- Previous Notice received.
- For Consideration at the Following Meeting
- Urgent Business
- Matters for which the Meeting may be closed.
- Next Meeting
- Meeting Closure

9. Public Conduct at Meetings

a) Any person or persons may attend meetings of Council provided that there is no expression of dissent, approval or level of conversation that interrupts the proceedings of Council (except by any person making public statements or asking a question in accordance with clause 7).

b) In the event of an interruption, the Presiding Member may request that the person or the persons cease to do so. If they do not comply, the Presiding Member may direct that the person or persons immediately withdraw from the meeting room. Failure to comply with such a direction shall constitute an offence against these Standing Orders.

10. Role of the Presiding Member

a) The Presiding Member may direct attention to any matter of interest or relevance to the business of the meeting or propose a change to order of business. Any member may move that a change in order of business proposed by the Presiding Member not be accepted and if carried by majority of members present, the propose change in order will not take place.

b) The Presiding Member may take part in a discussion upon any question before the council, subject to the same conditions as applicable to any Councillor.

c) To preserve order, when the Presiding Member indicates a wish to speak during the progress of a debate, any member then speaking shall immediately cease. Every person present shall observe silence in order that the Presiding Member may be heard without interruption. This clause is not to be used by the Presiding Member in the exercise of the right to take part in Council discussion.

d) A Councillor may move a motion to disagree with a ruling made by the Presiding Member. The Presiding Member must immediately call for a seconder and put the motion without debate.

11. Maintenance of Order

a) Members shall speak of each other and staff during this meeting by their respective titles of President, Councillor or CEO. Members shall not impute motives or use offensive or objective expressions in reference to any member, officer of the council, or any other person.

- b) If a member commits a breach of the preceding clause, the Presiding Member, or the Council by resolution, may require that member to withdraw unreservedly any offending comment and to make a satisfactory apology. If the member refuses to do so, the Presiding Member shall direct the member to cease speaking.
- c) A Councillor wishing to address a meeting shall indicate by raising a hand. When invited by the Presiding Member to do so the councillor may address the Council through the Presiding Member.
- d) Councillors shall restrict remarks to the matter under discussion, or to an explanation or point of order.
- e) All addresses shall be limited to maximum of five minutes. Extension of time is permissible only with the agreement of the majority of members.
- f) No member shall interrupt another member whilst speaking unless to raise a point of order or call attention to the absence of a quorum.

12. Procedures for Debate of Motions

- a) It shall be the function of the Presiding Member to determine the majority opinion of the
- b) Councillors present at a meeting of any motion placed before the meeting.
- c) As determined by the Presiding Member, recommendations presented on the business paper and serially numbered, may be offered to the meeting as a block for Council endorsement and such motions, with or without amendment, may be moved and seconded as a whole as a motion of the Council. Each item adopted by the Council shall become a resolution of the Council and shall be recorded in the minutes.
- d) Block voting shall not apply in cases where an absolute majority voting is required by the Act.
- e) Before debate is opened, the motion must be moved and seconded. A motion not being seconded is to be considered and recorded as lapsed.
- f) The elected member moving a motion is not under any obligation to move the recommendation of an Office but shall give due consideration to the Officer's recommendation on the matter, which may be moved verbatim, or with changes to the wording. If the Officer's recommendation is varied, either in the original motion or by formal amendment, the elected member moving the motion must also provide the reason for variation, to be recorded in the Minutes, as required by the Act.
- g) When a motion is under debate, no further motion shall be accepted.
- h) The Presiding Member will call speakers to a motion in the following order:
 - (i) The mover to state the motion.
 - (ii) A seconder to the motion.
 - (iii) The mover to speak to the motion.
 - (iv) The seconder to speak to the motion.
 - (v) A speaker against the motion.
 - (vi) A speaker for the motion.
 - (vii) Other speakers against and for the motion, alternating in view, if any.
 - (viii) Mover takes right of reply which closes debate
- i) If the Presiding Member believes sufficient discussion has taken place even though all members may not have spoken, he may offer the right of reply to the mover to close the debate.

13. Procedural Motions

To expedite meetings of Council, procedural motions are not required to be in writing but must be moved and seconded –

- a) "That the Council do now adjourn until (state time and date)." If carried, will clause the meeting to stand adjournment as specified to any other time not more than seven days from date of adjournment.
- b) "That the motion be now put." If carried without amendment requires the Presiding Member to offer the mover the right of reply, and then immediately put the motion to the meeting. If carried during debate on an amendment requires the Presiding Member to put the motion without any right of reply.
- c) "That the Councillor be heard no longer heard." If carried this motion requires the Presiding Member not to allow the speaker to speak any further on the motion, excepting the right of reply if the speaker was the mover of the motion.

