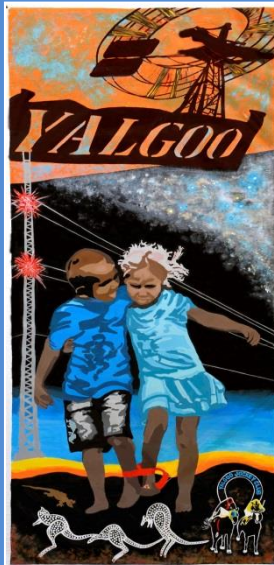# Annual Report
For the year ending 30 June 2014

Entry Statement   Banners in the Terrace entry 2014;   Dominican Chapel of St Hyacinth

As adopted at the Electors' Meeting of Council held 5 December 2014
Decision number S2014-1201

CONTENTS

KEY STATISTICS

	2013/14	2012/13
Total number of residents	405 in the 2011 Census	405 in the 2011 Census
Total number of rateable properties	480	492
Rates levied	1,804,787	1,522,994
Minimum general residential rate	260	250
Minimum general commercial rate	260	250
Minimum general pastoral rate	260	250
Minimum general mining rate	260	250
Revenue from Ordinary Activities	5,342,246	4,781,422
Net current assets	2,327,901	3,629,724
Grants and Subsidies – Operating	2,096,210	2,823,935
Grants and Subsidies – Non-Operating	1,830,217	2,140,200
Total number of employees (FTE)	19	19
Building applications approved	3	5
Value of building applications approved	866,200	3,458,000

PRESIDENT'S REPORT

Firstly, I would like to thank the Councillors and Staff for their commitment and support throughout the last 12 months due to challenges and changes that we have been confronted with.

This included the sad passing away of Laurence and Des Hodder whom played significant parts in the Yalgoo Council, the works crew and community over many years. They will be missed by their shire colleagues and friends in Yalgoo.

In the latter part of last year Ron Adams (Executive Projects Officer), Terry Iturbide (President) and Sharon Daishe (CEO) all moved on, which created a major hole within the senior part of the structure of the Yalgoo Shire to be replaced.

I was elected President on the 22/12/13, Adam Fawkes and Percy Lawson were elected to fill the vacant Councillor's positions, Silvio Brenzi took the EMWI position and after a few Acting CEO's, Bruce Walker and Silvio, who both did a tremendous job under trying circumstances.

From June 30th 2014, Dr Ross Theedom has taken up the full time position as CEO and the team is working very well together along with the Councillors.

Our vision as Councillors is to "Consolidate, Stabilize, be Transparent, Develop Trust and Positive Outcomes for the Shire of Yalgoo".

Over the past year there has been critical changes in funding arrangements both on a State and Federal Government level, this created delays in some projects in the short term and long term.

On a positive note the progress of major projects for 2014/15 include:

- Yalgoo/Morawa Road: bitumen sealing which will be completed by Christmas.
- Yalgoo/Ninghan Road: the first 10km stage of a 30km 3yr upgrade project was completed in 2013/14. The second 10km stage road work will be under way shortly.

Due to flood damage to a number of our roads across the Shire this summer, the funding that we applied for has been approved, this road work will commence in the near future.

The Caravan Park upgrade is very close to being fully completed and the employment of caravan park managers and improvement in facilities has seen increased number of holiday makers staying at the caravan park.

The multi purpose community recreational sports compound known as the Rage Cage was completed except for the Tennis Court component which will be completed in the new financial year.

The Mid West Infrastructure Program grant funded housing project is being reassessed. The house at 74 Weekes Street will be completed by December 2014 and the Shire is seeking to reallocate funding for 75 Weekes Street to the construction of two three bedroom houses. Additionally, Council has approved the construction of another two housing units which will address our staff housing shortages in the future.

The Yalgoo Community Hub will have a business case study developed and brought to Council by the December 2014 meeting, in the short term Council will be looking into utilizing facilities within the community to meet some of the communities needs until funding for the major complex project becomes available.

Our relationship with our southern community Paynes Find has taken a very positive step forward, strong communication between Council, Shire and Paynes Find residents has seen positive outcomes in addressing projects and the concerns that the Paynes Find Community Group bring to Council.

For the ratepayers of Yalgoo the Council has decided to leave rates at the 2013/14 financial year level. Council is aware of the significant cost of rates on all ratepayers and believe its action will be of benefit to all.

