



SHIRE OF YALGOO

# AGENDA

## For the Ordinary Council Meeting

To be held on the 28<sup>th</sup> October 2022

### Notice of Meeting

The next Ordinary Council Meeting for the Shire of Yalgoo will be held on Friday 28<sup>th</sup> October 2022 in the Council Chambers, 37 Gibbons Street Yalgoo, commencing at 10:00am.



**Ian Holland**

CHIEF EXECUTIVE OFFICER

21<sup>st</sup> October 2022

#### 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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## **Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

### **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**

**Deputy CEO**

**Executive Assistant**

**APOLOGIES**

**LEAVE OF ABSENCE**

### **3 DISCLOSURE OF INTERESTS**

Councillors 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.

NIL

**Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

**4 PUBLIC QUESTION TIME**

**REPONSES TO QUESTIONS TAKEN ON NOTICE**

**QUESTIONS TAKEN WITHOUT NOTICE**

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**6 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS**

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

**8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

<b>Date</b>	<b>Location</b>	<b>Meeting</b>	<b>Attendance</b>

**9 CONFIRMATION OF MINUTES**

9.1 Minutes of the Ordinary Council Meeting – 30<sup>th</sup> September 2022

**RECOMMENDATION**

That the minutes of the Council Meeting held on the 30<sup>th</sup> September 2022 as attached be confirmed as a true and correct record.

**10 MINUTES OF COMMITTEE MEETINGS**  
NIL

**10.1 REPORTS OF COMMITTEE MEETINGS**  
NIL

**11 TECHNICAL REPORTS**

**11.1 CAPITAL PROGRESS REPORT**

Applicant:	Shire of Yalgoo
Date:	19 October 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

To receive the Progress Report on the 2022/23 Capital Works Program.

**BACKGROUND**

The Shire in its 2022-23 Annual Budget has allocated the sum of \$4,386,844 for the acquisition of capital assets and the undertaking of infrastructure works.

**COMMENT**

The Capital Projects detailed below are projects incorporated in the 2022-23 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 30<sup>th</sup> September 2022.

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### CAPITAL WORKS PROGRAMME

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

		2022-23 ANNUAL BUDGET	2022-23 SEPTEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 30 September 2022
<b>Governance</b>					
000000-Admin Computers Hardware, System Upgrade and Telephone Replacement	F & E	10,000		10,000	
000000-External Monitor Display	F & E	21,602		21,602	
000000-Tables and Chairs	F & E	5,000		5,000	
000000-Landscape - Admin Office	Other	40,000		40,000	
<b>Housing</b>					
000000-Other Housing - Nurse Accommodation	L & B	420,000	23,700	396,300	In progress
<b>Recreation and Culture</b>					
000000 - Community Hall Renovations	L & B	350,000		350,000	
000000-Core Stadium Exercise Equipment, Seating and BBQ area improvements	F & E	22,000		22,000	
000000- Community Heritage Buildings Renewals - LRCI Grant 2022-23	L & B	227,220	1,000	226,220	In progress
000000- Resurface Rage Cage, Tennis and Basketball Courts	L & B	98,000		98,000	
000000- Stadium Relocate Fence	Recreation	47,077		47,077	
Mower	P & E	35,000		35,000	

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

		2022-23 ANNUAL BUDGET	2022-23 SEPTEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 30 September 2022
<b>Law Order &amp; Public Safety</b>					
000000- Light Tanker	P & E	239,000		239,000	
<b>Transport</b>					
000000- Machinery Shed Depot Concrete Floor Bays	L & B	27,000		27,000	
000000- Storage Shed Depot	L & B	16,000		16,000	
000000-Skidsteer	P & E	86,000		86,000	
000000- Multi Tyre Roller	P & E	220,000		220,000	
000000- Genset	P & E	20,000		20,000	
000000- Dual Cab Utility	P & E	40,000		40,000	
000000-Works Foreman Utility	P & E	75,000		75,000	
000000-Traffic Light Pair	P & E	32,000		32,000	
000000- Prime Mover	P & E	325,000		325,000	
000000- Works Forklift	P & E	50,000		50,000	
000000- Trailer Side Tipper	P & E	240,000		240,000	
000000-Utility	P & E	32,000		32,000	
000000-Utility Work Crew	P & E	40,000		40,000	
000000-Satelite Phones and Vehicle Tracking	P & E	10,000		10,000	
000000- Street Lighting	Other	22,000		22,000	
000000- Paynes Find Entry Statements	Other	18,652		18,652	
000000- Trailer Side Tipper	P & E	0	9,510	(9,510)	Amount paid twice to be refunded
<b>ROADS TO RECOVERY GRANTS</b>					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	377,293		377,293	
<b>RRG SPECIAL GRANT RD WORKS</b>					
000000- Yalgoo/Ninghan Road - Seal to width 4m LRCI \$446,000 RRG \$300,000	Roads	746,000		746,000	



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

		2022-23 ANNUAL BUDGET	2022-23 SEPTEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 30 September 2022
<b>MUNICIPAL FUND</b>					
000000- Morawa Yalgoo Road Culvert, Floodway and Shoulder	Roads	80,000		80,000	
000000-Tourism Projects as per Plan	Roads	35,000		35,000	
000000-Floodway Stabalisation and Flood Mitigation	Roads	100,000		100,000	
000000- Fixed Road and Wayfinding Signage LRCI Grant 2022-23	Roads	15,000		15,000	
000000- Jokers Tunnel Sealed Floodway and Impoved Access LRCI Grant 2022-23	Roads	80,000		80,000	
000000- Sealing Outside primary School LRCI Grant 2022-23	Roads	40,000		40,000	
000000- Sealing Paynes Find Poineer Cemetery LRCI Grant 2022-23	Roads	10,000		10,000	
<b>Economic Services</b>					
000000-Caravan Park - 2 Self Contained Accommodation Units	L & B	25,000	23,596	1,404	In progress
000000-Caravan Park - Commercial Washing Machine and Dryer	F & E	40,000		40,000	
000000-Caravan Park -Awning over BBQ Facility	L & B	10,000		10,000	
<b>Other Property and Services</b>					
000000-Solar Panel - Shire Buildings	L & B	60,000		60,000	
		<b>4,386,844</b>	<b>57,806</b>	<b>4,329,038</b>	

**11.2 TECHNICAL SERVICES REPORT AS OF 18<sup>th</sup> OCTOBER 2022**

Applicant:	Shire of Yalgoo
Date:	18 October 2022
Reporting Officer:	Craig Holland Works Manager
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council receive the Technical Services Report as at the 18<sup>th</sup> October 2022

**COMMENT**

**Road Construction and Capital**

- NIL: report

**Road Maintenance**

- Maintenance grading done on Yalgoo North Road, Dalgaranga Road, Yalgoo Ninghan Road, Muralgarra to Wagga Wagga Road, Burnabinmah Road.
- Fire brakes around town.

**Plant and other infrastructure maintenance**

- Service done on – YA840 130,000k service
- YA804 70,000k service

**Parks, Reserves and Properties**

***4.1 Art & Culture Centre***

General gardening maintenance carried out.

***4.2 Community Town Oval***

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

***4.3 Community Park, Gibbons Street***

General gardening maintenance conducted on a weekly bases mowing, pruning and watering.

***4.4 Community Park, Shamrock Street***

General gardening maintenance conducted on a weekly bases mowing, pruning and watering.

**4.5 Water Park**

Unblocking of Water Return pipes.

**4.6 Yalgoo Caravan Park**

General gardening maintenance is done every two weeks.

**4.7 Paynes Find**

Nil report

**4.8 Railway Station**

General gardening maintenance conducted on a weekly bases, mowing, pruning and watering. Area sprayed for broadleaf weeds.

**4.9 Yalgoo Nursing Post**

No changes or additions to the nursing post, besides general gardening maintenance.

**4.10 Staff Housing**

27 Stanley Street – general clean.

**4.11 Yalgoo Rubbish Tip**

Tip head pushed over on a weekly basis.

**4.12 Yalgoo & Paynes Find Airstrip**

Paynes Find Airstrip – graded and rolled

Yalgoo Airstrip = weed spraying done.

**Purchasing**

- Milwaukee cordless angle grinder

**Staff**

- Phillip Hill doing driver training.

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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 18<sup>th</sup> October 2022.

**12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS**

**13 FINANCIAL REPORTS**

**13.1 LIST OF ACCOUNTS**

Applicant:	Shire of Yalgoo
Date:	19 October 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

Council approval is sought for the payments made in the period 1<sup>st</sup> September 2022 to 30<sup>th</sup> September 2022 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

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- III. The date of the payment; and
  - IV. Sufficient information to identify the transaction.
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 1<sup>st</sup> September 2022 to 30<sup>th</sup> September August 2022 amounting to \$449,327.85 and the list be recorded in the minutes.

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### Shire of Yalgoo List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
1 EFT283	01/09/2022	Water Corporation	Unit A / 12 Stanley Street Water use and service charges	1	44.95
2 EFT286	02/09/2022	Integrated ICT	Monthly Wifi Network	1	176.00
3 EFT287	02/09/2022	Bridgestone Service Centre Geraldton	4x4 Wheel Balance	1	56.00
4 EFT288	02/09/2022	Geraldton Cranes Pty Ltd	Crane Hire for Replacement of Light pole at Core Stadium	1	242.00
5 EFT289	02/09/2022	Hm & Tc Foulkes-taylor (ft Pumps)	Suply and Install Solar Pumps	1	8,580.00
6 EFT290	02/09/2022	ATOM Supply	Foam soap dispenser & Foam soap for depot	1	357.50
7 EFT291	02/09/2022	Atyeo's Environmental Health Services	Consultantcy Service - EHO	1	4,935.80
8 EFT292	02/09/2022	Battery Mart	Airstrip lighting	1	3,047.00
9 EFT293	02/09/2022	BOC Limited	Depot Container Service - cylinder rental	1	128.42
10 EFT294	02/09/2022	Bridged Group Pty Ltd	Computer Support	1	346.50

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
11 EFT295	02/09/2022	Bunnings Building Supplies Pty Ltd	Nippers oats Drill Bit sharpener Drill Bit set	1	306.84
12 EFT296	02/09/2022	Canine Control	Ranger Service	1	2,773.44
13 EFT297	02/09/2022	Dominic Carbone & Associates	Consultancy Service - finance and admin	1	8,415.00
14 EFT298	02/09/2022	Refuel Australia	10 Ltr AD Blue 20 Ltr AD Blue	1	558.27
15 EFT299	02/09/2022	Geraldton Mower & Repair Specialist	EZ Reacher Pro 100cm - gardener	1	157.40
16 EFT300	02/09/2022	Jason Signmakers	Road Sign Maintainance	1	12,699.13
17 EFT301	02/09/2022	Marketforce	Publication Tuesday 23.08.22 in West Australian LG Notices - Public advertisement of Planning Scheme 2, Amdendment 3 - to allow grouped dwelling and holiday accommodation in rural mining zone.	1	391.07
18 EFT302	02/09/2022	Mt Magnet Waste Disposal	Pump Septic tanks & leech - Railway station	1	2,400.00
19 EFT303	02/09/2022	Truckline Geraldton	Hand Rachet Rachet Load Binder	1	314.66



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### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
20 EFT304	02/09/2022	Veolia Environmental Services	Waste Collection Charges	1	4,399.91
21 EFT305	02/09/2022	WA Local Government Association	Membership Subscriptions	1	26,341.14
22 EFT306	02/09/2022	Young Motors Pty Ltd	Service for YA0	1	5,115.25
23 EFT307	02/09/2022	Datacom Solutions (AU) Pty Ltd	Ozone Software - Monthly Base Licence Fee	1	225.47
24 EFT308	02/09/2022	Wurth Australia Pty Ltd	Leather Gloves Safety Glasses Protective suit	1	1,286.41
25 EFT309	02/09/2022	Department of Fire and Emergency Services (DFES)	2022/2023 ESL Quarter 1 - Emergency Services Levy	1	5,635.80
26 EFT310	02/09/2022	MDF Services Pty Ltd	Strip Down, Repair and Reseal Cylinder	1	902.50
27 EFT311	02/09/2022	Darren Long Consulting	Consultancy Fees - Bank Reconciliations	1	1,925.00
28 EFT312	02/09/2022	Holiday Inn	Accommodation -2 nights stay 8th & 9th August 2022 1 for Deputy CEO	1	543.00
29 EFT313	02/09/2022	Rowe Contractors	Komatsu Hire - Mobilisation	1	5,069.90

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### Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
30 EFT314	02/09/2022	Cleverpatch Pty Ltd	Materials for Kids -after school art club	1	558.21
31 EFT315	02/09/2022	Geraldton Tv & Radio	Installed 2 Satellite Systems	1	2,218.90
32 EFT316	02/09/2022	Bolts-R-Us	SDS Plus Rotary Hammer W/One-Key Kit	1	1,068.89
33 EFT317	02/09/2022	Luscombe Syndicate	Supplies 1. 2 x ctns complimentary biscuits 2. 4 x ctns 600ml water 3. 2 x ctns lipton individually wrapped tea bags.	1	296.39
34 EFT318	02/09/2022	Cekas Pest Management	Pest Control -spray for general pests	1	5,212.00
35 EFT319	02/09/2022	Itvision	Staff Training - synergy accounting software	1	1,108.21
36 EFT320	02/09/2022	Geraldton Air Compressors	Vessel Inspections - Workshop	1	198.00
37 EFT321	02/09/2022	Department of Transport	2022/2023 Shire Vehicle Registrations	1	5,900.20
38 EFT322	02/09/2022	Prompt Safety Solutions	Consultancy fees -Quarterly OSH Service	1	4,620.00
39 EFT323	02/09/2022	Little Hotelier	Software Licence Fees -Caravan Park	1	174.90

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
40 EFT324	02/09/2022	Complete Office Supplies Pty Ltd	Admin Office Minor Equipment	1	2,096.54
41 EFT325	02/09/2022	Professional PC Support	1 x phone system	1	390.17
42 EFT326	02/09/2022	5th Street Furniture	Cooper Lounge- 4 Seater Lounge - Caravan Park Chalets	1	3,780.00
43 EFT327	02/09/2022	Western Communications	Running Network Cable from PTP Network Box to Art Centre Office	1	1,540.00
44 EFT328	02/09/2022	Services Australia - Child Support	Payroll Deductions/Contributions	1	278.92
45 EFT329	02/09/2022	Storytowns Pty Ltd	Storytowns - Yalgoo Podcast	1	838.20
46 EFT330	02/09/2022	Bambury Pty Ltd	Chateau 2 * Bath Towels (Commercial Range)	1	2,278.06
47 EFT337	13/09/2022	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Herseys, Westrac & Atom	1	735.39
48 EFT338	15/09/2022	Icpa Federal Conference Convening	Donation	1	500.00
49 EFT339	15/09/2022	Midwest Mowers & Can-Am	Hose Kit Bushranger wide vaccum	1	3,299.00
50 EFT340	15/09/2022	BOC Limited	Depot Container Service - cylinder rental	1	128.42