- d) "That the ruling of the Presiding Member be disagreed with." If carried this will cause the ruling of the Presiding Member to be reversed, and for the meeting to proceed accordingly. Such a motion cannot be moved in the case of the Presiding Member's adjournment of the meeting to regain order.
- e) "That the Council meet behind closed doors." If carried this will cause the public and any officer or employees the Council determines to leave the room, unless remaining with the consent of Council.
- f) "That Standing Order (clause or clauses to be stated) be suspended." If carried will cause the procedure of these Standing Orders to be suspended in part or in the whole.
- g) "That the matter lay on the table until (specify meeting)." If carried, has the effect that all consideration and discussion of the matter is deferred until the meeting specified.

14. Decision Making Processes

- a) Amendments – Any number of amendments may be proposed to a motion, but whenever any amendment is made upon a motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.
- b) Foreshadowed Motion – During the course of debate on an amendment to a motion, a member may give notice of intention to move a motion or amendment when the question before the meeting is decided.
- c) Motion – If an amendment to a motion is carried, the motion as amendment shall then be submitted as the motion and shall become the question before the meeting upon which any member may speak and any further amendment may be moved.
- d) Consent of Secunder Required to Accept Alteration of Wording – The mover of a motion may not alter the wording of the motion without the consent of the seconder.
- e) Withdrawal of Motion and Amendments – Council may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment shall not continue.
- f) Limitation of Motion and Amendments – Where an amendment has been proposed to a motion, the motion shall not be withdrawn, except by consent of the, majority of members present, until the amendment proposed has been withdrawn or lost.
- g) Right of Reply – The mover of a motion shall have the right to reply. After the mover of the motion has commenced the reply, no other member shall speak on the question. The reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.
- h) All Members to Vote – Save where the Act otherwise provides, at every meeting of the Council every member shall vote, and if any member who is entitled to vote fails to vote, the Presiding Member shall call upon the member to vote.
- i) Method of Taking Vote – In putting the questions to the council, the Presiding Member may ask whether there is no objection to the motion, and if not the motion is deemed carried unanimously. If objection is raised to the motion, the Presiding Member shall put the question as often as necessary to determine the decision from a show of hands before declaring a decision.
- j) Declaration of Vote – The Presiding Member shall declare the vote to be carried or lost, stating the number of votes in favour and against the motion.

15. Points of Order

- a) Procedure – Upon a matter of order a Councillor may raise a point of order including interrupting the speaker. A Councillor shall immediately cease speaking while the Presiding Member considers the point of order.
- b) Definition – The following definitions shall constitute a point of order –
- Discussion of a matter not before the Council or Committee.
 - Use of offensive or insulting language.
 - Violation of any provision of this policy, provided that the Councillor raising the point of order states the standing order believed to be breached.
- c) Ruling – The Presiding Member shall give a decision on any point of order after the point has been raised by upholding or rejecting it. The ruling of the Presiding Member shall final, unless a majority of the members support a motion of dissent with the ruling.
- d) Precedence – All points of order take precedence over any other debate and until decided, and suspends the consideration of every other matter.

16. Committees of Council

- a) The Council shall, at the first meeting held after each ordinary election day, review all appointed committees.
- b) Power and Duties – The power and duties of Committees shall be defined and delegated to them by resolution carried by absolute majority of the Council, and recorded in the Delegations Register. The constitution and practice of the Committees shall accord with the Act.
- c) Recommendations of Committees – The recommendations of a Committee shall be presented to the next appropriate Council meeting.
- d) Inspection of Plans – All plans referred to in any recommendation of the Committee shall lay on the table of the Council Chamber for inspection by Councillors at the meeting at which the matter is being considered.
- e) Rights and Responsibilities of Councillors who are not Committee Members – Councillors who are not members of a committee may attend all meetings of all Committees and may participate only at the invitation of the Presiding Member but may not vote. Travel expenses are payable only to Councillors who are members of the Committee unless specifically authorised by Council by resolution prior to the committee meeting.

17. Chief Executive Officer – Duty

It is the duty of the Chief Executive Officer to draw the attention of the Council, any breach or likely breach of these standing orders even if it requires interrupting any person who may be speaking.

POLICY 1.3 – AUTHORISED MEETINGS PAYMENT CLAIM

History Adopted 19 April 2007
 Former Policy 1.3 November 2020 Governance Organisational Policy Manual
 Amended / confirmed Review 30th July 2021

Objective

To establish the basis upon which the Council will reimburse travel and other expenses (accommodation and meals) pursuant to section 5.98 of the Local Government Act 1995 (Discretionary Expenses).

Policy Statement

The council will reimburse travel and other reasonable expenses where Members of Council have been appointed as delegates by resolution of Council as well as where there is a requirement for a Councillor to attend interviews for senior staff or CEO positions.