President
Cr Neil Grinham

ELECTED MEMBERS REPORT

Councillors

As at 30 June 2014:

President	Cr Neil Grinham	Term expires 2017
Deputy President	Cr Raul Valenzuela	Term expires 2017
Members	Cr Robert Grinham	Term expires 2015
	Cr Stanley Willock	Term expires 2015
	Cr Adam Fawkes	Term expires 2017
	Cr Percy Lawson	Term expires 2015

Attendance at Council Meetings

There were 10 Ordinary Meetings, 14 Special Meetings and 3 Audit Meetings of Council held between 1 July 2013 and 30 June 2014. A breakdown of Councillors' presence at meetings is detailed in the table below, for Councillors in office as at 30 June 2014:

Councillor	Ordinary (11)	Special (4)	Audit Committee (2)
Cr Neil Grinham	9/10	14/14	2/3
Cr Raul Valenzuela	10/10	10/14	3/3
Cr Robert Grinham	7/10	13/14	1/3
Cr Stanley Willock	4/10	11/14	3/3
Cr Adam Fawkes	3/3	2/2	0/0
Cr Percy Lawson	6/7	10/11	0/2

Fees and Allowances

The following fees, expenses and allowances were paid to Council Members and the President:

Fees, Expenses, Allowances	Actual $ 2013/14	Budget $ 2013/14	Actual $ 2012/13	Budget $ 2012/13
Meeting Fees			11,045	10,500
President's Allowance			6,720	6,720
Deputy President's Allowance			1,325	1,140
Travelling Expenses			11,401	25,000
Telecommunication Allowance			4,470	5,000
Total			**34,961**	**48,360**

CHIEF EXECUTIVE OFFICER'S REPORT

The year in review

The 2013/14 financial year has been an eventful one for the Shire of Yalgoo. It has been a time of great change, regeneration and sadness, where the Community has welcomed the completion of a number of major projects and farewelled a number of people prominent in the affairs of the Shire.

At the Council level, there was a general election in October 2013, with Mr Adam Fawkes the successful candidate. Just a month later, the President Cr Terry Iturbide resigned, which necessitated further election. Cr Neil Grinham was elected as President to fill the position vacated by Cr Iturbide. In April 2014, an election was held to fill Cr Iturbide's position. Mr Percy Lawson was successful at this election.

During the stewardship of Cr Iturbide and Cr N Grinham, the Shire has been able to achieve the following major initiatives:
- Completion of the "Rage Cage", a sporting and recreation facility for the children and youth in town. Included in the overall development is a small skate park and a nine hole mini golf course.
- Securing funding for and largely completing extensive renovations and upgrading of the Yalgoo Caravan Park. The upgrade provided six accommodation units, camp kitchen, new ablutions and a laundry, all of rammed earth construction.
- Further sealing on the Yalgoo – Morawa Road. This has mean that only 13 kilometres remain to be sealed and this will be completed in 2014/15.
- Preliminary designs for a Community Hub in Yalgoo.
- Commencement of construction of a new staff house in Weekes Street, plus the securing of funding for an additional staff house in the adjoining block.

At an Administrative level, significant change has also taken place. The Chief Executive Officer (CEO) Ms Sharon Daishe resigned after four years at the helm of the Shire. Sharon's vision for Yalgoo was clearly present in the projects that were initiated and completed during the year. Following Ms Daishe's resignation, the Shire of Yalgoo was managed by two temporary CEO's, Mr Bruce Walker and Mr Silvio Brenzi, before the appointment of Dr Ross Theedom as permanent CEO. Council thanked both for their dedication and performance. I would like to add my appreciation as both these men have progressed projects important to the future of the Shire and made my introduction to the Shire of Yalgoo that bit easier.

Sadly the Shire lost two key players in its development and operation during the year. Mr Laurence Hodder, a past Councillor, having served serving on the Council for 14 years, passed away in November 2014. Laurence was highly respected for the work he did representing the shire community at Council meetings. In June 2014, Mr Desmond (Des) Hodder, who had worked for the shire for the past eight years as a plant operator, passed away. Both of these men, contributed a great deal to the Shire and its development and both will be missed by the Councillors and staff of the Shire of Yalgoo.

At the Community level, there have been a number of notable events:

- The first annual Emu Cup and Goo Fest – This two day event saw the opening of a range of new buildings and facilities, as well as the creation of a fun filled event themed around the Emu.
- Australia Day – Where residents of Yalgoo got to enjoy a day on the beach, in the main street. The event has become a focal point for Australia Day celebrations and is greatly appreciated by all residents, especially the children.