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
51 EFT341	15/09/2022	Boekeman Toyota	Repair - administration motor vehicle	1	300.00
52 EFT342	15/09/2022	Gail Trenfield	Elected Member - meeting fees and allowances 26 August 2022	1	1,791.34
53 EFT343	15/09/2022	Local Health Authorities Analytical	Analytical Health Services	1	396.00
54 EFT344	15/09/2022	PaynesFind Road House & Tavern	Meals at Paynes Find Roadhouse	1	3,428.20
55 EFT345	15/09/2022	Raul. Valenzuela	Elected Member - meeting fees and allowances 26 August 2022	1	1,123.67
56 EFT346	15/09/2022	Totally Workwear Geraldton	Protective Work Clothes -3x Short Sleeve polo shirt with Shire logo	1	81.35
57 EFT347	15/09/2022	Truckline Geraldton	3 Light Globes Replacement	1	150.92
58 EFT348	15/09/2022	Young Motors Pty Ltd	Motor Vehicle Service - 12 Monthly Service	1	516.00
59 EFT349	15/09/2022	Tamisha Hodder	Special Council Meeting Fees - 31/08/2022	1	763.67
60 EFT350	15/09/2022	Gregory Arthur Payne	Council Meeting Expenses	1	2,761.67

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### Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
61 EFT351	15/09/2022	Mcdonalds Wholesalers	Toilet tissue int/l scott 4321 sku 510470 x 4 ctns, Toilet roll 2 ply 400S x 4 ctns Suimin Chicken Noodles 70G x 1 ctn	1	1,524.80
62 EFT352	15/09/2022	Office of The Auditor General	Shire of Yalgoo - Audit Fee	1	1,650.00
63 EFT353	15/09/2022	Gail Simpson	Elected Member - meeting fees and allowances 26 August 2022	1	763.67
64 EFT354	15/09/2022	Sunrise Hill Art Gallery	2 Day Resin Workshop - 10 Students Jayne Roblinson Artist	1	3,500.00
65 EFT359	21/09/2022	Integrated ICT	Wifi Network Maintenance	1	176.00
66 EFT360	21/09/2022	Construction Training Fund	Levy - LGA Collection Funds	1	261.75
67 EFT361	21/09/2022	Kennards Hire Pty Ltd	New Depot Shed Floor	1	254.00
68 EFT362	21/09/2022	Beachlands Plumbing Pty Ltd	Expose leach drain for pumping of liquid waste	1	11,615.23
69 EFT363	21/09/2022	Desert to Coast Training & Assessing	Staff Traing - Truck Driver Training Phillip Hill	1	2,950.00
EFT364 70	21/09/2022	Chemcert Training Group Pty Ltd	Staff Training - online training for Chris Bell and Ian Scott	1	700.00

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
71 EFT365	21/09/2022	Midwest Mowers & Can-Am	Bush ranger 4 stroke brushcutter Harness balance	1	940.00
72 EFT366	21/09/2022	ATOM Supply	Foam Soap dispenser	1	514.80
73 EFT367	21/09/2022	Atyeo's Environmental Health Services	Consultancy Service EHO	1	4,037.29
74 EFT368	21/09/2022	BOC Limited	Oxygen Industry G Size	1	42.02
75 EFT369	21/09/2022	Bridged Group Pty Ltd	Computer Support	1	346.50
76 EFT370	21/09/2022	Bunnings Building Supplies Pty Ltd	Trolley Repair	1	68.77
77 EFT371	21/09/2022	Canine Control	Ranger Services - 15 August 2022	1	4,160.16
78 EFT372	21/09/2022	Clarkes Washing Machine Repairs	Washing machine part and repairs	1	476.30
79 EFT373	21/09/2022	Core Business Australia Pty Ltd	Project Management - Flood Damage - March 2022	1	28,017.00
80 EFT374	21/09/2022	David Rocke	Fix Tree reticulation and control. whippersnip around tank stand Mow and clean community centre grounds	1	802.50

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
81 EFT375	21/09/2022	Dominic Carbone & Associates	Consultancy Service - Finance and Administration	1	13,090.00
82 EFT376	21/09/2022	Refuel Australia	JULY 2022 FUEL CHARGE	1	26,124.47
83 EFT377	21/09/2022	Geraldton Toyota	60 Months Service for vehicle YA1000	1	1,011.96
84 EFT378	21/09/2022	Great Northern Rural Services.	Black Polly Fittings	1	152.68
85 EFT380	21/09/2022	Landgate	valuation Fees - Mining Tenement Schedule #M2022/7 dated 04/06/2022 to 07/07/2022	1	365.95
86 EFT381	21/09/2022	LGISWA	Workers Compensation Endorsement	1	6,872.39
87 EFT382	21/09/2022	Moore Australia (WA) Pty Ltd	Budget and Financial Templates for Statutory Reporting 2021-2022	1	1,980.00
88 EFT383	21/09/2022	Mt Magnet Waste Disposal	Pump Septic Tank	1	7,900.00
89 EFT384	21/09/2022	Murchison Regional Vermin Council	Precepts- MRVC 2022-23	1	37,914.80
90 EFT385	21/09/2022	PaynesFind Road House & Tavern	Meals and accomodation - Ray Winfield plant operator	1	991.90
91 EFT386	21/09/2022	Spotlight P/L	13 Pillows and 9 Pillow Protectors	1	600.00

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
92 EFT387	21/09/2022	Sun City Print	Printing and Stationery -200 Prospecting Brochures	1	170.00
93 EFT388	21/09/2022	ThinkWater Geraldton	Black Polly Fittings	1	151.10
94 EFT389	21/09/2022	Totally Workwear Geraldton	JB Hi-Vis (The Outback Starts Here Logo)	1	53.84
95 EFT390	21/09/2022	Veolia Environmental Services	Waste Collection Fees	1	4,399.91
96 EFT391	21/09/2022	WestCoast SeaFood	Council Refreshments	1	118.00
97 EFT392	21/09/2022	Westrac Equipment Pty Ltd	Motor Vehicle Repairs - parts -tooth, locknut, bolt	1	168.40
98 EFT393	21/09/2022	Datacom Solutions (AU) Pty Ltd	Database access for old Payroll System	1	95.17
99 EFT394	21/09/2022	Wurth Australia Pty Ltd	BMF Cleaner	1	296.07
100 EFT395	21/09/2022	Caravan Industry Association WA	Membership Fees - 2022/2023 Financial Year	1	1,100.00
101 EFT396	21/09/2022	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Jason Sign Makers	1	877.57



## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
102 EFT397	21/09/2022	Harvey Norman Computer Superstore	2x Headsets	1	108.00
103 EFT398	21/09/2022	Sondra Hodder	Reimbursement Art Sales - Receipt YACC320 - Necklace	1	19.50
104 EFT399	21/09/2022	Charmaine Simpson	Reimbursement Art Sales -Receipt YACC301 Bookmarks x2 YACC302 Bookmarks x4 Painted Plate YACC301 Bookmarks x3 YACC309 Turtle YACC303 Postcard YACC301 Bookmark	1	330.50
105 EFT400	21/09/2022	Grants Empire	Consultancy Fees -CSRFF Grant Application	1	858.00
106 EFT401	21/09/2022	Darren Long Consulting	Consultancy Fees - June 2022 Bank Reconciliation	1	3,767.50
107 EFT402	21/09/2022	Modular WA	Progress Payment - New Units - Lot 53 Unit A Campbell Street	1	23,700.00
108 EFT403	21/09/2022	Rowe Contractors	Rehabilitation of gravel pits beside Yalgoo/ Morawa road	1	22,082.50
109 EFT404	21/09/2022	Norris & Hyde IT	Computer Reboot - Blue Screen Error	1	110.00

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
110 EFT405	21/09/2022	Margaret Simpson	Reimbursement Art Sales - Receipt YACC302 Bookmarks x4 YACC302 Bookmarks x11 YACC323 YACC302 Bookmark	1	192.75
111 EFT406	21/09/2022	Cleverpatch Pty Ltd	Emu Festival Materials	1	682.82
112 EFT407	21/09/2022	Midwest Lock & Safe	New locks for units at caravan park	1	3,472.66
113 EFT408	21/09/2022	Lenane Holdings Pty Ltd	Dry hire of multi tyred roller July 1st, July 4th, July 5th	1	1,155.00
114 EFT409	21/09/2022	Elisha Hodder	Reimbursement Art Sales -Print - Receipt YACC322	1	75.00
115 EFT410	21/09/2022	Lo-Go Appointments	WALGA Preferred - Temporary Appointment Executive Officer	1	14,870.26
116 EFT411	21/09/2022	Luscombe Syndicate	Supplies -Coffee Lemon Lime & Bitters Lemonade etc	1	1,067.68
117 EFT412	21/09/2022	Central Regional TAFE	Staff training - Bookshop purchases for Certificate IV in Community Services / Youth work	1	46.80
118 EFT413	21/09/2022	Bai Communications Pty Ltd	Radio Broadcasting	1	178.72

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Shire of Yalgoo

#### List of Accounts Paid and Payable

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>Amount</b>
119 EFT414	21/09/2022	Marianne Penberthy	Indigo Workshop - 10th & 11th September	1	1,871.88
120 EFT415	21/09/2022	Hersey'S Safety Pty Ltd	Supplies - Blue Drink Cooler Tape Measure Roofing Nails etc.	1	4,507.92
121 EFT416	21/09/2022	Cloud Payment Group	Debt Collection Fees - rates for Elsie Teston, Marddu Council and UCABS	1	10,759.23
122 EFT417	21/09/2022	Emmaline James	Indigo Workshop - 10th & 11th September	1	1,622.08
123 EFT418	21/09/2022	Noeletta Bell	Reimbursement Art Sales - Receipt YACC297 Polymer Earrings YACC296 Polymer Earrings Yacc294 Polymer Earrings	1	86.25
124 EFT419	21/09/2022	Geraldton Belair Gardens Caravan	Staff Traing - Truck Driving -Phillip Hill	1	290.00
125 EFT420	21/09/2022	Url Networks Pty Ltd	Administration Office Phone Bill	1	681.49
126 EFT421	21/09/2022	Cree Thompson	reimbursement Art Sales - Receipt YACC321 - Dream Catcher	1	22.50
127 EFT427	27/09/2022	Minter Ellison Law Practice Trust	Refund of \$3773.46 being for double payment of rates for UCABS A280 deposited on the 15th August 2022	1	3,773.46
128 EFT428	27/09/2022	Australian Taxation Office	BAS ACTIVITY STATEMENT - MAY 2022	1	27,843.00

# Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

## Shire of Yalgoo

### List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
129 EFT429	27/09/2022	Water Corporation	Standard water service	1	397.94
130 EFT430	27/09/2022	Pivotel Satellite Pty Limited	Satelite Phone Charges	1	151.00
131 EFT431	27/09/2022	Australian Communications & Media	1 Year Radio FM	1	45.00
132 EFT432	27/09/2022	Telstra Corporation Ltd	Telephone Expenses- Office Phone and Mobile Accounts	1	10,017.02
133 EFT434	29/09/2022	Horizon Power	Street Lighting Charges	1	961.89
134 EFT435	29/09/2022	Horizon Power	Power Bill	1	436.92
					<b>449,327.85</b>

#### REPORT TOTALS

#### TOTAL

Bank Name	
1	Municipal Bank
<b>TOTAL</b>	<b>449,327.85</b>
	<b>449,327.85</b>

**13.2 INVESTMENTS AS AT 30<sup>th</sup> September 2022**

Applicant:	Shire of Yalgoo
Date:	19 October 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council receive the investments report as at 30<sup>th</sup> September 2022.

**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 30<sup>th</sup> September 2022 be received.

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

This Worksheet details the investments held by the Shire as at 30<sup>th</sup> September 2022.

### SHIRE OF YALGOO CASH HOLDINGS AS AT 30 SEPTEMBER 2022

INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$1,125,731.89
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$2,013,119.36
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,116.75
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,197.42
<b>TOTAL</b>								<b>\$3,216,165.42</b>

### RESERVE FUNDS

Bendigo	N/A	Term Deposit	4058197	175 days	30.06.2022	22.12.2022	3.20%	\$170,077.45
Bendigo	N/A	Term Deposit	4058198	175 days	30.06.2022	22.12.2022	3.20%	\$474,180.09
Bendigo	N/A	Term Deposit	4058196	175 days	30.06.2022	22.12.2022	3.20%	\$1,140,349.62
Bendigo	N/A	Term Deposit	5058195	175 days	30.06.2022	22.12.2022	3.20%	\$325,979.65
<b>TOTAL</b>								<b>\$2,110,586.81</b>

### INVESTMENT REGISTER

01 SEPTEMBER 2022 TO 30 SEPTEMBER 2022

#### NATIONAL AUSTRALIA BANK

ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 30.09.2022	INVESTMENT TRANSFERS	CLOSING BALANCE 30.09.2022
171336282	Ongoing	Variable	\$52,142.14	\$55.28	0	\$52,197.42
24-831-4222	Ongoing	Variable	\$25,086.22	\$30.53	0	\$25,116.75
4058198	22.12.2022	3.20%	\$474,180.09	\$0	0	\$474,180.09
4058196	22.12.2022	3.20%	\$1,140,349.62	\$0	0	\$1,140,349.62
4058197	22.12.2022	3.20%	\$170,077.95	\$0	0	\$170,077.45
4058195	22.12.2022	3.20%	\$325,979.65	\$0	0	\$325,979.65

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### 13.3 FINANCIAL ACTIVITY STATEMENT AS AT 30<sup>th</sup> September 2022

Applicant:	Shire of Yalgoo
Date:	19 October 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	Statement of Comprehensive Income Financial Activity Statement Summary of Current Assets and Current Liabilities Statement of Current Financial Position Detailed Worksheet Supplementary Financial Reports – Reserve & Loan

#### **SUMMARY**

Adoption of the Monthly Financial Statements for the period 1<sup>st</sup> September 2022 to the 30<sup>th</sup> September 2022.

#### **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 30<sup>th</sup> September 2022.

## 14 ADMINISTRATION REPORTS

### 14.1 Office Closure Christmas and New Years

Applicant:	Shire of Yalgoo
Date:	19/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

#### SUMMARY

That Council considers a closure of the Shire Administration Office across the Christmas and New Year period.

#### COMMENT

It is common practice throughout regional local government in WA to close Shire offices over the Christmas and New Year period. On days other than the public or Union Agreement holidays, employees will utilise annual leave entitlements, etc. for the normal work days affected.

As per previous years it is proposed the closure take place from Monday 19<sup>th</sup> December 2022 returning Tuesday 3<sup>rd</sup> of January 2023.

It is necessary that the office closure be advertised to inform the public in the Mid West Times newspaper, Yalgoo Facebook page and a notice on the Shire Office notice board.

The Works Crew will also shut down across this period with arrangements made for the gardens, waterpark and some limited road maintenance.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

#### POLICY/FINANCIAL IMPLCATIONS

NIL

#### VOTING REQUIREMENT

Simple Majority

#### OFFICERS RECOMMENDATION

That Council approve the Yalgoo Shire Office being closed to the public from Monday 20<sup>th</sup> December 2021 through to Monday 3<sup>rd</sup> January 2022.



## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### 14.2 Rates Written Off

Applicant:	Shire of Yalgoo
Date:	20/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

#### SUMMARY

That Council receive a report of rates written off under delegated authority.

#### COMMENT

The new ITVision Synergysoft rating system went live in September for 2022/23 billing. During Covid Council put a hold on penalty interest for arrears. Interest was calculated and applied to outstanding rates during the implementation period. Councils motion to set 0% penalty interest ran through to January 2022.

The following assessments due to their minor amounts had their interest written off during system implementation from January 2022 to June 2022.