POLICY 1.4 – COUNCIL CHAMBER USAGE (AND CITIZENSHIP DRESS CODE)

History unknown
 Former Policy 1.4 November 2020 Governance Organisational Policy Manual & Resolution C2020-1010 Citizenship Ceremony Dress Code
 Amended / confirmed Review 30th July 2021

Objective

To establish usage protocols for the Council Chambers

Policy Statement

1. The Council Chambers are not available for general use.
2. Where the meeting involves the Shire as an organisation or is of importance to the Shire, the CEO has discretion to approve use of the Chambers, for example.
 - meetings with/by visitors (e.g., parliamentarians, government agencies, developers etc)
 - administrative – audit, consultants, meetings requiring additional privacy etc.
3. No meals are to be consumed in the Chambers.
4. Citizenship Ceremonies are ordinarily held in the Yalgoo Shire Council Chambers to fulfil the requirements of the Australian Citizenship Ceremonies Code and provide a venue of significance.
5. Dress Code for Citizenship Ceremonies - The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Smart Casual, National/Cultural dress welcome.

POLICY 1.4B – PORTRAITS IN COUNCIL CHAMBERS

History Adopted 22 November 1999
 Former Policy 1.5 November 2020 Governance Organisational Policy Manual
 Amended / confirmed Review 30th July 2021

Policy Statement

That, subject to the agreement by the immediate families, the portraits of Presidents and members of fifteen years of service or more of the Council of the Shire of Yalgoo or the Yalgoo Roads Board be exhibited in the Council Chambers.

POLICY 1.5 – COUNCILLORS RECOGNITION OF SERVICE

History	Adopted November 2007
Former Policy	1.6 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021 Amended 29/10/2021.

Objective

To recognise the service of, and show appreciation to departing Councillors, the Council determines an appropriate amount for a Recognition of Service gift for departing Councillors. The Minister for Local Government must give Councillors written exemption from the requirement to declare a financial interest prior to any change to this Policy. This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A and an exemption from the Minister under s.5.69, is therefore required prior to any amendment, alteration, or revocation of the Policy whatsoever. Although Councillors can claim travel, meeting expenses etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district. When qualifying, enquiries should also be made through the Department of Local Government to obtain a Certificate of Appreciation from the Minister.

Policy

As per the policy and section 34AC of the Local Government (Administration) Regulations 1996 the CEO is to arrange a suitable gift for departing Councillors. The Local Government Act 1995 and regulations require the gift to be set between specific thresholds as follows, when a 4-year term has been met.

(1) 34AC. Gifts to council members, when permitted etc. (Act s. 5.100A)

The retirement of a council member who has served at least one full 4-year term of office is prescribed under section 5.100A(a) as circumstances in which a gift can be given to the council member.

1. Each departing Councillor shall receive an appropriate plaque or certificate of service.
2. The CEO is to arrange a suitable gift for departing Councillors, as per section 34AC of the Local Government (Administration) Regulations 1996.
3. Presentation of the plaque or certificate and gift will generally be made at the final meeting being attended by the Councillor, or at the Annual Shire Christmas function.
4. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.
6. The amount of \$100 for each year served as a council member to a maximum of \$1 000 is prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub regulation (1). [Regulation 34AC inserted: Gazette 3 May 2011 p. 1596.]

Gifts to council members

A local government cannot give a gift to a council member unless —

(a) the gift is given in prescribed circumstances; and the value of the gift is less than the prescribed amount. [Section 5.100A inserted: No. 17 of 2009 s. 34.] A gift of between \$50-\$100 is suitable for the Shire of Yalgoo with respect to Local Government (Administration) Regulation 34AC for a 4-year term, spent from the Refreshments and Receptions Account.

POLICY 1.6 – COUNCIL REPRESENTATION IN EXTERNAL ORGANISATIONS AND COMMITTEES

History	Adopted 21 August 2008
Former Policy	1.7 November 2020 Governance Organisational Policy Manual

Amended / confirmed Review 30th July 2021

Objective

To ensure that Council is represented by an authorised nominee at meetings, by specifying the organisations and order of precedence to represent Council.