- Yalgoo Cup – Run by the Yalgoo Jockey Club, but strongly supported by the Shire. This is perhaps the iconic event for Yalgoo and draws a significant crowd to celebrate horse racing in the Shire.

As the new CEO of the Shire of Yalgoo, I am inspired by the dedication of Council and staff. It is clear that there is a strong desire to see Yalgoo prosper and grow. There is commitment to the ideals of leading practice and continual improvement which augurs well for the future.

I would like to thank staff and Council for that commitment and dedication and look forward to the bright future for the Shire of Yalgoo that this heralds.

Chief Executive Officer
Dr Ross Theedom
MEC PHD FAIM GAICD MLGMA

OTHER REPORTS

Strategic Community Plan 2013 - 2014

Copies of Council's Plan for the Future, including the Strategic Community Plan, as required by the Local Government Act s5.56, may be obtained from the Shire Office or website www.yalgoo.wa.gov.au.

During 2012/13 the Shire engaged with the community to develop and draft a strategic community plan that sets out the vision, aspirations and objectives of the community in the district. The plan was adopted by Council in September 2013. The following report shows achievements against the plan in 2013/14 and major activities planned for 2014/15.

1.   Social

Education, Respect and Belongingness Objectives	Outcomes	Achieved 2013/14	Planned 2014/15
An educated, respectful and inclusive community, a place where people feel they belong.	▪ Maintenance of existing and development of new community infrastructure and resources.	▪ Continued maintenance of the under-cover sports facility, racecourse building and grounds, water park, town parks and recreation facilities and street scaping	▪ A business case for the housing of community facilities originally planned for the 'Community Hub' ▪ Consultation and planning for the a community garden
	▪ Improved opportunities for education and training.	▪ Continuation of the computer room at the community hall ▪ Support given to the local High School Parent's Network	▪ Facilitating interventions targeting young people disengaged from education ▪ Strengthening the relationship with Meedac, the local RJCP provider. ▪ Increase in computer stock available to the community

Education, Respect and Belongingness Objectives	Outcomes	Achieved 2013/14	Planned 2014/15
	▪ Successful facilitation of wide ranging program of community activities.	▪ Facilitation of the Active After Schools Sports Program in partnership with Yalgoo Primary School ▪ Supporting the operations of the local Men's and Women's groups ▪ Running regular school holiday programs including the active participation of Perth based volunteer programs ▪ Facilitating and/or supporting local events such as the Yalgoo Emu Cup and Goo Fest, Australia Day, ANZAC Day, Carols by Candle Light, Children's Christmas Party and Yalgoo Race Day ▪ Participation in the annual Banners In The Terrace Competition ▪ Provision of broad-ranging information, referral and support services to the community	▪ Continued support of the local Men's and Women's Group ▪ Continued facilitation or support for local events ▪ Continued facilitation of regular school holiday programs ▪ Facilitating and supporting arts workshops ▪ Development of a Reconciliation Action Plan ▪ Continued participation in the annual Banners In The Terrace Competition ▪ Continued provision of broad-ranging information, referral and support services to the community

Education, Respect and Belongingness Objectives	Outcomes	Achieved 2013/14	Planned 2014/15
	▪ Improved delivery of existing or new health and support services.	▪ Inclusion of health services and health promotion information in the local Newsletter and the newly installed community notice board ▪ Lobbying of health services to provide increased services in the Shire ▪ Supporting/facilitating visits by well known mental health advocates	▪ Lobbying health services to provide increased health services in the Shire. ▪ Increasing referral activities into mental health services

2.   Environment

Appreciation and Balance Objectives	Outcomes	Achieved 2013/14	Planned 2014/15
	▪ Well maintained and improved built environments.	▪ Completion of the Covered Sports Complex ▪ Upgrade of the caravan park facilities	▪ Construction of addition staff houses ▪ Upgrade to the Shire hall ▪ Renovation of the railway station
An environment that is managed well and appreciated by all	▪ The natural environment is protected and utilised.	▪ Support for MRVC and the vermin fence	▪ Support for MRVC and the vermin fence ▪ Construction of a community garden
	▪ Indigenous cultural heritage in the landscape is protected and appreciated.	▪ NAIDOC celebrations	▪ Development of a Reconciliation Action Plan ▪ Participation in cultural awareness training
	▪ Become a leader in remote location waste management.	▪	▪ Investigation of recycling options