Assessment Number	Rate Arrears on which interest was not charged
2085	5.6
565	4
2189	3.28
2203	2.69
2041	2.62
2042	2.62
2178	2.23
2195	2.11
2040	1.94
1441	1.71
543	1.28
2063	1
2092	0.86
2019	0.63
2200	0.58
2110	0.55
2202	0.46
2201	0.3
2191	0.12
39	0.09
2190	0.04
2183	0.02
2034	0.01
2167	0.01

## **Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

Once the new system has undergone further checks and interim notices have been raised a report detailing minor amounts, long standing amounts and costly recovery will be presented to Council.

Writing off these amounts will allow for easier control and management of the rating database.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY/FINANCIAL IMPLCATIONS**

NIL

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICERS RECOMMENDATION**

That Council receives the report of minor amounts written off under delegated authority

**14.3 Disposal of Plant**

Applicant:	Shire of Yalgoo
Date:	20/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council set a reserve price for the disposal of a forklift and Road Roller by public auction.

**COMMENT**

The Shire of Yalgoo intends to Auction two vehicles that are budgeted for disposal/replacement through Smith Broughton Auctioneers. These vehicles will be auctioned unregistered.

2009 Caterpillar PS-300C Multi tyre roller  
Auction house estimates - \$25,000 to \$30,000

2014 Caterpillar Cat DP25NT forklift  
Auction house estimates - \$13,000 to \$17,000

Due to covid, vehicle replacements have taken a significant amount of time and some acquisitions and disposals have carried through to the following year. Due to this a correction has been identified for the budget which removed the forklift disposal from the 2022/23 year.

Expected sale amounts in the budget are:  
2009 Caterpillar PS-300C Multi tyre roller - \$20,000

Requiring the re-inclusion in the 2022/23 budget of:  
2014 Caterpillar Cat DP25NT forklift - \$25,000

It is suggested based on the amounts identified by the Auctioneers that the following reserves are set:

2009 Caterpillar PS-300C Multi tyre roller - \$29,000  
2014 Caterpillar Cat DP25NT forklift - \$16,000

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council sets the following auction reserve prices for the auction of:

2009 Caterpillar PS-300C Multi tyre roller - \$29,000

2014 Caterpillar Cat DP25NT forklift - \$16,000

And confirms/adopts that the forklift disposal should have been carried over to the 2022/23 budget from the 2021/22 Budget with a disposal amount of \$25,000

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### 14.4 Chief Executive Officer Leave

Applicant:	Shire of Yalgoo
Date:	21/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

#### **SUMMARY**

That Council approve annual leave for the Chief Executive Officer pending a suitable Acting CEO being appointed by Council.

#### **COMMENT**

The Chief Executive Officer is requesting Annual Leave following the Christmas Office closure until the 30<sup>th</sup> of January 2023.

The CEO will remain on call and finish tasks such as the Minutes during the two week office closure. It is proposed that a suitable Acting CEO will be approached or advertised for and presented to Council at a closer Ordinary Meeting for the period 3<sup>rd</sup> January 2023 to the 30<sup>th</sup> January 2023.

Due to Covid the leave available for the outside crew is limited so they will be looking to take 2 weeks leave from the 23<sup>rd</sup> of December 2022.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

#### **POLICY/FINANCIAL IMPLCATIONS**

NIL

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICERS RECOMMENDATION**

That Council approves annual leave for the Chief Executive Officer from the 3<sup>rd</sup> January 2023 to the 30<sup>th</sup> January 2023 pending the appointment of a suitable Acting Chief Executive Officer.

**14.5 Asset Management Plan Review**

Applicant:	Shire of Yalgoo
Date:	22/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Tabled Quotes

**SUMMARY**

That Council accept a quote for the redevelopment of its integrated Asset Management Plan.

**COMMENT**

Administration has sought quotations from three suppliers to review and amend the Shires Asset Management Plan. During Covid it was not considered prudent to forecast during a time of so much uncertainty. We are still experiencing supply chain issues, builder shortages and fuel/petroleum products have seen major variations.

It is also not in the interests of smaller regional local governments to spend significant funds on external producers of integrated planning reports if they are going to be altered or removed by local government act reform.

Quotes were sought from Core Business, Talis Consultants and ARRB. ARRB after multiple follow ups have not provided a quote. Quotes from the other suppliers will be tabled. These suppliers are also WALGA Panel or exempt suppliers.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council accepts the quote from Core Business for the renewal of the Shires Asset Management Plan.

**14.6 Paynes Find Airstrip Maintenance**

Applicant:	Shire of Yalgoo
Date:	22/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council endorse expenditure at the Paynes Find Airstrip.

**COMMENT**

Repair work at Paynes Find Airstrip was started prior to the adoption of the 2022/23 Annual Budget and has continued into October. After mobilizing the works crew to multiple jobs in Paynes Find it was found that the surface required repair after numerous rain events. These repairs were then hampered by ongoing rain and wet unworkable surfaces.

This work has continued to provide a safe landing location for RDFS which regularly services the Paynes Find Community.

While this strip has historically been maintained by the Shire some repairs were put off pending an existing crown land enquiry.

Expenditure on the strip is estimated to reach around \$50,000 due to gravel haulage and long travel times. It is proposed that Council authorize expenditure in advance for these repairs and the costs will be examined as part of the midyear budget review. It is noted that while a significant proportion of the outside works crew is on this job they are not expending wages from rural road maintenance which will be an adequate place to source this expenditure from.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Absolute Majority

**OFFICERS RECOMMENDATION**

That Council authorise in advance maintenance expenditure on the Paynes Find Airstrip up to \$60,000 to be allocated as part of the midyear budget review.



**14.7 Record Keeping Plan**

Applicant:	Shire of Yalgoo
Date:	22/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Shire of Yalgoo Record Keeping Plan 2022

**SUMMARY**

That Council adopt the as presented Record Keeping Plan and consider expenditure on an Electronic Records Management System.

**COMMENT**

A review has been undertaken of the Shires Recordkeeping responsibilities. Please find attached a revised recordkeeping plan with associated procedures including disaster records recovery.

A significant amount of Administrations records are now generated and received electronically however current practice has administration printing and filing records. There is also limited hierarchy and only an adhoc system for electronic filing on the Shires Cloud server.

In light of this review it is proposed that the Record Management Budget be put towards the implementation of an Electronic Records Management System. In light of the recent system change to ITVisions Synergysoft it is proposed that a quote be sought from them as a Panel Supplier and the synergies it would have with the newly commissioned system.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council adopts the as presented Record Keeping Plan 2022 and supports the move to an Electronic Records Management System.

**14.8 Local Emergency Management Arrangements**

Applicant:	Shire of Yalgoo
Date:	22/10/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Author:	CESM Rick Ryan
Disclosure of Interest:	NIL
Attachments:	Local Emergency Management Arrangements

**SUMMARY**

That Council adopt the reviewed Local Emergency Management Arrangements.

**COMMENT**

The Shires Community Emergency Services Manager has reviewed the Yalgoo Local Emergency Management Arrangements and they are presented to Council for endorsement.

Endorsement will also be sought from the Yalgoo Local Emergency Management Committee and the report has been tabled with the Midwest Gascoyne District Emergency Management Committee.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Emergency Management Act 2005

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Absolute Majority

**OFFICERS RECOMMENDATION**

That Council adopts the as presented Local Emergency Management Arrangements.

**14.9 Yalgoo Arts and Cultural Centre Operations and Art Sales**

Applicant:	Shire of Yalgoo
Date:	19 October 2022
Reporting Officer:	Rhiannon Hodder
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council receive the Art Centre Trainees report regarding the operations and art sales of the Yalgoo Arts and Cultural Centre.

**COMMENT**

As of the 1<sup>st</sup> January 2022 to the 19 October 2022

**Art Centre Operations**

After 2 year the Community Mural has finally been put up on the side of the Art Centre building with the help of our Depot Staff. The mural was created and designed by 7 Local Artist and 5 members of the community with the help and guidance of Helen Ansell.

The Art Centre has also been utilised for Community engagement meetings throughout the year as it is in the Centre of Town.

We have had the School use the facility to hold parent and Community meetings, Censes Meeting, The Arts Law Centre of Australia came out and discussed and prepared WILLs with the Local Artist and educated them about Copyrights and Legal Advise for Artist.

Along with the Community Development Officer's Afterschool Activities every Tuesday's and Thursday's we hold Kids Art Club from 2.30pm to 3.30pm.

One workshop is held each month for Adults only, 9 position are available which is normally first in get the spot.

**Previous Workshops**

Workshops held;

January 19 & 20 we had Printmaking with Lizzy Robinson with 6 participants attending.

March 19 & 20 we had (Felting) Hat Making with Natalie Jackson with 7 participants attending.

May 21 & 22 we had Scrapbooking with Mel Raffan we had 7 participants attend.

June 11 & 12 we had Polymer Clay Workshop with Debbie Crothers 8 participants attended.

August 20 & 21 we had a Resin workshop with Jayne Rolinson and 11 participants attend.

## Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022

### Upcoming Workshops

November 2022 Natalie Jackson will be returning to do a Decoupage art Workshop which is scheduled for next month date to be arranged by Natalie.

Dawn Lapuma is scheduled to attend next year to conduct a Mosaic Workshop dates to be arranged by artist.

A project is being put together in relation to painting the Public Toilet Doors on Gibbons Street, with approval from the Deputy CEO, I will consult and work with the School kids and two local Artist.

### Art Centre Visits

From April 2022 to October 2022 we have had 112 Tourist visited the Art Centre.

On a daily basis we have at least 5 artist come and go from the art centre.

And on a daily basis we have around 7-8 community members come and visit, sit and chat to get out of their houses.

### Art Centre Sales

The following table below indicates all art sales from the 1<sup>st</sup> January 2022 to the 19<sup>th</sup> October 2022 Indicating the Art Centre has sold \$4,916,60

Jewelry	Paintings (Acrylics, Water paints and Oil)	Baskets	Cards, Bookmarks & Post Cards	Clothing, Scarves & Masks	Framed Tea Series	Emu Festival Shirts	Handpainted Mirror, Pots, Bowls & Tea Cups	Cook Book	Rsesin Artwork	Dream Catchers
\$481.00	\$3,170.00	\$0.00	\$206.60	\$574.00	\$0.00	\$360.00	\$125.00	\$0.00	\$0.00	\$30.00

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY/FINANCIAL IMPLCATIONS**

NIL

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICERS RECOMMENDATION**

That Council receive the Art Centre Trainees report regarding the operations and art sales of the Yalgoo Arts and Cultural Centre.

## **Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

### **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 25<sup>th</sup> November 2022 commencing at 10.00 am.

### **19 MEETING CLOSURE**

There being no further business the Shire President declared the Ordinary meeting closed at

**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](mailto: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.
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

## **Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

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](http://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



## **Agenda – Ordinary Council Meeting – Friday 28<sup>th</sup> October 2022**

- (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;

**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.

### **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

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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



Ref 442 Yalgoo Summary AMP (Proposal).docx

Chief Executive Officer  
Shire of Yalgoo  
PO Box 40  
**YALGOO WA 6635**

Attn: Silvio Brenzi

ACN: 154 888 883  
Unit 3 / 2 Fairbairn Road  
Busselton WA 6280  
PO Box 797  
Busselton WA 6280  
P: +61 8 9754 1117  
M: +61 418 931 067  
E: [bruce@corebusiness.net.au](mailto:bruce@corebusiness.net.au)

Dear Silvio,

### **ASSISTANCE WITH PREPARATION OF A SUMMARY ASSET MANAGEMENT PLAN**

Core Business Australia (CORE) is pleased to provide the Shire of Yalgoo (Shire) with a proposal to assist the Shire with preparation of a Summary Asset Management Plan across all Asset Classes.

#### **Project Understanding**

We understand that the Shire has a limited asset management plan (AMP) that was prepared for compliance with the first round of Integrated Planning and Reporting (IPR). The Shire would now like to undertake a more inclusive review of the AMP with the aim of developing a more simplified strategic document that helps Shire Officers make decisions about future investment in infrastructure.

We are able to commence this project immediately and suggest the week commencing December 12 2016 as being ideal, thereby allowing the Draft Summary AMP to be developed over the Christmas / New Year period for presentation back to the Shire early in the new year.

#### **About Core Business**

Core Business Australia was established in 2011 to focus on providing business planning and advisory services to local government, particularly in the areas of Strategic Planning, Community Engagement, Asset Management, Long Term Financial Planning, Procurement, Project and Contract Management.

We believe in ensuring that everything we do is aimed at improving the quality of life of people within the communities which we work for. We do this by building multi-disciplined teams of competent, experienced people, supported by simple but rigorous systems and processes.

Using our multidiscipline teams and application of a range of contemporary business planning and development tools, we strive to solve complex and diverse problems for our clients.

Our approach to every project is essentially very simple; we take responsibility for its success through sound management processes and principles, a robust and transparent methodology, and the provision of the right people with the requisite skills and capabilities.

## **Methodology**

We understand that key to this project is a collaborative approach with Officers that involves knowledge transfer to staff along with understanding and ownership of the document being prepared and without a heavy reliance on Officers to prepare the document. Therefore we have developed a customised approach to achieve this.

### **Task 1 – Project Establishment**

The project will be undertaken by Bruce Lorimer who will commence the project with a visit to Yalgoo where we will run a hands-on workshop with staff in order to ensure corporate-wide understanding of the process, the inputs to the asset management plan and the outputs that will be included within the plan. We will also discuss linkage to other IPR documents, in particular, the Long Term Financial Plan and Corporate Business Plan.

Part of the exercise will require Shire Officers to complete an asset data request. We will run through this with Officers and assist with the compilation of the asset data request. We will also discuss condition assessment and provide assistance with understanding of the processes required to collect asset condition data.

One of the advantages of our approach is that we understand that local governments don't always have all the information required, particularly when it comes to condition data, across all asset classes. Hence, we have methodologies that allow local governments to estimate condition distribution which then provide understanding in relation to what data is important to collect and what is not and prioritise data collect into the future.

A key element of any asset management plan (which is essential for preparing asset management ratios for financial reporting purposes) is preparing an estimate of asset renewal demand. Part of the workshop will be dedicated to running the asset renewal model and explaining both the inputs and outputs to Officers. We will also make ourselves available as part of this visit to provide an overview of the entire process to elected members as we believe it is very beneficial for elected members to have an understanding of the asset management plan and a high-level overview of the process to develop it.

### **Task 2 – Prepare Asset Renewal Model**

Following the initial workshop and completion and return of the asset data request, we will then prepare an Asset Renewal Demand model. This work will be done off-site and will be used as the basis of the Summary Asset Management Plan.

### **Task 3 – Prepare Draft Asset Management Plan**

Once the asset Renewal Demand model has been prepared, we will then compile a Summary Asset Management Plan across all asset classes. We will also recommend to the Shire which

asset classes to utilise and ensure these link to the asset classes the Shire will use into the future for financial reporting purposes.

#### **Task 4 – Present Draft Summary Asset Management Plan**

Bruce will once again travel to Yalgoo and present the Draft Summary Asset Management Plan to the Shire. This will include re-running and interrogating the Renewal Demand model so that Officers have an understanding of the inputs and outputs and will also provide an opportunity for tweaking the model to best reflect the Shire's situation. Similar to the first visit, there will be an opportunity to also provide an overview to elected members. The asset management plan will then be left with Shire Officers for review and comment.