Policy Statement

1. Council nominates people to the external organisations or committees listed in the table below at the first meeting following an Ordinary Election or from time to time as required.
2. Nominations as Council representatives to external organisations are to be reviewed at the first meeting following the ordinary Local Government elections, and new nominations to be delegates until the meeting following the next ordinary Local Government elections, subject to the provisions of the Local Government Act.
3. Should a representative or deputy representative resign their nomination or become disqualified to continue as a Councillor, their nomination lapses immediately, and Council will decide a new nomination at the next meeting.
4. Subject to the Constitution or Rules of the Organisation, if precedence needs to be determined due to unavailability or for some other reason, the order of priority will be:
 - a) Council's nominated representative/s
 - b) Council's nominated deputy representative/s
 - c) President
 - d) Deputy President
 - f) Councillors or the CEO as determined by the President

Organisation or Committee	Delegates
External - Murchison Vermin Regional Council	Cr G Payne Cr P Lawson
External - Murchison Country Zone of WALGA	Cr G Payne Cr G Trenfield Deputy Cr R Valenzuela
External - Mid West Regional Road Group	Cr R Valenzuela Cr P Lawson Deputy Cr G Payne
External - Murchison Sub Group of the MWRRG	Cr R Valenzuela Cr P Lawson Deputy Cr G Payne
External - Gunduwa Conservation Association (EGRCA)	Cr P Lawson Cr T Hodder
External - Development Assessment Panel	Cr R Valenzuela Cr G Trenfield Alternate Cr G Payne Alternate Cr T Hodder
Yalgoo Arts & Cultural Committee	Cr G Payne Cr G Simpson Cr T Hodder CEO Community Member – Becky Phillips
External - Murchison Executive Group	CEO
Shire of Yalgoo Finance and Audit Committee (Audit and Risk)	All Councillors
Chief Bushfire Control Officer	CEO
Brigade Captain and Deputy Bushfire Control Officer Yalgoo (North)	Craig Holland

Brigade Captain and Deputy Bushfire Control Officer Paynes Find (South)	David Rocke
External - Mid-West Local Government Emergency Management Network (MWLGEMN) & LEMC	Cr R Valenzuela Cr G Payne Officer appointed by the CEO
Yalgoo Tourism Committee	Cr G Payne Cr G Trenfield Cr T Hodder CEO Community Member – Vacant Community Member - Vacant
CEO Performance Committee	All Councillors

Development Assessment Panel members are by Ministerial appointment following council nomination, with compulsory training required. Members of this committee are not put forward for re-nomination.

Delegates of Committees and Representatives to external bodies should be aware of the policies and reference documents guiding the operation of those groups.

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POLICY 1.7 – ELECTED MEMBERS RECORDS CAPTURE AND MANAGEMENT

History	Adopted 28 August 2009
Former Policy	1.8 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021

Objective

To meet the obligations imposed on elected members and the organisation by the State Records Office under the State Records Act.

Policy Statement

State Records Office policy which imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009, is –

In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business, local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.

The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –

- provide a collection point readily accessible to each elected member to deposit the required materials.
- materials collected will be separated according to elected member and financial year of deposit
- for electronic records (emails, digital photos etc), a CD suitable for backup of all electronic records will be provided at least once per year,
- the CD then to be deposited with other required materials,
- where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.

Access to the records created may be required, and is to be facilitated by the CEO:

- as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc
- by order of an authorised body such as the Standards Panel or a Court of law etc,
- by a representative of an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

Comment

In effect, any form of record which may affect accountability or contribute to a decision or action made as a Councillor must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to you to in explanation/complaint, an agenda where you have made notes on various items, etc.
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment.
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as:

- a note of a conversation where someone asked you to pursue a specific matter,
- a letter that you write in the capacity of Councillor,
- an email you send as a Councillor.

The records only need to relate to those “affecting the accountability of the Council and the discharge of its business up to and including the decision-making processes of Council”. It is the elected member’s decision and judgement as to what extent this applies, and it is suggested that this not be further defined.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire.
- a promotional brochure or conference information is not relevant.

POLICY 1.8 – SHIRE LOGO

History	Adopted 26 November 2009
Former Policy	1.9 November 2020 Governance Organisational Policy Manual Second Logo adopted 25 th June 2021
Amended / confirmed	Review 30 th July 2021

Objective

The Shire’s logo is copyright to the Shire, and this Policy is intended to provide guidance concerning use of the logo.

1.



2.



Policy Statement

1. The logos of the Shire  are displayed on this page. The first should be given precedence and new revisions of publications. The first progressively replace the second in

2. The logo should be used –

- on all Shire publications, letterheads, promotional materials etc
- where the Shire has provided sponsorship or support for a program, activity or advertisement e.g. – scholarship programs, ICP support etc.

3. Private use of the logo is not permitted unless approved.

- Private use of the logo will only to be permitted where there is some identifiable benefit to the Shire or community. The proposed use benefits the Shire or community through promotion of the district, directly or indirectly, for example –
- permitted on a tourism promotion brochure indicating a facility or event is located within the Shire
- not permitted on private communications, advertising etc
- on materials which are provided by the Shire, or
- without the prior approval of the CEO

4. Approval for use of materials provided by the Shire or for private use of the logo may be withdrawn if Council is of the opinion that it is being misused or is for an inappropriate purpose.

For example, to imply Shire support of a specific service, activity etc in preference to others, where no such support has been given; or to imply Council authorisation or endorsement of a specific person or position, where no such endorsement has been given.