3.   Economic

	Outcomes	Achieved 2013/14	Planned 2014/15
	▪ Increased population size.	▪	▪ Additional staff housing ▪ Lobbying of government for additional housing
A modern and sustainable economy that provides for our growing community	▪ Increased housing stock.	▪ Building of additional staff housing	▪ 4 additional staff houses to be purchased ▪ Continued lobbying of government for additional housing
	▪ Increase in number of tourists visiting the shire.	▪ Improvements to the Yalgoo Caravan Park	▪ Tourism advertising campaign
	▪ Maintained and improved services and amenities.	▪ Continuation of the sealing of the Yalgoo-Morawa Rd	▪ Upgrade to Shire facilities such as the Hall, Museum and railway station ▪ Completion of the sealing of the Yalgoo-Morawa Rd

4.   Civic

Service, Leadership and Integrity Objectives	Outcomes	Achieved 2013/14	Planned 2014/15
	▪ An informed and participatory community.	▪	▪ Community Survey on Shire performance ▪ Consultation on the Reconciliation Action Plan and the Disability Action and Inclusion Plan
To be a Shire that serves our community with integrity and leadership	▪ To have our community trust and respect us.	▪	▪ Improved community interaction through community engagement and all major issues
	▪ High quality integrated planning and compliance.	▪ Completion of the Shire's integrated plans	▪ Review of the Workforce and Community Strategic plans ▪ Review of the Long Term Financial Plan
	▪ High quality strategic partnerships.	▪ Facilitation of monthly Yalgoo Interagency meetings	▪ Continuation of facilitation of monthly Yalgoo Interagency meetings

National Competition Policy

Regarding Council's responsibilities in relation to National Competition Policy the Shire reports that:

- No business enterprise of the Shire has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or a Public Financial Enterprise.
- Competitive neutrality has not applied to any activities undertaken by the Shire in this reporting period.
- No allegations of non–compliance with the competitive neutrality principles have been made by any private entity.
- The principles of competitive neutrality were implemented in respect of any relevant activity undertaken during the 2013/14 year.

Competitive Neutrality

This principle deals with ensuring that government business operations have no advantage or disadvantage in comparison with the private sector.

This policy dictates that competitive neutrality should apply to all business activities which generate a user pays income of over $200,000 unless it can be shown that it is not in the public interest. In this regard, no significant new business activities for the purposes of competitive neutrality were initiated or considered during the year and no non–compliance allegations were made.

The Shire of Yalgoo conducts no activities where the user pays income exceeds $200,000.

Legislation Review

The Shire reviewed its Local Laws in November 2006, a result of the legislation review requirements. The next review of Local Laws is required in 2014.

Register of Certain Complaints of Minor Breaches

Local Government Act sections 5.121 and 5.110 (6) (b) or (c)

The Act requires the annual report to contain details about certain complaints of minor breaches that result in certain action taken against the person. Generally a minor breach is a breach of a local law or code of conduct and the action taken may be public censure, requiring the person to apologise or sending them to training. A register must be kept of all such breaches.

There were no such complaints recorded during 2013-14.

Public Interest Disclosures

The *Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information and provides protection for those making such disclosure and those who are the subject of disclosures.

The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The Chief Executive Officer has complied with all obligations under the Act including:

- Appointing the Deputy Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

Disability Access and Inclusion Plan

The Disability Services Act 1993 was amended in December 2004, creating a requirement for public authorities to develop and implement Disability Access and Inclusion Plans (DAIPS). These plans were to be fully developed by July 2007 to replace and build on the achievements of Disability Services Plans (DSPs).

The Shire has commenced a review of its DAIP which will be completed by January 2015.

Under the Disability Services Act, the Shire must also include a report about DAIP implementation in its annual report each year.

The report contains information on the progress of the public authority and any agents and contractors in achieving the desired outcomes specified in the Act. The report also includes the strategies used to inform its agents and contractors of the DAIP.

DAIP IMPLEMENTATION PLAN

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented to progress the strategies of the DAIP each year.

It is intended that the Implementation Plan is updated annually through the Shire's operations, to progress the achievements of all the strategies over the duration of the five year plan.