#### **Task 5 – Finalise and Issue Summary Asset Management Plan**

Following review of the Draft Summary Asset Management Plan by Officers, the plan will be updated (including inclusion of the final Renewal Demand model for Task 4) and issued to the Shire in PDF format.

#### **Fee Proposal**

Our fee proposal is as follows:

Task 1 - Project Establishment	Resource	Rate	Units	Cost (ex GST)	GST	Cost (inc GST)
Travel Busselton to Yalgoo	Bruce Lorimer - Travel	110.00	8.00	880.00	88.00	968.00
Vehicle Travel Busselton to Yalgoo	Vehicle Cost	0.75	798.00	598.50	59.85	658.35
Present Draft Asset Management Plan	Bruce Lorimer	220.00	8.00	1,760.00	176.00	1,936.00
Vehicle Travel to Yalgoo to Busselton	Vehicle Cost	0.75	798.00	598.50	59.85	658.35
Travel Yalgoo to Busselton	Bruce Lorimer - Travel	110.00	8.00	880.00	88.00	968.00
Accommodation	Accommodation	130.00	2.00	260.00	26.00	286.00
<b>Total</b>				<b>4,977.00</b>	<b>497.70</b>	<b>5,474.70</b>
Task 2 - Prepare Asset Renewal Demand Model	Resource	Rate	Units	Cost (ex GST)	GST	Cost (inc GST)
Prepare and Issue Asset Data Request	Bruce Lorimer	220.00	4.00	880.00	88.00	968.00
Provide Assistance with Asset Data Request	Bruce Lorimer	220.00	4.00	880.00	88.00	968.00
Prepare and Run Asset Renewal Model	Bruce Lorimer	220.00	16.00	3,520.00	352.00	3,872.00
<b>Total</b>				<b>5,280.00</b>	<b>528.00</b>	<b>5,808.00</b>
Task 3 - Prepare Draft Asset Management Plan	Resource	Rate	Units	Cost (ex GST)	GST	Cost (inc GST)
Prepare Draft Summary Asset Management Plan	Bruce Lorimer	220.00	32.00	7,040.00	704.00	7,744.00
<b>Total</b>				<b>7,040.00</b>	<b>704.00</b>	<b>7,744.00</b>
Task 4 - Present Draft Summary Asset Management Plan	Resource	Rate	Units	Cost (ex GST)	GST	Cost (inc GST)
Travel Busselton to Yalgoo	Bruce Lorimer - Travel	110.00	8.00	880.00	88.00	968.00
Vehicle Travel Busselton to Yalgoo	Vehicle Cost	0.75	798.00	598.50	59.85	658.35
Present Draft Asset Management Plan	Bruce Lorimer	220.00	8.00	1,760.00	176.00	1,936.00
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Accommodation	Accommodation	130.00	2.00	260.00	26.00	286.00
<b>Total</b>				<b>4,977.00</b>	<b>497.70</b>	<b>5,474.70</b>
Task 5 - Finalise and Issue Summary Asset Management Plan	Resource	Rate	Units	Cost (ex GST)	GST	Cost (inc GST)
Finalise and Issue Summary AMP	Bruce Lorimer	220.00	4.00	880.00	88.00	968.00
<b>Total</b>				<b>880.00</b>	<b>88.00</b>	<b>968.00</b>
<b>Total Estimate</b>				<b>23,154.00</b>	<b>2,315.40</b>	<b>25,469.40</b>

## Schedule of Rates

The table below details the rates applicable for project personnel, including the rates basis under WALGA's Preferred Supplier Panel for Asset Management Services.

Core Business Australia is pleased to be able to offer the following personnel for further work at the rates specified. These rates will be held for the term of the project or the next six months (whichever is the earliest). Additional work will be subject to a separate quotation on a lump sum basis.

Consultant	Hourly Rate (ex GST)
Bruce Lorimer (WALGA Rate Basis: Director)	\$220.00/ hr
Mark Weller (WALGA Rate Basis: Senior Associate Level II)	\$190.00/hr
Travel time	50% of associate rate above
Vehicle Travel	\$0.75/km
Disbursements	Cost +12%

## Key Personnel

The project will be delivered by Bruce Lorimer.



### Bruce Lorimer

#### *Managing Director, Core Business Australia*

**Qualifications:** Bruce is qualified in Engineering Surveying and Geographic and Land Information Systems and has over 29 years' experience working in Local Governments in Western Australia.

**Career Overview:** Bruce joined CT Management Group as an Associate in April 2006 and became a Director of CT Management Group in December 2007. In 2011 Bruce purchased the WA operations of CT Management Group and established Core Business Australia Pty Ltd which took over all of CT Management Group's clients, contracts and

Associates in WA. Bruce is Managing Director of Core Business Australia.

Bruce has held various senior management / engineering roles including Director of Business Units (Shire Engineer) for the Shire of Bridgetown-Greenbushes, Director Community Infrastructure for the Shire of Busselton and more recently, Chief Executive Officer for the Bunbury-Harvey Regional Council. His career has focussed heavily on project, operational, organisational and strategic management of public infrastructure.

During his time at the Shire of Busselton Bruce was responsible for management of the Busselton Regional Airport and was project Superintendent for the construction of the Busselton Underwater Observatory. Bruce has also provided Contract Management Training on behalf of EEI (the education and training arm of Engineers Australia).



Bruce has acted in the role of expert witness on behalf of clients in the State Administrative Tribunal (SAT).

Bruce's consulting career has involved rolling out the Western Australian Asset Management Improvement (WAAMI) Program on behalf of the Western Australian Local Government Association (WALGA). The WAAMI Program assists local governments with asset management including writing asset management plans, policy and strategy, undertaking asset condition reviews, undertaking organisational reviews, undertaking service reviews including delivery of waste management services, undertaking community consultation and strategic plan preparation.

Bruce is a qualified Internal Quality Auditor.

Bruce is a Fellow of the Institute of Public Works Engineering Australasia and has served on the State Executive on two occasions including 2010 – Present. Bruce is currently the Chair of IPWEA's WA Asset Management Committee and WA's Proxy Representative on IPWEA's National Asset Management Strategy (NAMS) Committee. Bruce is also a member of the IPWEA's South West Executive.

### **Terms of Trade**

Our terms of engagement are in accordance with the attached Short Form Contract and this proposal.

Core Business Australia sends invoices on a monthly basis for work carried out in the previous month with payment terms of 14 days.

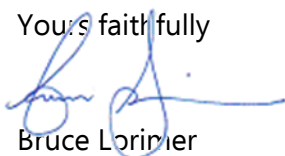
As the work is largely an asset management planning exercise, we are happy to undertake the work under WALGA's Preferred Supplier Panel for Asset Management Services. Please ensure you note WALGA Preferred Supplier Contract No C013\_15 on the purchase order. Our terms and conditions are in accordance with the Attached Short Form Contract and WALGA's General Conditions of Contract associated with the preferred supplier contract. Where there are inconsistencies between contracts, the WALGA Contract Prevails.

To enable efficient billing, it would be greatly appreciated if you could forward a purchase order to PO Box 797, Busselton WA 6280 or email to [bruce@corebusiness.net.au](mailto:bruce@corebusiness.net.au).

Please reference: *442 Yalgoo Summary Asset Management Plan*

Please do not hesitate to contact me direct on 041 893 1067 should you have any queries.

Yours faithfully



Bruce Lorimer

**Managing Director**

Core Business Australia

November 29 2016



## Short Form Contract

### AGREEMENT FOR THE PROVISION OF CONSULTING SERVICES

BETWEEN

**Core Business Australia Pty Ltd**  
(the "Consultant")

AND

**Shire of Yalgoo**  
(the Client")

1. The Consultant shall provide to the Client the consulting services described in the accompanying proposal together with such other services as may be agreed from time to time (the "Services").

2. The Consultant shall provide the Services with such skill, care and diligence as is generally exercised by competent members of the consulting profession performing services of a similar nature, at the time the Services are provided.

3. The Services will be performed at either or both the site of the project (the "Site") or at other places reasonably required by the Client. Where the locations of the Consultant's work are not under the Consultants control (including the Site), the Client must provide reasonable access to allow the Consultant to fulfil its obligations (including to provide the Services).

4. The Client shall, at its own cost, as soon as practicable make available to the Consultant all information, documents and other particulars relating to the Client's requirement for the project as is necessary for the Consultant to carry out the services as expressly set out in this Agreement (the "Requirements"). The Consultant is entitled to rely on such information, documents and other particulars as are provided by the Client pursuant to or in connection with this Agreement.

5. The Client shall pay to the Consultant:

- (a) the Fee and the Reimbursable Expenses as set out in the accompanying proposal together with such other amounts in respect of other services agreed to be provided;
- (b) reasonable adjustments to the Fee and the Reimbursable Expenses to reflect the additional costs, expenses, liabilities, losses or other amounts incurred or suffered by the Consultant in the performance of the Services and arising out of or in connection with any event or matter beyond the Consultant's control; and
- (c) to the extent that amounts payable under this Agreement are not expressed to be GST inclusive, an additional amount for the GST incurred by the Consultant in relation to the supply of the Services ("GST").

6. The Consultant may claim payment in accordance with the times set out in the accompanying proposal or, if no time is set out, monthly in arrears. The Client must pay to the Consultant within 21 days of the Consultant's invoice, without set-off or deduction:

- (a) the amount payable under this Agreement for the Services provided during the relevant period.
- (b) the GST payable under this Agreement for the Services provided during the relevant period.

7. If the Client does not pay the Consultant in accordance with this agreement then, without prejudice to any other rights or remedies the Consultant Engineer may have, interest will be payable from the date of invoice until payment at a rate per annum equal to the Unsecured Personal Overdraft Rate as most recently published by the Australian Financial Review, plus 1% per annum.

8. To the maximum extent permitted by law:

- (a) subject to paragraphs (b), (c) and (d) below, the Consultant's liability to the Client arising out of or in connection with this Agreement (including the performance or non-performance of the Services), whether under the law of contract, in tort, in equity, under statute or otherwise, shall be limited in aggregate to the amount specified in the accompanying proposal or \$300,000, if no amount is stated in the letter.
- (b) the Consultant is not liable to the Client in respect of any indirect, consequential or special losses (including loss of profit, loss of business opportunity and payment of liquidated sums or damages under any other agreement);
- (c) the Consultant shall be deemed to have been discharged from all liability in respect of the Services whether under contract, in tort, in equity, under statute or otherwise, at the expiration of the period specified in the accompanying letter, or if no date is specified, on the expiration of 3 years from the completion of the Services;
- (d) if, and to the extent that, any of this clause is void as a result of section 68 of the Trade Practices Act 1974 (Cth), then the Consultant's liability for a breach of a condition or warranty is limited to:
  - (i) the supplying of the relevant Services again; or
  - (ii) the payment of the cost of having the Services supplied again.

9. Subject to the Client complying with its obligations under the Agreement, the Consultant grants to the Client a non-exclusive, royalty-free and irrevocable license to use (and allow others to use) any intellectual property (including all drawings, reports, specifications, bills of quantity, calculations and other documents, including "works" as defined in the Copyright Act 1968 (Cth) created or produced by the Consultant arising out of provision of the Services ("IP Rights") for the purposes of completing the Project. As between the Client and the Consultant, the ownership of the IP Rights vests in the Consultant.

10. Neither the client nor the Consultant shall disclose to third parties or use for any purpose (other than providing or benefiting from the Services) any information provided by the other unless:

- (a) required by law;
- (b) the information is already generally known to the public; or
- (c) the other consents to the disclosure,

All documentation and materials containing confidential information provided by one party to the other shall be returned upon request.

- 11. Any dispute or difference ("Dispute") between the Client and the Consultant may be notified by a party to the other party and the parties shall
  - (a) firstly meet to negotiate, in good faith, resolution of the Dispute, and
  - (b) secondly, if negotiation fails to achieve a resolution of the Dispute within 5 working days of the notification of the Dispute, attend mediation, administered in accordance with procedures as set out by the Institute of Arbitrators and Mediators Australia.

provided that this provision shall not prevent the Consultant from instituting legal action at any time to recover moneys owing by the Client to the Consultant.

12. The Client may, without prejudice to any other rights or remedies it may have, by written notice served on the Consultant terminate its obligations under this Agreement:

- (a) if the Consultant is in breach of the terms of the Agreement and the breach has not been remedied within 28 days of a written notice served by the Client on the Consultant specifying the breach and requiring the breach to be remedied; or
- (b) upon the Client giving the Consultant 60 days' written notice of its intention to do so; or
- (c) if the Consultant informs the Client that it is insolvent, becomes bankrupt, or becomes subject to any official management, receivership, liquidation, provisional liquidation, voluntary administration, winding up or external administration ("Insolvency Event").

13. The Consultant may, without prejudice to any other rights or remedies it may have, by notice in writing served on the Client suspend its obligations under this Agreement:

- (a) immediately by written notice if the Client has failed to pay in accordance with this Agreement; or
- (b) if the Client is in breach of any of the other terms of the Agreement and the breach has not been remedied within 10 working days (or longer as the Consultant may allow) of a written notice served by the Consultant on the Client specifying the breach and requiring the breach to be remedied.

14. The Consultant may, without prejudice to any other rights or remedies it may have, terminate its obligations under this Agreement:

- (a) if the breach referred to in clause 13(a) has not been remedied within 5 days of a written notice served by the Consultant on the Client specifying the breach and requiring the breach to be remedied; or
- (b) if the Client is in breach of any of the other terms of the Agreement and the breach has not been remedied within 28 days of a written notice served by the Consultant on the Client specifying the breach and requiring the breach to be remedied; or
- (c) upon the Consultant giving the Client 60 days' written notice of its intention to do so; or
- (d) if an Insolvency Event occurs in relation to the Client.

15. If the Consultant considers it appropriate to do so, it may, with the Client's prior approval, which shall not be unreasonably withheld or delayed, engage other consultants to assist the Consultant in specialist areas.

16. Neither party may assign, transfer or sublet any obligations under this Agreement without the written consent of the other. Unless stated in writing to the contrary, no assignment, transfer or subletting shall release the assignor from any obligation under this agreement.

17. In the interpretation of this Agreement, no rule of construction applies to the disadvantage of one party on the basis that it put forward this Agreement or any part of it.

SIGNED by the parties on



# Asset Management Plan Update

RFQ



Prepared for Shire of Yalgoo

4 October 2022

Project Number: TAMP22071

**DOCUMENT CONTROL**

Version	Description	Date	Author	Reviewer	Approver
1.0	First Approved Release	4/10/2022	DLH	CL	DLH

**Approval for Release**

Name	Position	File Reference
Dale Hughes	Asset Section Leader	TAMP22071_Yalgoo AMP_1.0
<b>Signature</b>		

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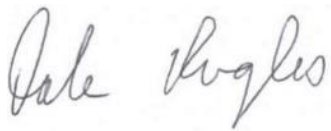
## Talis Consultants

Talis appreciates the opportunity to present our proposal for services as requested.

Talis team consists of over 100 experienced experts in the disciplines of Asset Management, Environment, Noise, Waste Management, Civil Engineering and Spatial Sciences. With a presence in WA, NSW, and Victoria, Talis have been servicing local government across Australia for over 40 years.




Understanding the unique requirements of each client is critical to the successful delivery of project objectives. There will be a high level of engagement and communication between the Talis team and the project staff during the project and support as required post project delivery.

If you have any queries regarding our Fee Proposal, please contact Talis' assigned Project Manager, Dale Hughes.