POLICY 1.9 – COMMUNITY ENGAGEMENT AND CONSULTATION

History	Unknown
Former Policy	1.11 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021

Objectives

To provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is with in keeping with community values and aspirations.

Policy Statement

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision making process.
- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development. Council's obligations to respond to the community when exercising these rights will be clearly stated in specific consultation processes.
- Objectives for, and limits to, information, consultation and active participation during planning, project and key service development will be defined from the outset. The respective roles and responsibilities of the community (including individuals and groups) and Council (including Councillors and officers) will be made clear as well as to who makes final decisions once the information is analysed.
- The approach for specific consultations will be tailored to the target audiences and consider all other factors outlined in this policy.
- Consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will be made available for consultation to be effective.
- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.

Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered in relation to

Further policies and other relevant information to be discovered or developed as appropriate.

- Broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.
- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of "consultation fatigue" within the community.
- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amenable to external scrutiny and review.
- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

Associated Policies, Frameworks and Legislation

DLGC WA Integrated Planning and Reporting Framework 2011

Local Government Act (1995) – Regulation S5.56(2)

Outcomes

Measures of success of consultation will include assessments of whether:

- The interests of all parties have been served.
- Expectations concerning the process have been met.
- Consensus, consent and commitment have emerged.
- The process has encouraged generation of the best options.
- Objective criteria have been used to assess the different options under consideration.
- Understanding has been enhanced.
- Relationships between Council and the community and within the community have been enhanced.
- The decision resulting from the consultation has been stable and enduring.

Responsibility

Responsibility for the implementation of this policy rests with the Council, CEO and staff of the Shire.

DRAFT

POLICY 1.10 – ORGANISATIONAL RISK MANAGEMENT

History	Unknown
Former Policy	1.12 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021

Objective

The purpose of risk management is to develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. It also is designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control. Risk management is a key process in developing the strategic direction of the shire.

The key drivers for risk management are the Councillor's responsibility for due diligence as good corporate governance practice and the due diligence requirements by the insurance industry which impacts on the cost of insurance.

Policy Statement

This Policy should be read in conjunction with the Shire of Yalgoo Organisational Risk Management Plan.

The Council is committed to managing risk in the Shire and will implement the principles of the ISO 31000: 2019 Risk Management Standard as the minimum standard.

It is understood by the Shire that risk management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

The Audit and Risk Committee will be responsible for ensuring there is a Risk Management Plan for the Shire. The Council recognises that adequate resources are needed to implement the risk management program.

The officer responsible for the Risk Management systems and processes of the Shire must ensure that all risk management processes and assessments are fully documented and managed through the records management system.

References

Risk Management Standard AS / ISO 31000 2019 _ Standards Australia

Scope

This policy covers all the operations of the Shire, including corporate governance, legal compliance, infrastructure, business risks, capital assets, finances, information technology, human resources, service delivery and events management.

Risk Management Objectives

- To develop and implement the principles and practices of the risk management standard. Management
- To define the Shire's tolerance to risk and communicate it throughout the Shire.
- To communicate with the community about the Shire's approach to risk.
- To protect and enhance the reputation of the council.
- To develop a risk management plan which is aligned to the integrated planning processes.

Responsibilities

Audit and Risk Committee is responsible for:

- Ensuring there is a risk management plan for the Shire,
- Establishing the risk tolerance level of the Shire adopted by council.

CEO: is responsible for:

- Reporting to the Council on the implementation progress of the risk management standard and ongoing management of risks in the organisation on a pre-determined frequency basis.
- Communicating the policy to all Councillors, employees, contractors, and consultants
- full implementation of risk management throughout the Shire,
- ensuring that the Risk Management Policy is adopted, communicated throughout the Shire, and included in induction programs.
- ensuring that the Risk Management Policy and Plan are reviewed annually.

- Displaying a copy of the policy on staff notice boards or through other relevant communication mediums.
- Ensuring that risk management is a standard agenda item at all meetings including toolbox meetings.
- Development of risk management skills through training and education.
- Development of risk management skills through training and education.
- Identifying and measuring performance indicators for risk management that cascade from the risk management plan to position descriptions and performance appraisals.
- Establishing and maintaining the central risk register (hardcopy or electronic)
- Establishing and maintaining the strategic risk planning register

Management is responsible for:

- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating, and reporting to the risk management committee of all areas and tasks under their responsibility.

Employees are responsible for:

- To comply with the Shire's risk management policy and procedures.
- To attend the risk management training.
- Actively participate in the risk management program and organisational performance review and evaluation program.
- Actively participate in the Shire's continuous improvement program

Guidance Note

The Shire's Risk Management Plan 2020 is to be used by the Council, Executive and Line Managers, Staff, Contractors, and Volunteers to ensure the effective management of Strategic and Operational Risk across the Organisation in decision making, project management, operations, and events.