In 2013 – 2014 the following tasks were undertaken to achieve the plans stated outcomes

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Make library technology as accessible as possible.	Review library technology to ensure it is as accessible as possible.	Annual & On going	Library Officer
Shire will ensure that any events are organised so that they are accessible to people with disability.	Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC.	On going	CEO EHO
Shire will ensure that all policies and practices that govern the operation of Shire facilities, functions, and services are consistent with Shire Policy regarding access.	Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. Again using the guide and checklist provided through the access resource kit developed by the DSC.	Sept 2015 & On going	CEO DCEO Tech Services EHO
The Shire will develop partnerships with organisation that can assist it to offer the same opportunities to people with disability as other people.	Meet with Centacare, Police and MEEDAC to review and adjust activities and programmes to ensure they are all accessible by people with disability.	Dec 2015 & On going	CEO DCEO EMC
The Shire will ensure that all documentation is people with disability friendly.	Review all Shire documentation to ensure it is easy to understand and complete by people with disability.	Dec 2015 & On going	DCEO EMC EA, EHO
The Shire will ensure that any events are organised so that they are accessible to people with disability.	All events to be reviewed from a people with disability point of view.	Mar 2015 & On going	DCEO CYDC
The Shire will ensure that all policies and practices that govern the operation of Shire facilities, functions, and services are consistent with Shire Policy regarding access and inclusion.	All policies are reviewed to ensure people with disability are not disadvantaged.	Dec 2015 & On going	CEO DCEO EMC CYDC

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.	Annual & Ongoing	DCEO, EHO
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART)	June 2015	DCEO, EHO
Review all Shire buildings to ensure ease of access for people with disability and use this document as a plan for rectifying any access issues.	Systematic review and reporting on people with disability accessibility. Incorporate findings in all new plans.	Annual & On going	DCEO, EHO
Ensure all buildings and facilities are physically accessible to people with disability.	Audit of all buildings.	On going	DCEO, EHO
Review all external signage to ensure it is people with disability friendly.	Undertake audit of all people with disability signage.	June 2015	CYDC

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Shire information can be made available in alternative formats upon request, such as large print, and audio.	Ensure all documents carry a notation regarding availability in alternative formats. Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats.	On going On going	CEO, EHO
Improve staff awareness of accessible information needs and how to obtain information in other formats.	Make accessible information guidelines available on the internet. Develop an accessible information policy. Conduct accessible information training and include as part of the induction of new staff.	On going On going	CEO, EHO

Ensure that the Shire's website offers appropriate links to information and material that will help people with disability in all dealings with the Shire.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines.	Completed Updating & On going	CEO EA

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Yalgoo as other people receive from the staff of the Shire of Yalgoo.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	Advise staff of minimum requirements Conduct a survey of all staff to determine training needs- completed.	July 2015 & On going	CEO EHO EMC
Improve the awareness of new staff and new councillors about disability and access issues.	Provide information and establish training in the induction for new staff and councillors.	October 2015	EHO EMC EA
When required, Shire will seek expert advice from the disability field on how to meet the access needs of people with disability.	Keep an updated database on people who can be called upon to ask advice.	September 2015 & Ongoing	Administration Officers
Develop educational material for use by staff and councillors that shows how to deal effectively and appropriately with people with disability.	Create pamphlets and documents designed to improve people with disability's experience when dealing with the Shire.	March 2015	CYDC

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of Yalgoo

Strategies	Task	Timeline	Responsibility
The Shire will review current grievance mechanisms to ensure that they are accessible for people with disability and are acted upon.	Review current mechanisms for access. Consult with people with disability and expert advice. Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates. Promote accessible complaints mechanisms to the community.	November 2015 November 2015 November 2015	EHO EMC EA

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation conducted by the Shire of Yalgoo.

Strategies	Task	Timeline	Responsibility
Ensure that any consultation is held at an accessible location.	Advise all staff on appropriate venues for all consultations.	On going	CEO & all Staff
Ensure people with disability are provided with an opportunity to comment on access to services.	Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability.	August 2015	CEO EMC DCEO
	Develop feedback mechanism for use of all disability services provider to by the Shire.	August 2015 & Ongoing	CEO EMC DCEO
Improve community awareness about the consultation process in place. Advertising through various media and using all avenues of information dissemination.	Promote the existence and role / purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible.	July 2015 July 2015 & Ongoing	EMC EA CYDC
Improve access for people with disability to the established consultative process of the Shire.	Consult with people with disability using a range of mediums, including survey, focus groups, interviews on a regular basis.	September 2015 & Ongoing	CEO EMC CYDC
Seek broad range of views on disability and access issues from the local community through effective consultation.	Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursuit ideas and thoughts from people with disability.	September 2015 & Ongoing August 2015 & Ongoing	EMC CYDC EMC CYDC
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	The Shire will regularly monitor the progress of the plan and be involved in the annual reviews.	July 2015	CEO EHO

Freedom of Information Statement

This information statement is published by the Shire of Yalgoo in accordance with the requirements of the Freedom of Information Act 1992.