### DALE HUGHES

Director | Asset Section Leader

 1300 251 070  0418 908 621  
 604 Newcastle Street, Leederville, WA 6007  
Whadjuk Country of the Noongar Nation



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## 1 About Talis

Talis is a specialised consultancy providing bespoke solutions in Asset, Engineering, Environment, Noise, Spatial, and Waste Management. Our multidisciplinary team has extensive experience and works with public and private sector clients across Australia, to provide efficient, effective, and economic solutions that benefit all stakeholders of a project. Since its Establishment in 2012, the company has grown exponentially and currently has more than 60 employees.

Talis consultancy services can be listed under six distinct categories:



We are committed to delivering fit-for-purpose solutions to our clients, by working alongside them to understand their needs and business objectives and develop innovative solutions and strategies that benefit all stakeholders and add value to the project lifecycle. We services clients across a range of sectors both locally in Western Australia as well as interstate. Our commitment to our clients is guided by our core values of passion, integrity, quality, teamwork, client focus and employee focus and is demonstrated through our track record of projects delivered successfully across multiple sectors.

### WHAT SETS US APART FROM THE REST?



Client focused work culture



In-depth understanding of local government legislation & policies



Extensive experience in funding and procurement



Diversity of experience of our multidisciplinary team



Fit-for-purpose practical solutions



Successful delivery of projects across multiple sectors



## 1.1 Talis Asset Management

The Talis asset management section has expertise across all phases of the asset lifecycle.

Figure 1-1: Talis Asset Management Expertise



## 1.2 Markets Served

### 1.2.1 Local Government

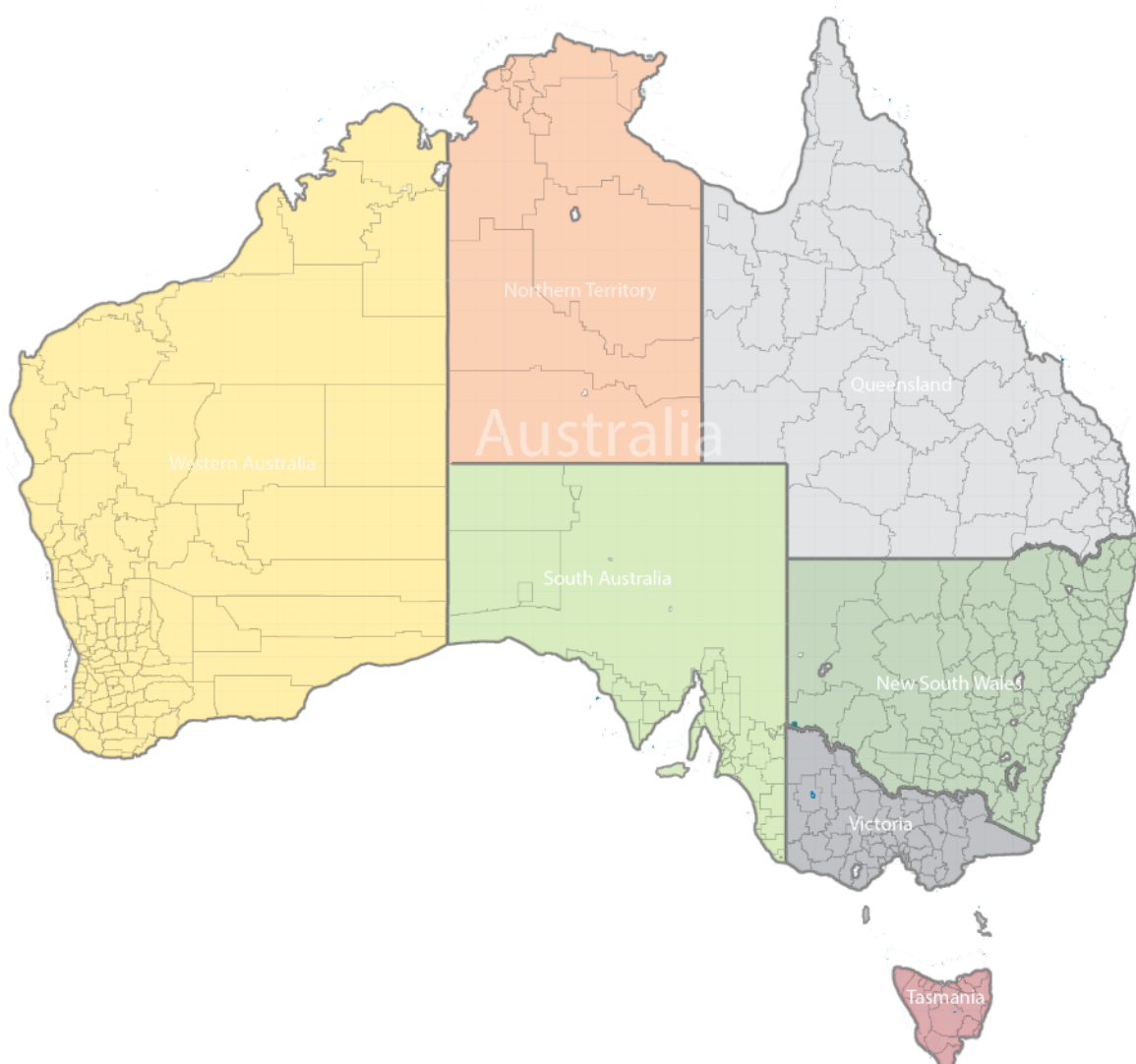
Talis' core market is the local government sector which represents approximately 80% of Talis' revenue. Talis has serviced local government in Western Australia, New South Wales, Queensland, South Australia, and Victoria.

In Western Australia, Talis sits on the Western Australian Local Government Association (WALGA) Preferred Supplier Panels for asset management, engineering, and environmental services. Talis has also partnered with WALGA to deliver industry wide initiatives such as the ROMAN project, a state-wide pavement management system.

In Queensland, Talis sits on the Local Buy preferred provider panel for asset management services. This is a recently revised panel of pre-approved suppliers of asset management consultancy services to facilitate efficient procurement.

We have become the trusted advisor to the entire local government industry within WA and have been servicing other states since 2014. Talis has also been supporters of local government industry-based organisations such as IPWEA both as members, contributors to technical committees and as sponsors.

**Figure 1-2: Australia Wide Local Government**



### 1.2.2 State Government

Talis has provided asset management services to State government agencies including:



### 1.2.3 Mining and Resources

Talis provides asset management, waste management spatial analysis and environmental services to the mining and resources sectors. Clients include:



### 1.2.4 Maintenance Contractors

Talis has provided asset management services for civil contractors involved mainly within the road maintenance sector. Clients include:



## 1.3 Talis Company Details

### 1.3.1 Trading Entity

Talis is a unit trust with details as shown in Table 1-1.

**Table 1-1: Trading Entity Details**

Legal Entity Name	The Trustee for Talis Unit Trust
<b>Trading Name (Registered Business Name)</b>	Talis Consultants
<b>ABN (the Trustee for Talis Unit Trust)</b>	85 967 691 321
<b>TFN (the Trustee for Talis Unit Trust)</b>	936 691 979
<b>Registered Office</b>	604 Newcastle Street, Leederville WA 6007
<b>Commenced Trading</b>	15 May 2012
<b>WA Address</b>	Level 1, 604 Newcastle Street, Leederville WA 6007
<b>WA Postal Address</b>	PO Box 454, Leederville WA 6903
<b>Phone</b>	1300 251 070
<b>NSW Address</b>	Unit 5, 62 North Street, Nowra, NSW 2541
<b>NSW Postal Address</b>	PO Box 1189, Nowra, NSW 2541
<b>Bank Details</b>	Bank: ANZ – Subiaco 464 Hay Street, Subiaco, WA 6008 Name: Talis Consultants BSB: 016-460 Acc No: 1865-68023

### 1.3.2 Organisational Structure

The Talis organisational structure is shown over page in Figure 1-3.

### 1.3.3 Governance and Reporting Structure

Talis consists of 6 sections to deliver individual services with the governance structure being at 2 levels. Sections are managed via the Section Leader position which in turn is governed by the Talis board.

Financial and administrative reporting is undertaken monthly by the Section Leader. These are presented at a monthly Section Leaders meeting. The Talis board meets quarterly or as required.

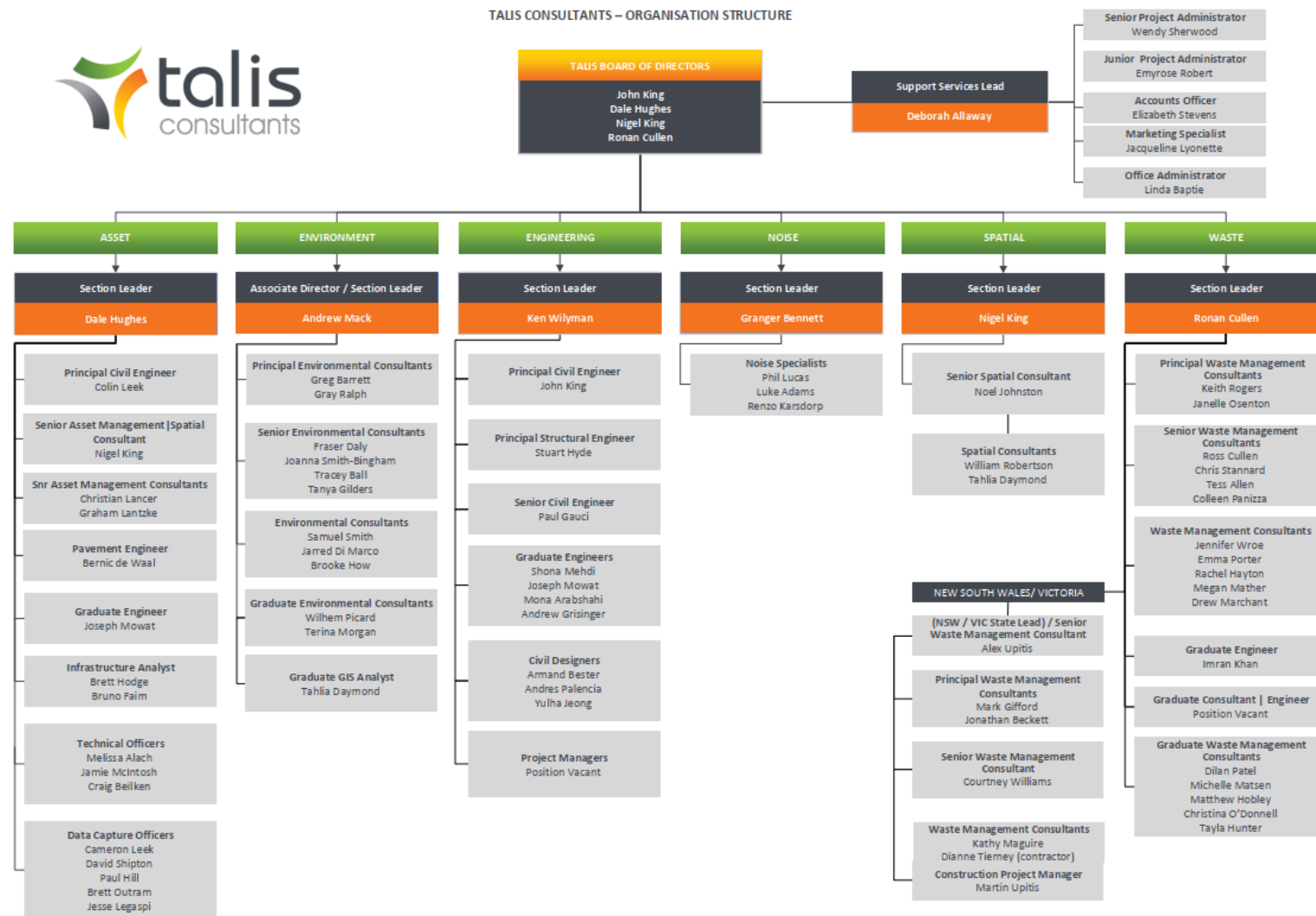


Figure 1-3: Talis Organisational Structure

### 1.3.4 AS NZS ISO 9001 Quality Management Systems

Talis has an externally accredited quality management system that satisfies AS.NZS ISO 9001.



Figure 1-4: AS NZS ISO 9001 Quality Management System Accreditation



### 1.3.5 Occupational Health and Safety

Talis has mature fit for purpose OH&S systems that are in alignment with best practice. Talis is currently going through the ISO accreditation process. Talis has established key policies and processes including:

1. OH & S Policy
2. OH & S Manual
3. Job Safety Analysis (also known as SWMS)
4. Inspection and reporting processes

Talis shall ensure the complete safety of all staff involved in this project and adherence to Talis and client OH&S policy and procedures. All relevant staff shall undertake any client OH&S induction course as required prior to commencing works.

### 1.3.6 Human Resource Management

Talis Consultants has a thriving workplace culture and strives to provide a healthy work life balance for all its employees. Systems and practises are in place to encourage equal opportunity, safe working environments, harassment free workplaces and fun and equitable opportunities. Talis provides a good workplace culture and support via the following measures:

- Social Club Committee and engaged participants
- Monthly whole of organisation presentations and social events
- Working from home opportunities
- Flexible working hours
- Talis sporting groups
- Employee Assistance Program
- Cultural Awareness Training
- Disability, Access, and Inclusion (employment policy does not discriminate on the grounds of disability, race, or background).
- Remote working procedures (protecting employees whilst in remote locations)
- Fundraising Initiatives for charities
- Corporate blood donation initiative (Australian Red Cross Lifeblood)
- Education opportunities and ongoing training and development (conferences, seminars, industry events, education & sharing workshops)
- Internships for young people in respective industries
- Trained First Aiders and Mental Health First Aiders (providing support to sick, injured, or at-risk staff)

### 1.3.7 Customer Service

Talis' business model is built on maintaining good and long-lasting client relationships. Developing and maintaining good relationships comes from providing exceptional customer service, and Talis has endeavoured to do just that. Talis employs a wide range of employees from various industries such as Local and State Government, Mining Oil and Gas, Private and public practises, not-for-profits and small to large scale businesses. This has established Talis with a keen understanding for the Client's needs, objectives, pain points and risks.

### 1.3.8 Customer Enquiries, Referrals and Complaints

Talis has developed customer service standards and continues to train its employees through established protocols and procedures on customer service. The below systems support staff to handle and resolve Customer Enquiries, Referrals and Complaints:

- **Communications/Responsibility** – A generic Talis enquiry email address is set up to triage general customer enquiries and direct them onto the relevant practitioner. Once a project is established the Project Manager is responsible for managing customer enquiries, referrals, and complaints. An escalation process applies in cases where the complainant receives an insufficient response.
- **Talis Company handbook** – provides standardised guidance to new employees on communication and engagement protocols, code of conduct and quality management processes. This also outlines communication practices and escalation process for managing complaints.
- **Non-Conformance Report (NCR)** – Filled out to assess the nature of a non-conformity, describes any actions taken or concessions obtained, identifies who authorised the deliverables, and investigates any root causes and plans remedial action.
- **Corrective Action Register** – NCRs should generate a subsequent entry in the Corrective Actions Register (CAR) where ownership can be assigned, and progress tracked. Any non-conformance is considered, by the Talis Leadership Group, to be an opportunity to learn and thereby improve the effectiveness of our QMS.