Documentation

The Council, CEO and Officers will ensure that all risk management processes, assessments and plans are fully recorded throughout the Shire.

POLICY 1.11 MEDIA COMMUNICATIONS POLICY

History	Unknown
Former Policy	1.13 November 2020 Governance Organisational Policy Manual
Amended / confirmed	Review 30 th July 2021

Objectives

This policy details legislative obligations and establishes protocols applicable to the Shire's official communications with our community, to ensure the Shire of Yalgoo is professionally and accurately represented and to maximise a positive public perception of the Shire of Yalgoo

Policy Statement

This policy applies to:

1. Communications initiated or responded to by the Shire of Yalgoo with our community; and
2. Council Members when making comments in either their Shire of Yalgoo role or in a personal capacity about matters relevant to the Shire of Yalgoo.

Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Yalgoo events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Yalgoo positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Yalgoo

The Shire President is the official spokesperson for the Shire of Yalgoo, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the Local Government Act 1995 essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Yalgoo.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Yalgoo into disrepute, [Rules of Conduct Reg.3(d)];
- compromise the person's effectiveness in their role with the Shire in line with the relevant code of conduct;

- imply the Shire's endorsement of personal views [s.2.8(1)(d) of the Local Government Act 1995];
- imply the Council Member or employee is speaking on behalf of the Shire unless authorised to do so; [s.2.8(1)(d) of the Local Government Act 1995]; or
- disclose, without authorisation, confidential information [s.5.93 of the Local Government Act 1995].

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Yalgoo. [State Records Act 2000 / Local Government Record Keeping Plan, s's 5.23(2) and 5.93 of the Local Government Act 1995].

Council member communications must comply with the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

Responding to Media Enquires

All enquiries from the Media for an official Shire of Yalgoo comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

Website

The Shire of Yalgoo will maintain an official website, as our community's on-line resource to access the Shire's official communications.

Social Media

The Shire of Yalgoo uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not, however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Yalgoo maintains the following Social Media accounts (delete / add as relevant to each local government):

- Social networks, including - Facebook.
- Media Sharing networks, including – Instagram, and YouTube

The Shire of Yalgoo may also post and contribute to social media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Yalgoo will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false, or misleading.
- Promotional, soliciting or commercial in nature.
- Unlawful or incites others to break the law.
- Information which may compromise individual or community safety or security.
- Repetitive material copied and pasted or duplicated.
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot.
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third-party contributor to a Shire of Yalgoo social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

The Shire will use appropriate forms of social media to communicate and advise its community in relation to emergency management.

Presidential Social Media Official Accounts

The Shire supports the President in using official social media account/s to assist the President in fulfilling their role under Section 2.8 of the Local Government Act 1995, to speak on behalf of the Shire. The content will be administered and moderated in accordance with this Media Policy, by the Chief Executive Officer. (These official Shire social media accounts must not be used by the President for personal communications.)

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the President and Shire's social media accounts and third-party social media accounts, must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the State Records Act 2000. These records are also subject to the Freedom of Information Act 1992.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the State Records Act 2000. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the Freedom of Information Act 1992.

Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Yalgoo.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Yalgoo.
2. Be made with reasonable care and diligence [Rules of Conduct Reg.3(a)];
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct [Rules of Conduct Reg.3(b) and (f)];
5. Avoid damage to the reputation of the local government [Rules of Conduct Reg.3(d)];
6. Not reflect adversely on a decision of the Council [Local Government's Meeting Procedures and Code of Conduct];
7. Not reflect adversely on the character or actions of another Council Member or Employee [Rules of Conduct Reg.10(3), [Local Governments Meeting Procedures and Code of Conduct];
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member [Local Government Code of Conduct].

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public, and which breach this policy, the Code of Conduct or the Local Government (Rules of Conduct) Regulations 2007, may constitute a minor breach of the Local Government Act 1995 [refer s.5.105] and may be referred for investigation.

- That with authority from the Shire President or the Chief Executive Officer, individual Councillors are authorised to make press releases or act as spokesperson on behalf of Council.
- That the Chief Executive Officer regularly keeps rate payers and residents informed of Council activities via the Local Newspaper.
- That the Chief Executive Officer advertises in the Local Newsletter the names and telephone numbers of each Councillor at least once a year.

POLICY 1.12 – COUNCILLORS IT EQUIPMENT CONDITION OF USE AND PURCHASE

History	26 th October 2018
Former Policy	1.15 November 2020 Governance Organisational Policy Manual 31 January 2019 (C2019-0111)
Amended / confirmed	Review 30 th July 2021

Objective

iPads are assigned to Shire of Yalgoo Councillors, where needed for effective and efficient communication, essential to the conduct of Council business.