An updated information statement will be published at least every twelve months. It is intended that the statement be included as part of the Annual Report and received each year as part of the Annual Electors meeting.

1.   Structure and Functions of Council

a)   Establishment

The Shire of Yalgoo is established under the *Local Government Act 1995*, which governs how the administration for the Shire is carried out. Other major legislation which creates a duty or an authority for Council to act includes –

- Local Government Act (Miscellaneous Provisions) Act 1960
- Town Planning and Development 1928
- Bush Fires Act 1954
- Dog Act 1976
- Cat Act 2011
- Cemeteries Act 1986

- Health Act 1911
- Freedom of Information Act 1992
- Disabilities and Amendment Act 1999
- Occupational Health and Safety Act 1994
- Equal Opportunities Act 1984

In addition, there is a wide range of other legislative responsibilities.

b)   Council

Council's affairs are managed by six people elected from the community who represent the whole Shire. Council acts as a "community board", establishing policies and making decisions within the Local Government Act on a wide range of issues affecting the community, in keeping with legislation requirements to:

- determine policies to be applied by Council in exercising its discretionary powers;
- determine the type, range and scope of projects to be undertaken by Council;
- develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken and the allocation of resources to such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.

Meetings of Council and Committees are advertised at least once each year. Unless changed, Ordinary meetings of Council usually are held on the second last Thursday of each month commencing at 11.00 am. Council does not generally meet in the months of January and November. All members of the public are welcome to attend. Two meetings per year are held at Paynes Find in recognition that the Shire district covers an extensive geographic area with

remote populations. Meeting at Paynes Find offers members of this remote locality the opportunity to attend a Council meeting without a 310 kilometre round trip on gravel roads.

Local public notice is given before any change of date of a meeting.

c)   Regional Involvement

Elected members are involved with many organisations within the community, and also actively represent the community at a regional or state level. Council's nominations include –

- Murchison Country Zone of the WA Local Government Association (regional)
- Murchison Vermin Regional Council (regional)
- State Road Funds for Local Roads Sub-Group (regional)
- Gundawa Conservation Association (GCA)

d)   Committees

Council utilises occasional committees as and when required. An Audit Committee meets as needed, in accordance with the requirements of the Local Government Act.

e)   Agendas

To ensure that all items are included in the agenda, matters for consideration should reach the Council office at least 12 days before the Council meeting date as agendas are prepared for distribution 8 days in advance. A copy of the agenda is available to the public before the meeting.

f)   Minutes

The Minutes are available for inspection after the meeting (usually about one week). Please note that all Minutes are subject to confirmation by Council at the following meeting.

g)   Delegated Authority

The Chief Executive Officer and other officers of Council have delegated authority to make decisions on a number of specified administration and policy matters. These delegations are listed in the Delegations Register and are reviewed annually by Council.

2.   Service to the Community

Council provides an extensive variety of services for the community under authority of a wide range of legislation. Services provided include –

- building control
- cemetery
- bush fire control
- citizenship ceremonies
- dog and cat control
- community bus
- environmental health
- demolition permits
- litter bins
- drainage
- parks & reserves
- fire prevention
- playground equipment

- library services
- public toilets
- media releases
- planning control
- rubbish collection
- public health services
- stormwater drainage
- public buildings for hire
- recreational /sporting facilities
- street lighting
- roads / footpaths /kerbing
- street tree planting
- vehicle licencing agency

## 3.	Public Participation

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These include:

- Deputations – With the permission of the President, a member of the public may address Council personally, on behalf of another or on behalf of an organisation.
- Submissions – Some development applications do not require special approval of Council. Where special approval is required, residents are notified by advertising in the local newspaper, and in some instances they may also be notified individually by Council or the developer. When an application is publicly notified, residents have the opportunity to make a written submission to Council expressing their views regarding the application.
- Petitions – Written petitions can be addressed to Council on any issue within the Council's jurisdiction.
- Written request – Members of the public can write to Council on any Council policy, activity or service.
- Elected members – Members of the public can contact any of the elected members to discuss any issue relevant to Council.
- Council meetings – public question time.