### 1.3.9 Customer Satisfaction

The below steps are embedded in all project delivery frameworks which enhances Talis's ability to provide overall customer satisfaction:

- **Detailed Tender Review and Proposal** – Tender documents are highly scrutinised to ensure Project Managers are aware of customer requirements. Detailed proposals are developed by Project Managers in response to tender briefs and senior management review content before being approved for release to the Client. Recognising customer requirements is the first step to achieving customer satisfaction.
- **Project Management** – A series of forms and procedures guide the Project Managers throughout the project lifecycle. These documents encourage clear and succinct identification of project requirements, deliverables, timelines, and dependencies which increases the likelihood of meeting project deliverables and satisfying the Client.

Talis monitors information relating to client perception as to whether the organization has met customer requirements. This forms part of the quality management system. The methods for obtaining and using this information include:

- Understanding the frequency of repeat project for a given client;
- Assessment of significant project write-downs and write-offs;
- Changing volume of purchase orders for a given Section;
- Trends in on-time and on-budget delivery of projects; and
- Obtain targeted feedback from certain clients.



The corrective and preventive action system is used to develop and implement plans for customer satisfaction improvement that address deficiencies identified by these evaluations and assess the effectiveness of the results.

### **1.3.10 Continuous Improvement**

Promoting continuous improvement is one of the key focus areas described in the Quality Management System which the Talis Leadership Group remains committed to the development and implementation of. The Talis Leadership Group accepts responsibility and authority for:

- Ensuring that the management system conforms to applicable standards;
- Ensuring that the processes are delivering their intended outputs;
- Reporting on the performance of the management system;
- Providing opportunities for improvement for the management system;
- Ensuring the promotion of customer focus throughout the organization; and
- Ensuring that the integrity of the management system is maintained when changes are planned and implemented.

Talis uses the management system to improve its processes, products, and services. Such improvements aim to address the needs and expectations of our clients, as well as other interested parties, to the extent possible. Improvement is driven by an analysis of data related to:

- Project financials (write-ups, write-downs);
- Project lessons learned;
- Repeat business;
- Client feedback;
- Staff feedback; and
- The realisation of risks and opportunities.

### **1.3.11 Business Support Systems**

Talis has established effective support systems for the delivery and financial management of projects. This includes integrated project management and accounting systems and communications processes to ensure efficient service to our clients.

### 1.3.12 Insurance

Talis holds the insurances as detailed below:

**Table 1-2: Insurance Coverage**

Type	Insurer	Policy Number	Value (\$)	Expiry Date
Professional Indemnity	Liberty	PLPE21598361	\$10,000,000	30/09/2022
Public & Products Liability	Sterling Insurance	14060193	\$20,000,000	31/08/2022
Workers' Compensation (WA)	CGU Insurance	0/13-1034 WC No: WC09669450	\$50,000,000	31/08/2022
Workers' Compensation (NSW)	icare Workers Insurance	117624601	-	31/08/2022
Management Liability	DUAL/Lloyds of London	P_ML/0/344059/21/M-9	\$5,000,000	31/08/2022
Cyber Protection	Emergence	CS21027977A/00/01	\$2,000,000	31/08/2022
Industrial Diseases	Insurance Commission of WA	D/99-4375	As per Insurance Commission of WA	30/06/2024
Travel Insurance	Chubb Insurance	93141441	As per schedule	31/08/2022
Business Insurance (WA)	CGU Insurance	15T8268882	As per schedule	30/08/2022
Business Insurance (NSW)	Hollard Insurance	GA700415253BUSP	As per schedule	30/08/2022
Motor Vehicle Insurance	Alliance	161AN06167VSD	As per schedule	30/06/2022

## 2 Personnel and Previous Experience

### 2.1 Relevant Experience

Talis has extensive experience in infrastructure condition assessment having delivered projects nationally for both metropolitan and rural local governments.

**Table 2-1: Infrastructure Asset Management Experience**

	Roads	Kerb & Gutter	Carparks	Footpaths	Traffic Control Dev	Signage	Street Furniture	Culverts	Pits/Pipes	Floodway' s	Bridges	Parks/POS	Lighting	Buildings	Inventory Survey	Condition Survey	Renewal Planning	Valuations	Asset Planning/Strategy		
City of Monash (current)				✓												✓	✓	✓		VIC	2022
City of Nedlands	✓	✓	✓	✓	✓	✓						✓			✓	✓	✓	✓	✓	WA	2002
Shire of Corrigin (current)	✓						✓					✓		✓		✓		✓		WA	2022
Shire of Donnybrook	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓		WA	2022
Shire of Collie (current)	✓	✓	✓	✓				✓	✓						✓	✓		✓		WA	2022
Shire of York	✓	✓	✓	✓				✓	✓						✓	✓		✓	✓	WA	2022
Shire of Dandaragan	✓	✓	✓	✓				✓	✓						✓	✓		✓		WA	2022
City of Karratha	✓	✓	✓	✓	✓			✓	✓	✓		✓		✓	✓	✓		✓		WA	2022
City of Sydney	✓	✓			✓										✓	✓				NSW	2022
Baw Baw Shire Council	✓	✓	✓												✓	✓	✓	✓		VIC	2022
Campaspe City Council	✓	✓													✓	✓				VIC	2022
Whitehorse City Council	✓	✓	✓	✓	✓										✓	✓				VIC	2022
M2/M5/LCT – (Ventia/Transurban)	✓															✓				NSW	2022
Western Roads Upgrade – (Ventia/VicRoads)	✓															✓				VIC	2022
Campbelltown City Council	✓	✓	✓	✓											✓	✓				SA	2022

Asset Management Plan Update  
RFQ  
Shire of Yalgoo




	Roads	Kerb & Gutter	Carparks	Footpaths	Traffic Control Dev	Signage	Street Furniture	Culverts	Pits/Pipes	Floodway's	Bridges	Parks/POS	Lighting	Buildings	Inventory Survey	Condition Survey	Renewal Planning	Valuations	Asset Planning/Strategy
City of Kwinana	✓	✓	✓	✓											✓	✓			WA
City of Geraldton	✓	✓	✓	✓	✓	✓		✓				✓			✓	✓		✓	WA
Swan Hill Rural City Council	✓	✓		✓											✓	✓			VIC
Banyule City Council	✓			✓		✓										✓			VIC
Northern Grampians	✓	✓	✓	✓											✓	✓			VIC
WALGA Esperance Goldfields Region	✓	✓						✓			✓				✓	✓	✓		WA
WALGA Mid-West Region	✓	✓						✓			✓				✓	✓	✓		WA
Murrindindi Shire Council	✓	✓	✓					✓	✓	✓					✓	✓	✓	✓	VIC
Shire of Three Springs	✓	✓						✓	✓	✓						✓	✓	✓	WA
Shire of Bridgetown	✓	✓	✓	✓		✓									✓	✓		✓	WA
City of Melville														✓	✓	✓			WA
City of Wanneroo	✓		✓	✓		✓			✓			✓	✓		✓	✓		✓	WA
Town of Victoria Park	✓	✓	✓	✓					✓				✓		✓	✓		✓	WA
City of Cockburn	✓			✓		✓	✓		✓				✓		✓	✓		✓	WA
City of Perth	✓	✓	✓	✓			✓								✓	✓			WA
Onkaparinga City Council	✓	✓													✓	✓			SA
Central Highlands Regional Council	✓	✓													✓	✓			QLD
City of Greater Geelong	✓	✓													✓	✓			VIC
Coffs Harbour Shire Council	✓	✓													✓	✓		✓	NSW
Latrobe City Council	✓	✓	✓												✓	✓			VIC
Mackay Regional Council	✓	✓													✓	✓			QLD
Nhulunbuy Corporation	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓						QLD

## 2.2 Personnel Experience


Table 2-2: Project Staff Short Curriculum vitae

Dale Hughes – Principal Asset Management Consultant



<b>Project Role:</b> Project Director	<b>Qualification:</b> Cert Civil/Mech Eng
<b>Experience:</b> 20 years	<b>Affiliations:</b> Member IPWEA
<b>Project Responsibility:</b> Provides oversight and assistance to the Project Manager. Ensures the project is being delivered in line with organisation guidelines and code of conduct.	
<p>Dale is the Asset Management Section Leader and has extensive experience in providing both strategic and operational asset management services to State and local government. He has significant infrastructure assessment experience and has delivered over 250 metro and rural local government data capture projects across Australia. This includes visual, mechanistic, in-field and desktop methodologies to meet a range of objectives from operational defect identification to long term predictive modelling.</p> <p>Dale has developed bespoke methodologies, procedures, manuals, and appropriate templates to ensure data is accurate, consistent, and suitable for its intended use.</p>	

Nigel King – Spatial Section Leader



<b>Project Role:</b> Data Management Lead	<b>Qualification:</b> BSc Geog, Hons GIS
<b>Years' Experience:</b> 16 years	<b>Affiliations:</b> Member Surveyors and Spatial Sciences Institute
<b>Project Responsibility:</b> Provides direction to the Data team and delivery of data management outcomes to meet spatial related deliverables.	
<p>Nigel is a director and Spatial Team Leader within the Asset Management Section. Nigel has 16 years professional experience in the Spatial Information industry, including 9 years as a Geographic Information System (GIS) consultant and a few years in both the local government and Resources sectors. Nigel's area of expertise is project management, and ensuring client expectations are met and often exceeded, with a specific focus on delivering high-value Asset Management outcomes for local government clients.</p>	

**Christian Lancer – Senior Asset Management Consultant**

**Project Role:** Project Manager

**Qualification:** Cert IV Prj Mgt, Cert AM Planning

**Experience:** 12 years

**Affiliations:** IPWEA AM Committee

**Project Responsibility:** Responsible for overall project management, resource allocation, focal point for Client communications, and delivering on agreed project outcomes and scope of works.

Christian is the Senior Asset Management Consultant and has 12 years industry experience working in local governments, specialising in Asset Management. His experience includes development of asset management plans, implementing asset management strategies, frameworks and policies, infrastructure revaluations, maintenance scheduling and renewal planning. Christian has a project management background which reinforces meeting project deliverables and timelines. His previous work with local governments provides sound understanding of local government requirements, challenges, and expectations.

### 3 Project Background

The Shire of Yalgoo is a local government area in the Mid-West region of Western Australia, about 500 kilometres north of Perth.

The Shire is constituted under the provisions of the Local Government Act, 1995. It is required in accordance with the Department of Local Government, Sports, and Culture to have in place an Integrated Planning Framework including asset plans.

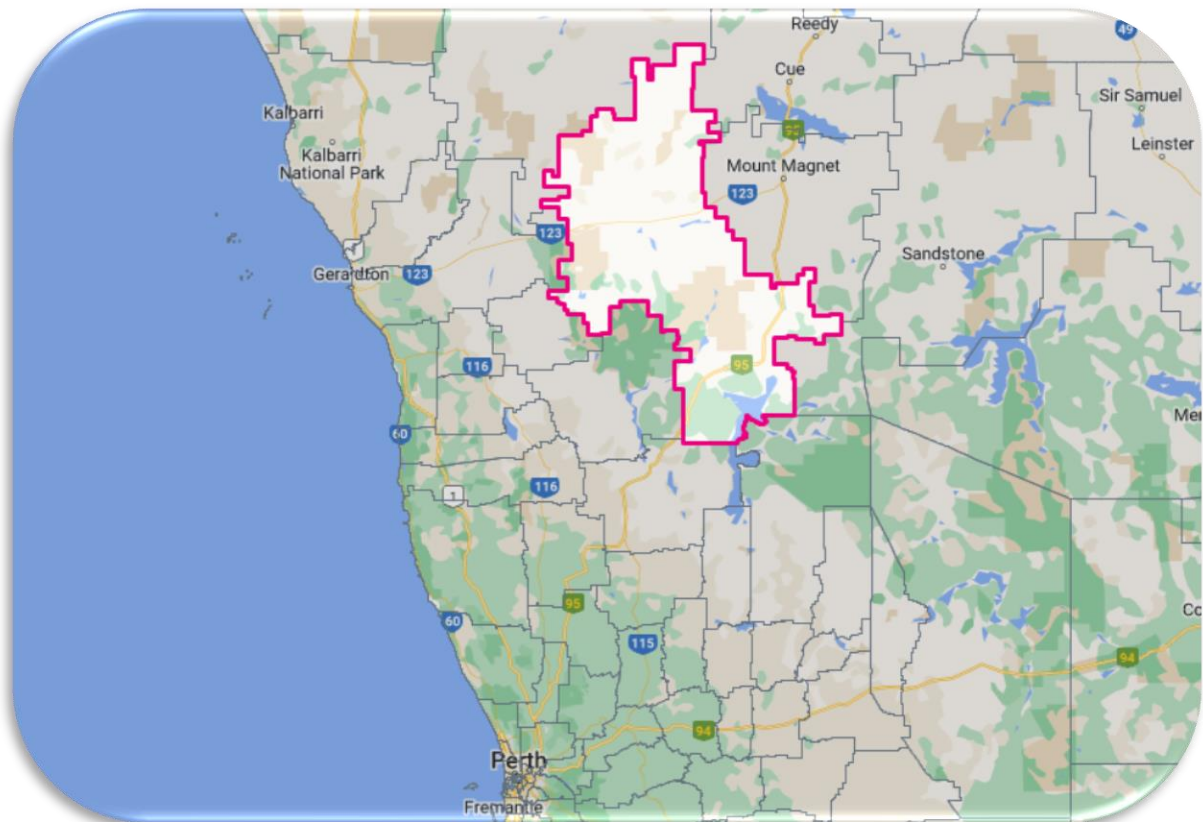


Figure 3-1: Shire of Yalgoo Location

#### 3.1 Scope of Works

The Shire is seeking to appoint a consultant to undertake the following:

- Develop Asset Management Plan

#### 3.2 Project Deliverables

The following deliverables are required for project completion:

- Updated Asset Management Plan addressing all nominated asset classes.