Policy Statement

This Policy defines the boundaries for the ‘acceptable use’ of Council provided tablets, laptops, iPads.

1. General Use Conditions

- All iPads are the property of the Shire of Yalgoo and must be used in compliance with applicable licenses, notices, contracts, and agreements.
- Council provided IT equipment must not be used for electioneering purposes.
- Theft or loss of the Shires IT equipment is to be reported immediately to the CEO.
- Councillors should read the care and maintenance instructions in the User Guide included with their iPads.
- iPads are provided for Council work, limited personal use is acceptable.
- Councillors must not install or download or transmit software programs, screensavers, system components, graphics, pictures, movies, audio files or similar files without permission from the Chief Executive Officer. Virus protection measures to be implemented.
- Councillors are not allowed to use the issued iPad in an illegal, illicit or offensive manner.
- Councillors must report immediately to the Chief Executive Officer any incorrect or inappropriate communication transmitted and or received.
- If the Councillor is not returned to office, all Council provided equipment must be returned to Council on the first business day following Council elections.
- The Shire of Yalgoo is responsible for insurance, support, maintenance and repairs of the iPads.

2. Purchase of Equipment.

A retiring elected member on expiry of office has an option to purchase the equipment supplied at its written down value (based on a 25% annual depreciation rate) or \$250 whichever is the greater.

POLICY 1.13 – STANDARDS FOR CEO RECRUITMENT PERFORMANCE AND TERMINATION

History	April 2021
Former Policy	C2021-0412
Amended / confirmed	Review 30 th July 2021

Objective

This Policy is adopted in accordance with section 5.39B of the Local Government Act 1995.

Policy Statement

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria mean performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO.

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO.

contractual performance criteria mean the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act.

job description form means the job description form for the position of CEO approved by the local government under clause 5(2).

local government means the Shire of Yalgoo.

selection criteria mean the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member.
- (b) an employee of the local government.
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
- (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verifying the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.
10. Application of cl. 5 where new process carried out
- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.
11. Offer of employment in position of CEO
- Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —
- (a) the making of the offer of employment to the applicant; and
 - (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.
12. Variations to proposed terms of contract of employment
- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.
13. Recruitment to be undertaken on expiry of certain CEO contracts
- (1) In this clause — commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
 - and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. **Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

POLICY 1.14 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY

History	New
Former Policy	3.2 Conference and Training March 2020 Policy Manual removed
Amended / confirmed	Review 30 th July 2021

Objective

To give effect to the Shire's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire.

This policy supports compliance with sections 5.127 and 5.128 of the Local Government Act 1995 (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Policy Statement

1. Budget Allocations

The Shire of Yalgoo Annual Budget will include an annual allocation to provide the opportunity for Elected Members to participate in appropriate training and development, including the minimum requirements for mandatory training as legislated.

The allocation is to be used for:

- Council Member Induction, dealt with under Part 2 of this Policy;
- Mandatory Council Member Training, dealt with under Part 3 of this Policy, and
- Council Capacity Building, dealt with under Part 4 of this Policy.

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 5 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

2. Council Member Induction

Following each election, the Shire of Yalgoo will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

3. Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the Local Government (Administration) Regulations 1996. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The Shire's preferred provider is WALGA, and course delivery is available electronically. Council Members will be provided with enrolment options and the Shire will coordinate bookings and arrangements to implement their selection.

Where a majority of Council Members would prefer face to face training, the Shire may arrange on-site or regional delivery and may coordinate this in cooperation with neighbouring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

4. Council Capacity Building

Within 6 months after an election, a Council Workshop prior to an ordinary meeting will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building. Courses and conferences are to be discussed to guide eligibility under part 5.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in Part 6 of this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

5. Continuing Professional Development

Attendance at the annual Western Australian Local Government Association Convention will be included in the Annual Budget for all Councillors. It is expected that up to 4 Councillors attend this event as per the Attendance at Conferences Policy however other delegates may be decided by Council Resolution. Council generally authorizes the following list of conferences and workshops where sufficient budget allocation has been made and the events are Western Australia based:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- Municipal Training Service's Councillor Induction Program.
- West Australian Local Government Association Elected Member Training and Development.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, Strategic Community Plans, Financial Reporting etc.

Providers

Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

Outcomes

To be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government.
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire.
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire of Yalgoo community.

5.1 Application and Approval

Request for approval

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO and Shire President in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by:

- (a) the Chief Executive Officer where the:
 - (i) application complies with this policy and the course has been discussed in the workshop described in Part 4.
 - (ii) event is to be held within Western Australia; and
 - (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.
- (b) resolution of Council where the:
 - (i) application has been refused by the Chief Executive Officer;
 - (ii) application does not comply with this policy;
 - (iii) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
 - (iv) event is to be held outside of Western Australia.