## 4.	Access to Council Documents

Many documents are available for public inspection free of charge at the Council office. Copies of some documents can be made available, although some will incur a charge to cover photocopying. Information that is available includes –

- Committee Agendas
- Council Agendas
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Delegations Manual
- Policy Manual
- Annual Budget

- Annual Report
- Annual Financial Statement
- Council Local Laws
- Town Planning Scheme
- Electoral Rolls
- Plan for the Future
- Disability and Inclusion Plan

Requests for other information will be considered in accordance with the Freedom of Information Act. Under this legislation, an application fee and search fee must be submitted with the completed request form unless the information required is personal or an exemption is granted.

## 5.	Amending Personal Information

Applications for information or to view / amend personal information should be made to the CEO.

## 6.	Procedures and Access Arrangements

*a)	FOI Operations*

It is the aim of the agency to make information available promptly and at the lowest cost. Documents will therefore be provided outside the FOI process where possible.

If information is not routinely available, the *Freedom of Information Act* 1992 provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

b)   Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the CEO.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

c)   Freedom of Information Charges

The scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows.

- *Personal information about the applicant   No fee*
- *Application fee (for non personal information) $30.00*
- *Charge for time dealing with the application (per hour, or pro rata) $30.00*
- *Access time supervised by staff (per hour, or pro rata) $30.00*
- *Photocopying staff time (per hour, or pro rata) $30.00*
- *Per photocopy $0.20*
- *Transcribing from tape, film or computer (per hour, or pro rata) $30.00*
- *Duplicating a tape, film or computer information   Actual Cost*
- *Delivery, packaging and postage   Actual Cost*

d)   Deposits

- *Advance deposit may be required of the estimated charges   25%*
- *Further advance deposit may be required to meet the charges for dealing with the application   75%*

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

e)   Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

f)   Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as -

- the date which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

f)   Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

Enquiries, applications for information or to view / amend personal information, should be made to –

Chief Executive Officer
Shire of Yalgoo
37 Gibbons Street
YALGOO WA 6635

Enquiries can also be made to –

Office of the Information Commissioner
Albert Facey House
469 Wellington St
PERTH WA 6000

Phone: 6551 7888 or 1800 621 244
Fax: 6551 7889
Email: info@foi.wa.gov.au
Website: www.foi.wa.gov.au

RECORD KEEPING

Background

The State Records Act 2000 is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires each government organisation have a Record Keeping Plan that has been approved by the State Records Commission.

The purpose of a Record Keeping Plan is to set out which records are to be created by the organisation and how it is to keep those records. Record Keeping Plans are to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices and procedures. The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and that best practices have been implemented in the organisation. In accordance with Section 17 of the Act, the Shire of Yalgoo and all its employees are legally required to comply with the contents of this plan.

The Shire of Yalgoo objectives for record keeping are:
- compliance with Section 19 of the State Records Act 2000,
- record keeping within the local government is moving toward compliance with State Records Commission Standards and Records Management Standard AS15489,
- processes are in place to facilitate the complete and accurate record of business transactions and decisions,
- recorded information can be retrieved quickly, accurately and cheaply when required,
- protection and preservation of government records.

Minimum Compliance Requirements

The record keeping plan is to provide evidence to address that –
- From time to time (where necessary) an external consultant is engaged to conduct a recordkeeping training session for staff.
- Staff are also encouraged to attend training courses outside the organisation whenever practicable. Information sessions are conducted for staff as required.
- The Shire provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.
- The Shire's Induction Program for new employees includes an introduction to the local government's recordkeeping system and program, and information on their recordkeeping responsibilities.

The Shire commenced a major review of records management in 2009-10. Excessive staff turnover delayed implementation however this project was recommenced in late 2011-12. Keywords for Council has been implemented and the Shire is in the process of transitioning all files this new system. Staff have received training and the overall project will include archiving and destruction, improved record keeping facilities and review of the records management plan.

The project is scheduled for completion in 2014 including review of the Record Keeping Plan.

Review

The State Records Act 2000 s.28 (5) requires that Records Keeping Plan must be reviewed at least every five years. Between reviews, the implementation / continuation of requirements is to be further developed. The Plan is scheduled for review in 2015.

APPENDED

Shire of Yalgoo Audited Financial Statements and Auditor's Report for the financial year ended 30 June 2014