## 4 Proposed Methodology

The below infographic outlines the relevant necessary steps (process) Talis follows when conducting asset management planning and preparation of asset management plans:

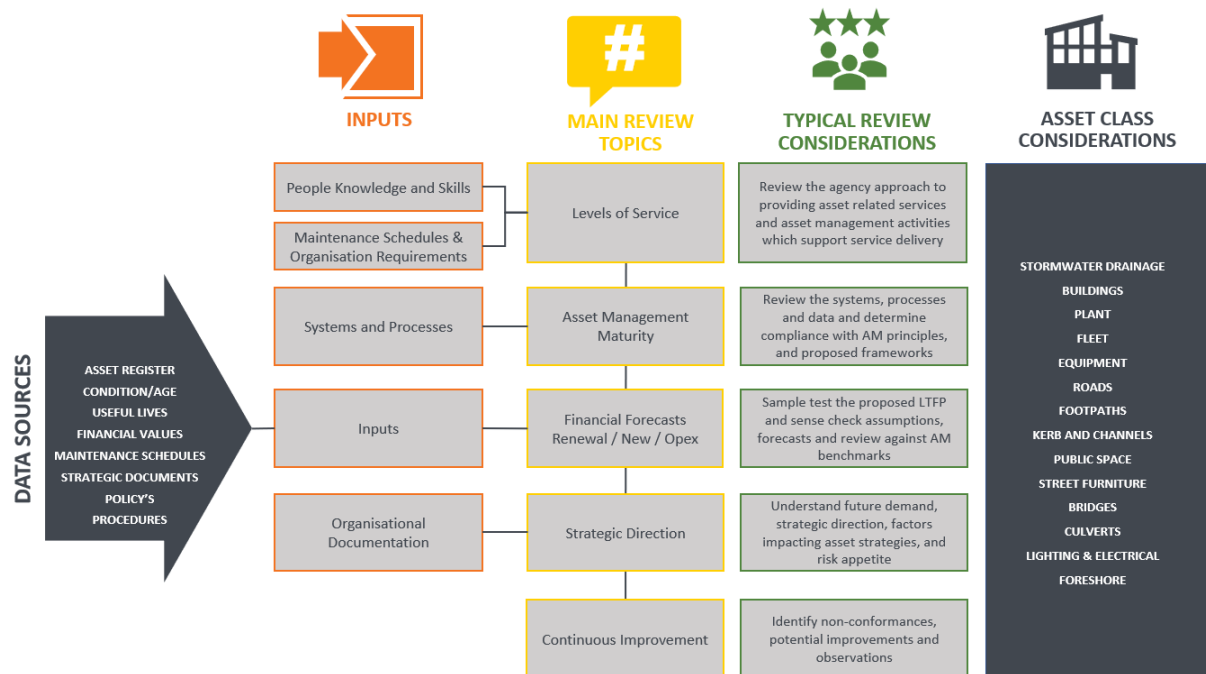


Figure 4-1: Asset Management Plan Methodology

### 4.1 Phase 1 – Initial Desktop Document Review

#### 4.1.1 Shire Documents

Following a project initiation meeting, Talis shall undertake a review of all existing specified documents that relate specifically to Asset Management where available, including:

- Current LTFP
- Any existing capital works programs
- Current asset management plans
- Asset inventories for all asset classes (RAMM for roads, any other registers?)
- Valuations for all asset classes, you have indicated land and buildings recently undertaken.
- Expenditure for previous 3 years, longer if possible:
  - Renewal
  - Maintenance
  - Operational
  - New
  - Upgrade
- Information on any local strategies/initiatives that may impact the Shire in the future



The objective of the review of the documents listed above will be to ascertain assumptions and inputs made in the existing plans. These will be validated and if relevant migrated to the latest asset management plan. These would include but not limited to:

- Demographics
- Demand drivers
- Financial inputs
- Lifecycle management
- Levels of service definition
- Risk management

All missing or out-dated information that will be required to develop new asset management plans shall be identified and documented. This information will likely be available within the information/data provided by the Shire however where this is not the case, the relevant Shire contact shall be consulted.

#### 4.1.2 Integrated Planning and Reporting Framework

The Department of Local Government and Communities (DLGC) introduced legislation around the implementation of the Integrated Planning and Reporting Framework (IPRF). This is intended to introduce cohesion between the strategic visions of the Council based on consultation with the community with the tactical delivery of services to achieve this vision. Figure 4-2 demonstrates the components of the IPRF and how they relate to each other.

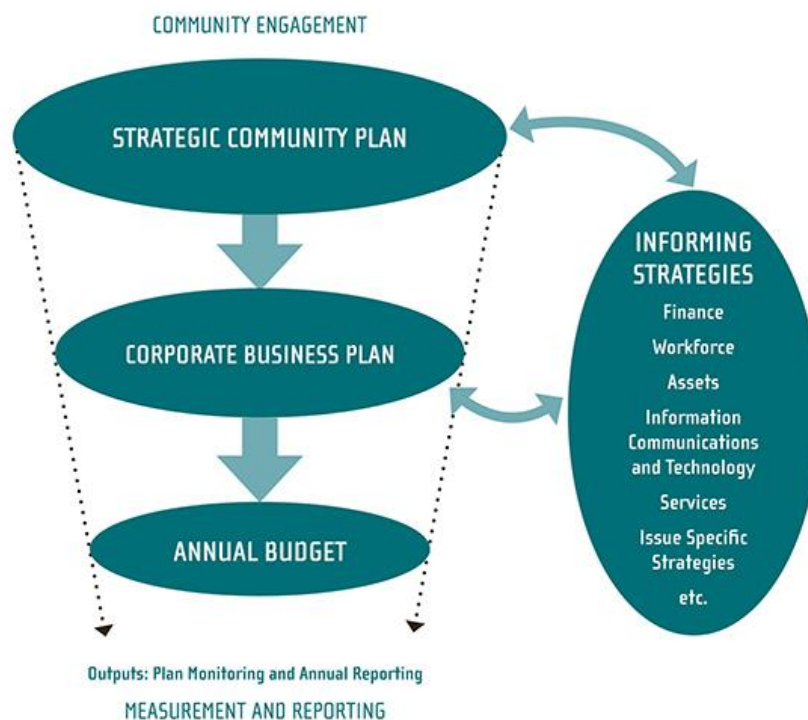


Figure 4-2: Integrated Planning and Reporting Framework

A truly integrated asset management system will require linkages at the policy, plan and process level. Reviewing and improving any single component may not achieve optimal efficiency and as such all components will be reviewed.

While the IPRF will be the primary reference against which the Shire's asset management practices will be reviewed, other relevant international standards such as ISO 55000 and ISO 55001 shall also be referenced to ensure best practice.

#### **4.1.3 Phase 2 – Staff Consultation**

Phase 2 will consist of meeting (remotely) with all key internal staff within the organisation at the Shire offices. The review findings from phase 1 will be documented and used as the basis for discussion with individual staff. The staff that shall be involved will be agreed in consultation with the Shire project contact, however it is envisaged it may require consultation with representatives from:

- Executive
- Technical Services
- Operations
- Finance
- Councillors
- External consultants (if required)
- Others related to asset planning or asset delivery

Asset management is broad by nature and as such has varying meanings to different parts of the organisation i.e technical, financial. All existing documentation, processes, policies and systems to be reviewed shall be confirmed.

##### **4.1.3.1 Data Review**

The data review will be to understand what data the Shire maintains to inform its asset management decisions. In consultation with Shire staff, the relevancy and accuracy of the current asset inventory and condition data for each asset class will be established. The review will include but not be limited to:

- Age
- Completeness (gaps, network, contradictory data)
- Presence of condition data
- Condition data specifications
- Format

##### **4.1.3.2 Systems**

All Shire asset management software systems will be reviewed. The extent of the review will be limited to understanding the functions and outputs of each system, the data used and how the systems are used to inform asset management decisions. The likely systems would include:

- Pavement Management System
- Finance system
- Corporate GIS (if available)

- Any other asset specific database/system

#### **4.1.3.3 Levels of Service Standards**

Discussions will be held with relevant staff to understand the process the Shire follows to decide on maintenance and renewal standards for each asset class. This will relate to any adopted hierarchies within each asset class and how they relate to maintenance practices in terms of frequency and thresholds for renewal.

#### **4.1.3.4 Financial Management**

It is common for the financial and physical management of an asset are not in alignment. Finance staff will be consulted to better understand the link between operational and financial management of the Shire's assets in terms of:

- Inventories
- Costs (unit rates etc)
- Lifecycle (Useful lives etc)
- Valuation

## 5 Pricing

### 5.1 Lump Sum Price

The below pricing is reflective of the cost to perform all duties outlined in the scope of works.

**Table 5-1: Pricing**

Item	Scope	Cost (ex-GST)
1	Asset Management Plan Update	\$21,850
	<b>TOTAL</b>	<b>\$21,850</b>

Note that separable pricing for the Asset Management Plan and the Asset Valuation can be found within the RFT Return Schedules.

### 5.2 Assumptions & Constraints

1. Talis will undertake the works described in the Proposed Methodology section of this proposal.
2. The Council staff will be available throughout the project to confirm, communicate, and liaise with Talis staff.
3. The Council responses are within the proposed timeframes, where feedback is critical to progressing the project and meeting the specified deadlines.
4. One Asset Management Plan will be provided which will incorporate all the asset sub classes described in this proposal.
5. The content and completeness of the Asset Management Plan will be subject to the availability of data and information provided by the Shire.
6. No allowance has been made to undertake any asset condition assessment.
7. Unless agreed, all meetings will be conducted remotely via MS Teams or similar. No allowance has been made to travel to site. If required, an additional fee shall be agreed to prior to any site visit.
8. The confidence and completeness of the finalised Plan is subject to the permitted timeframes, and level of detail and justification material provided by the Shire.
9. Talis Consultant's (Talis') update does not include the development of new initiatives, extensive stakeholder engagement or validation of existing datasets (i.e. condition ratings, financial data). The Plan update is limited to reviewing the information provided by Council, providing detailed analysis, and updating the draft Plan where sections are already defined



**Assets | Engineering | Environment | Noise | Spatial | Waste**

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# **Shire of Yalgoo**

# **RECORDKEEPING PLAN**

# **2022**

## Shire of Yalgoo Recordkeeping Plan

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## Shire of Yalgoo Recordkeeping Plan

## Introduction

---

This document is presented to the State Records Commission in accordance with Section 19 of the *State Records Act 2000* (the Act), which requires each government organization to have a Recordkeeping Plan approved by the State Records Commission.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Yalgoo and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Yalgoo RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- 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; and the
- Protection and preservation of the Local Government's records.

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.

This Recordkeeping Plan applies to all:

- Shire of Yalgoo Employees;
- Shire of Yalgoo Contractors;
- Organizations performing outsourced services on behalf of the Shire of Yalgoo; and
- Shire of Yalgoo Elected members.

**NOTE:** *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

***“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately***

## Shire of Yalgoo Recordkeeping Plan

***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."***

*Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.*

This Recordkeeping Plan supersedes *the 2016 Recordkeeping Plan* and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."

*(State Records Act, 2000)*

# **1 Principle One: Proper and Adequate Records**

---

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

## **1.1 Historical Background**

The Shire of Yalgoo sits within an area that is acknowledged as the tradition lands of the Wadjjarri and Badimia people. The Shire of Yalgoo covers 33,000 square kilometers of the Murchison Goldfields area of Western Australia's Midwest Region. It was constituted in 1896 as the Yalgoo Roads Board and became the Shire of Yalgoo in 1961.

## **1.2 Strategic Focus and Main Business Activity**

Recognises the traditional owners of the land and the history and achievements of the evolving community that has shaped the culture and heart of Yalgoo.

Improving the services and amenities provided by the Shire while building on the performances of the past.

Supporting our communities to achieve a desired and sustainable lifestyle, while ensuring services to the community are equitable and accessible.

## **1.3 Functions, including those outsourced**

Refer to Appendix 1.

## **1.4 Major Stakeholders**

The Shire of Yalgoo's major stakeholders are:

- Residents
- Ratepayers
- Employees
- Members of the Public
- Elected Members
- Businesses and Community Groups
- State and Federal Governments agencies

## **1.5 Enabling Legislation**

The Shire of Yalgoo is established under the *Local Government Act 1995*.

## **1.6 Legislation and Regulations Administered by the Shire of Yalgoo**

Refer to Appendix 2.

Shire of Yalgoo Recordkeeping Plan

## **1.7 Other Legislation Affecting the Shire of Yalgoo**

Refer to Appendix 3.

## **1.8 Major Government policy and/or Industry Standards**

Refer to Appendix 4.

## 2 Principle Two: Policies and Procedures

*Government organizations ensure that recordkeeping programs are supported by policy and procedures.*

### 2.1 Records Management and Business Information Systems

The Shire operates a manual/hardcopy Keywords for Council System that is supported by the electronic collection and backup of all other records.

Financial Information is stored across ItVision's Synergysoft and Altus software and historical access is maintained to Reckon and Datacom Ozone.

#### 2.1.1 Records Management System

*[The overview should include, as appropriate:*

- *The Shire has a manual system that is recorded in Excel spreadsheet;*
- *It is a hybrid system maintained in paper format and on a cloud based server;*
- *The system currently in use was implemented in 2010;*
- *The Local Government is planning to change the records management system to a digital system due to the significant amount of electronic information that is received;*

#### 2.1.2 Business Information System/s

- *ITVision Synergysoft modules – Rates, Debtors, Creditors, Mapping, Names and Addresses*
- *ITVison Altus Payroll (Cloud based)*
- *Currently only reporting is produced for record keeping*

### 2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire of Yalgoo's Customer Service Officer and Executive Assistant.

For the recordkeeping policy and procedures of the Shire of Yalgoo please refer to Appendix 5.

**Table 2.1**

Recordkeeping Activities covered in the Shire of Yalgoo's Policies and Procedures	YES	NO
<b>Correspondence capture and control</b> – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.  Include specific provisions for capture and control of Elected Members' correspondence.	✓	

## Shire of Yalgoo Recordkeeping Plan

Recordkeeping Activities covered in the Shire of Yalgoo's Policies and Procedures	YES	NO
<b>Digitization</b> – including categories of records digitized; disposal of source records; digitization specifications. <i><b>NB:</b> This procedure is only required where the organization intends to destroy source records prior to the expiration of the approved minimum retention period after digitizing, in accordance with the General Disposal Authority for Source Records.</i>	N/A	
<b>Mail distribution</b> - including frequency, tracking mechanisms and security measures.	✓	
<b>File creation and closure</b> – including assigned responsibility and procedures for both physical and automated file creation.	✓	
<b>Access to corporate records</b> – procedures for access to and security of corporate records.	✓	
<b>Authorised disposal</b> of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
<b>Electronic records management</b> – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).		✓
<b>Email management</b> – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
<b>Website management</b> – Including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.		✓
<b>Metadata management</b> – including requirements for capture of metadata in information systems, whether automatic or manual.		✓

## Shire of Yalgoo Recordkeeping Plan

Recordkeeping Activities covered in the Shire of Yalgoo's Policies and Procedures	YES	NO
<b>System/s management</b> – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).		✓
<b>Migration strategy</b> – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: <i>Managing Digital Information</i> .		✓

### 2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Yalgoo. Please refer to Appendix 5.

### 2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Yalgoo do not cover the following categories: Electronic Records Management, Website Management, Metadata Management, Systems Management and Migration Strategy and will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by February 2022 after the intended implementation of an Electronic Record Management System.

### Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Yalgoo's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### Capture & Control of Records

All records created and received in the course of Shire of Yalgoo business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

### Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.



## Shire of Yalgoo Recordkeeping Plan

### **Access to Records**

Access to the Shire of Yalgoo's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Yalgoo's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Yalgoo policy. Access to the Shire of Yalgoo's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

### **Appraisal, Retention & Disposal of Records**

All records kept by the Shire of Yalgoo will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

### **3 Principle Three: Language Control**

---

*Government organizations ensure that appropriate controls are in place to identify and name government records.*

#### **3.1 Keyword for Councils Thesaurus Implemented**

The Shire of Yalgoo has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

#### **3.2 Thesaurus (other than Keyword for Councils) Implemented**

N/A

#### **3.3 File Plan / List of Subject headings / List of Authorised Headings**

N/A

#### **3.4 Assessment of its Effectiveness**

The thesaurus operates well within the Shire of Yalgoo. It covers both administrative and functional activities of the Shire of Yalgoo, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Yalgoo as may occur from time to time.

#### **3.5 Identified Areas for Improvement**

Currently no areas identified for improvement.

## 4 Principle Four: Preservation

---

Government organizations ensure that records are protected and preserved.

For the Records Disaster Recovery Plan for the Shire of Yalgoo please refer to Appendix 6.

### 4.1 Assessment of Risks

#### 4.1.1 On Site Storage

The Shire of Yalgoo has its current and active records located in onsite storage at 37 Gibbons Street, Yalgoo WA 6635. The storage facility includes:

- Metal shelving,
- Three Fire retardant safe,
- Secure premises,
- Fire detection system, and
- Airconditioning for 10 hours

The main disaster threatening records stored onsite comes from fire and cyclone. With the storage conditions as described here the risk is assessed as low.