Limitations

Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

5.2 Sharing of knowledge

In order to realise the maximum benefit for the Shire Council Members will provide a report on their attendance, key features and benefits of the training or professional development within one month after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the Shire's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

6. Registration, travel and expenses

The Shire will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

Travel, registration fees and accommodation are to be arranged directly by Shire administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire by the Council Member before the Shire confirms the booking/s.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire by the Council Member (including any additional associated or travel costs) prior to the Shire confirming the booking.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not be paid by the Shire.

Incidental taxi, economy ride shares or public transport modes of transport (i.e. to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

In lieu of reimbursement, Council Members may request a cash advance prior to departure. This is conditional upon the Council Member providing a written acquittal and supporting receipts to the CEO within 7 days of return from travel. If a Council Member fails to provide a reasonable and satisfactory acquittal inclusive of unspent funds, the value of the unacquitted funds will be incurred as a debt invoiced to the Council Member.

Travel Insurance – Intrastate, Interstate, and International

Subject to policy wording and conditions, Council Members are covered by the Shire's corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the Shire's corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the Shire and/or the Council Member can make any necessary alternative arrangements.

Accompanying persons/entertainment costs

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The Shire may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to the Shire by the Council Member prior to the Shire confirming the booking/s.

Booking Change / Modification Costs

Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member; or
- b. A requirement or for the convenience of the Shire are to be paid by the Shire.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b. A requirement or for the convenience of the Shire are to be paid by the Shire.

7. Report on training

The Shire is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Council Members:

- Name of Council Member.
- Date of election.
- Whether the Council Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion.
- Title of each training course or module completed or event/conference attended.
- The date attended or completed.
- The training provider or event/conference organiser.
- The cost of attendance, and
- Location of the training or event.

The report will be provided to Council Members for their information, before being published on the Shire's website within one month of the end of the financial year.

8. Council Member Commitment

Council Members are committed to:

- a. Take a positive approach to identifying opportunities for improvement and professional development.
- b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
- c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
- d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
- e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.
- f. Advise the CEO, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, applicable costs will be debited to the individual Council Member's allocation.

9. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for the Council's review following each ordinary election. The Shire will ensure the policy review occurs within the first 6-months following each ordinary election.

POLICY 1.14B ATTENDANCE AT EVENTS POLICY

The Policy should be read in conjunction with Policy 1.14 Council Member Continuing Professional Development Policy

History	March 2020 Policy Manual
Former Policy	3.2C Conference and Training March 2020 Policy Manual removed.
Amended / confirmed	Review 30 th July 2021

Objectives

- To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events.
- To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.

Policy Statement

In developing the Attendance at Events Policy, the council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of the council without restricting their ability to participate in council meetings.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

5.90A. Policy for attendance at events

In this section — event includes the following —

- a) a concert
- b) a conference
- c) a function
- d) a sporting event,
- e) an occasion of a kind prescribed for the purposes of this definition.

A local government must prepare, and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and
- d) any prescribed matter.

A local government may amend* the policy.

*Absolute majority required.

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. The CEO must publish an up-to-date version of the policy on the local government's official website.

Provision of tickets/admittance to events - Invitation

All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

Approval of Attendance

In deciding on attendance at an event, the Council will consider:

- who is providing the invitation or ticket to the event,
- the location of the event in relation to the local government (within the district or out of the district),
- the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- whether the event is sponsored by the local government,
- the benefit of local government representation at the event,
- the number of invitations / tickets received, and
- the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy or policy 1.14 Council Member Continuing Professional Development Policy.

Payments with Respect to Attendance

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to reasonable expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

- 6.1 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 6.2 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 6.3 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Attachment A

Event Description	Date of event	Approved Attendee/s	Approved contribution
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 2 x Elected Members CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses such as parking and laundry. Alcohol will only be covered if it is purchased with a meal and is worth less than 50% of the cost of the whole meal.
Zone Conferences	Periodical	President, Deputy President Elected Members CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses such as parking and laundry. Alcohol will only be covered if it is purchased with a meal and is worth less than 50% of the cost of the whole meal.
State Government events such as Budget announcements or regional tourism launches	Ongoing	President Deputy President CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses such as parking and laundry. Alcohol will only be covered if it is purchased with a meal and is worth less than 50% of the cost of the whole meal.
WALGA Road Conference	Annual Event	President Deputy President 2 x Elected Members CEO Works Foreman	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses such as parking and laundry. Alcohol will only be covered if it is purchased with a meal and is worth less than 50% of the cost of the whole meal.

Form 4 Register of gifts and contributions to travel - Section 5.82 of the Local Government Act 1995

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift

Section 5.83 of the Local Government Act 1995 Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Address of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Description of travel	Date of travel