#### 4.1.2 Offsite Storage

The Shire of Yalgoo has no records located in an offsite storage facility.

#### 4.1.3 Data Centre and Cloud Storage

The Shire of Yalgoo has entered into an arrangement with [a] third party/ies to store electronic data/digital information and records in data centres/cloud storage facility as detailed in the table below. The arrangement includes provisions for security and access; preservation; and return of the data.

A risk assessment was undertaken prior to the commencement of the data storage arrangement.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
Shire Website	Market Creations	Australia	Australia	Y
Azure Cloud	Bridged	Australia	Australia	Y
Synergysoft & Altus	ITVision	Australia	Australia	Y

#### 4.1.4 Storage of Archives

## Shire of Yalgoo Recordkeeping Plan

Currently Archival Records are stored in two compliant Fire Proof Cabinets, held in the Shire Administration Office, these are rated at ISO standards.

### **4.1.5 Storage of Backups**

Electronic backups of the Shire of Yalgoo's electronic information are held offsite in a cloud system, and are backed up 2-5 times per week.

### **4.1.6 Quantity of Records**

The Shire of Yalgoo has custody of:

- 28 linear metres of temporary hard copy records stored onsite;
- 0 linear metres of temporary hard copy records stored offsite;
- 1 linear metres of hard copy State archives stored onsite/offsite;
- 500 Gb of digital records/information/data

### **4.1.7 Security and Access**

All record areas are locked and secure outside of business hours and only authorized access is permitted. Individual access details are required for all electronic systems.

## **4.2 Assessment of the Impacts of Disasters**

As stated previously, the risk of a disaster occurring to the records of the Shire of Yalgoo has been assessed as low. The impact of a disaster on the organization's records has therefore been assessed as medium. There are sufficient strategies in place to ensure that business activities of the organization are not unduly affected in the event of the more likely disaster occurring.

## **4.3 Strategies in Place for Preservation and Response**

The following strategies have been implemented by the Shire of Yalgoo in order to reduce the risk of disaster and for quick response should a disaster occur:

- Local Emergency Management Plan
- Disaster Records Plan
- Backups
- Fire rated storage areas
- Access controls

### **4.3.1 Vital Records Program**

A vital records program has been developed for the Shire of Yalgoo. Vital records have been identified as Minutes, Backups, Financial Reports, Personnel Folders, Contracts Agreements and Land Titles.

Vital records in hard copy are stored in a locked, fire resistant safe, accessible to the CEO, DCEO, Works Manager and Executive Assistant. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

## Shire of Yalgoo Recordkeeping Plan

### 4.3.2 Backup Procedures for Electronic Records

Electronic records of the Shire of Yalgoo are backed up multiple times per week. The back-ups are stored offsite.

### 4.3.3 Preservation of Electronic Records

The Shire of Yalgoo has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Media used to store electronic information is periodically checked 6 monthly to ensure the information is accessible and readable;
- Electronic records requiring long term retention are maintained in an appropriate format for long term preservation. On a cloud based server.

### 4.3.4 Security

The following security measures have been implemented by the Shire of Yalgoo to prevent unauthorized access to records:

- Hard copy records are stored in a locked/secure room accessible only to records staff.
- Electronic records have varying degrees of electronic access depending on delegations assigned to staff within the organization. Electronic records are backed up on a regular basis as described previously.

### 4.3.5 Storage Reviews

The records storage facility(ies) utilised by the Shire of Yalgoo are reviewed annually to ensure that conditions are appropriate for the organization's records.

### 4.3.6 Recovery of Lost Information

The Shire of Yalgoo has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

*[Provide a brief description of the strategies, such as:*

- *duplication of hard copy vital records;*
- *back up of electronic records;*
- *offsite storage of backups;*
- *A records disaster recovery kit*

## 4.4 Identified Areas for Improvement

With the continued yearly increase of electronic records it has been determined that an electronic records management system should be resourced.

## 5 Principle Five: Retention and Disposal

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*Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.*

### 5.1 General Disposal Authority for Local Government Records

The Shire of Yalgoo uses the *General Disposal Authority for Local Government Records*, produced by the State Records Office, for the retention and disposal of its records.

### 5.2 Disposal of Source Records

N/A

### 5.3 Existing Ad Hoc Disposal Authorities

N/A

### 5.4 Existing Disposal Lists

The Shire of Yalgoo has not identified any State archives that will not be transferred to the SRO for permanent preservation.

### 5.5 Restricted Access Archives

The Shire of Yalgoo does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

### 5.6 Transfer of Archives

The Shire of Yalgoo will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

### 5.7 Non-Transfer of Archives

SRC Standard 7: *State Archives retained by Government Organizations* provides for organizations to retain State archives older than 25 years.

The Shire of Yalgoo has not identified any State archives that will not be transferred to the SRO for permanent preservation.

### 5.8 Disposal Program Implemented

The Shire of Yalgoo has implemented the *General Disposal Authority for Local Government Records* and conducts a regular disposal program on an annual basis.

### 5.9 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

### 5.10 Identified Areas for Improvement

## Shire of Yalgoo Recordkeeping Plan

Develop more regular assessment of records for disposal.

## Shire of Yalgoo Recordkeeping Plan

## 6 Principle Six: Compliance

*Government organizations ensure their employees comply with the record keeping plan.*

### 6.1 Staff Training, Information Sessions

The Shire of Yalgoo has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

**Table 6.1**

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Yalgoo's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	✓	
In-house recordkeeping training sessions for staff are conducted.		✓
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Shire of Yalgoo provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Yalgoo's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Yalgoo's Induction Program for new employees includes an introduction to the organization's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	



## Shire of Yalgoo Recordkeeping Plan

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

### **6.2 Performance Indicators in Place**

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Yalgoo's recordkeeping systems:

- *Customer Response Times*
- Percentage of correspondence registered
- FOI Requests are responded to within timeframes.

### **6.3 Agency's Evaluation**

There is a need for some reviews of the Shire of Yalgoo's recordkeeping systems in the following areas; Implemented Electronic Records Management. These will be addressed by February 2023.

### **6.4 Annual Report**

An excerpt from the Shire of Yalgoo's latest Annual Report is attached, demonstrating the organization's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 7.

### **6.5 Identified Areas for Improvement**

Electronic Record Management is highly advisable.

## 7 SRC Standard 6: Outsourced Functions

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The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

### 7.1 Outsourced Functions Identified

- *Environmental Health Matters*
- *Financial Reporting*
- *Legal Services including Debt Recovery*

### 7.2 Recordkeeping Issues Included in Contracts

#### 7.2.1 Planning

The Shire of Yalgoo includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

#### 7.2.2 Ownership

The Shire of Yalgoo will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

#### 7.2.3 Control

The Shire of Yalgoo will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Yalgoo.

#### 7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Yalgoo and a contractor/agent will be disposed of in accordance with the *General Disposal Authority for Local Government Records*, produced by the State Records Office.

## Shire of Yalgoo Recordkeeping Plan

### **7.2.5 Access**

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Yalgoo and the contractor(s)/agent(s).

### **7.2.6 Custody**

Custody arrangements between the Shire of Yalgoo and the contractor(s)/agent(s) for State records stored on and off site by the contractor are specified in their contract.

### **7.2.7 Contract Completion**

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) are specified in the contract(s)/agreement(s).

## **7.3 Identified Areas for Improvement**

Annual follow up of Contractors to remind them of their recordkeeping responsibilities.

## Shire of Yalgoo Recordkeeping Plan

APPENDIX 1			
Functions of the Local Government			
<b>Function</b>	<b>Brief Description of LG Function</b>	<b>Performed by the LG Tick if Yes</b>	<b>Performed by an External Agency Tick if Yes</b>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	

## Shire of Yalgoo Recordkeeping Plan

APPENDIX 1			
Functions of the Local Government			
<b>Function</b>	<b>Brief Description of LG Function</b>	<b>Performed by the LG Tick if Yes</b>	<b>Performed by an External Agency Tick if Yes</b>
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.		✓
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	

## Shire of Yalgoo Recordkeeping Plan

APPENDIX 1			
Functions of the Local Government			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.	✓	

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Animal Welfare Act 2002	✓
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	✓
Health Act 1911	✓

## Shire of Yalgoo Recordkeeping Plan

**APPENDIX 2****Legislation and Regulations that may be wholly or partly administered by  
Local Government, and Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	✓
Radiation Safety Regulations	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	✓
Residential Design Codes of WA	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓
<b>Local Laws of the Shire of Yalgoo</b>	
Bush Fire Brigade Local Law (2006)	✓
Cemeteries Local Law (2006)	✓
Dogs Local Law (2006)	✓
Fencing Local Law (2006)	✓
Local Government Property Local Law (2006)	✓

## Shire of Yalgoo Recordkeeping Plan

**APPENDIX 3****Other Legislation and Regulations affecting the functions and operations of the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
Police Act 1982	✓
Soil and Land Conservation Act 1945	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓



## Shire of Yalgoo Recordkeeping Plan

**APPENDIX 4****Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓

## APPENDIX 5

### Definitions

**Disposal** – refers to the removal of records from the organisation once they have reached the inactive phase, and their subsequent destruction, or permanent retention as State archives.

**Disposal Authority** – The document authorising the disposal of records. This may take the form of Retention and Disposal Authority or Schedule, an Ad Hoc Disposal Authority or a Disposal List, which has been approved. The State Records Commission is the authorizing.

**Elected Members** – Members of the elected Councils of Local Government.

**Ephemeral Records** – are records which have no continuing value to the organisation and generally are only needed for a few hours or a few days. They may not need to be placed within the official record keeping system.

**File Titling System** – is a listing or an outline of file titles in the use in the organisation, regardless of format.

**General Disposal Authority** – a document designed to provide consistency throughout the government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The General Disposal Authority for Local Government covers records common to Local Governments and may eliminate the necessity for each to prepare its own Schedule.

**Government organisation** – is an organisation listed in Schedule 1 or Schedule 3 of the State Records Act 2000.

**Government organisation employee** – means

- a) A person, who whether or not an employee, alone or with other governs, controls or manages a government organisation;
- b) A person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation; or
- c) A person who is engaged by a government organisation, whether under a contract for services or otherwise.

**Government Record** – is a record created or received by a government organisation or a government employee or contractor in the course of the work for the organisation.

**List of authorised headings** – A list of authorized headings, sometimes known as a list of index able headings or a thesaurus, is a simple alphabetical listing of terms derived, initially, from terms in the classification scheme. The meaning of the term must be prescribed, and relationships between terms shown. It must allow control of the terminology used to name records, by establishing the terms acceptable to and use in the natural language of the organisation.

## Shire of Yalgoo Recordkeeping Plan

**Local Government** – means a Local Government, including a regional Local Government, established under the Local Government Act 1995.

**Record** – means any record of information however recorded and includes:

- a) Anything on which there is writing or Braille;
- b) A map, plan, diagram or graph;
- c) A drawing, pictorial or graphic work, or photograph;
- d) Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically

**State archive** – is a State record that is to be retained permanently.

**State record** – is a parliamentary record or government record.

## **Mail Management**

### **INCOMING CORRESPONDENCE**

Incoming mail is the responsibility of the Responsible Officer.

All mail is to be date stamped, allocated a file reference and distributed to the appropriate officer. File references are sourced from Keywords for Councils. All mail is then to be recorded in the Incoming Mail Register. Details of registration should include:

- Method of delivery (mail, email, facsimile, hand delivered etc.)
- Originator (senders name)
- Originating organisation
- Topic/subject of the item
- To whom the item is passed to for action
- A file or Reference Number (sourced from the Shire of Yalgoo Document Management System).

Correspondence marked private, confidential, himself/herself etc., will also be opened by the Responsible Officer.

Other incoming correspondence that does not come via mail should be entered into the Incoming Mail Register as it arrives.

### **COURIER AND HAND DELIVERED MAIL**

Courier and hand delivered mail needs to be recorded in the Incoming and Outgoing Registers like any other correspondence. If there is a consignment note attached, a receiver's copy must be kept and given to the Accounts department.

### **INVOICES AND BANK STATEMENTS**

All invoices and bank statements are stamped with the date and payment authorisation and forwarded to the Accounts officer for processing.

### **EMAILS**

Emails received by staff members that have continuing value to the Shire of Yalgoo are assigned a file number and printed. This hard copy is then incorporated into the Shire of Yalgoo Record Keeping System.

Emails of continuing value and considered local government records are also entered into the inwards/outwards correspondence register and given a file number.

The Responsible Officer will be responsible for the registering of the emails.

### **FACSIMILES**

Facsimiles received/sent to/ from the Shire of Yalgoo that are of continuing value to the Shire (i.e., considered Local Government records) are allocated a file number and

## Shire of Yalgoo Recordkeeping Plan

recorded in the inwards/outwards correspondence register. The Responsible Officer will be responsible for the registering of all outgoing faxes.

### **ELECTED MEMBERS CORRESPONDENCE**

Correspondence received for Elected Members by the Shire of Yalgoo will be treated the same as any other item of mail.

### **DEPOT CORRESPONDENCE**

Correspondence addressed to the Depot should first come through the Shire of Yalgoo's Administration Office, where it will be treated the same as all other incoming mail.

### **MAIL ITEMS NOT REGISTERED**

Correspondence items that have no continuing value to the Shire of Yalgoo, e.g. junk mail, personal mail, do not need to be included in the mail registration process.

### **OUTGOING MAIL**

All staff sign own outgoing mail. All outwards correspondence should have photocopies. The copy is for filing in the Shire of Yalgoo's Record Keeping System and should be attached to any original documents the correspondence is in response to. All outgoing mail should also have a file reference, sourced from Keywords for Councils.

All outgoing correspondence is to be placed in the outgoing mail tray unenveloped for registration by the Responsible Officer in the Outgoing Correspondence Register. Registration should include the following information:-

- Date sent
- Name of Sender
- Name of Recipient
- Method of delivery (mail, email, facsimile, courier etc.)
- File reference of item

### **IDENTIFYING AND HANDLING SUSPICIOUS MAIL ITEMS**

All chemicals and other dangerous materials received by the Shire of Yalgoo are received at the Shire depot and are accompanied with the relevant Material Safety Data Sheets (MSDS). Depot staff inducted in safe receipt and handling of these materials.

Although highly unlikely, the possibility of the Shire of Yalgoo receiving a potentially dangerous unmarked item in the mail is a reality. If staff members have any reason to be concerned about a package or item, they should immediately notify their direct supervisor.

## **Document Management**

### **ATTACHING DOCUMENTS/FOLIOS TO FILES**

## Shire of Yalgoo Recordkeeping Plan

When attaching documents/folios to files, all documents should be secure and clearly labeled with a file reference/number. Staples should be avoided as they can damage documents and cause a lot of wear and tear on documents that may need to be archived at a later date. Plastic paper clips should be used where possible or document wallets for large folios. There should be no 'post its' or other adhesive notes attached to the documents. Documents/folios that are stored in document wallets should be neatly arranged and secure, with no pages caught against others causing them to fold over, or pages sticking out of the document holder.

Documents and files should be filed in ascending chronological order i.e. most recent documents at the front of the file. Care should be taken when filing that documents are neatly inserted into files and paper clips holding groups of documents together are not dislodged due to rough handling.

Documents that are being incorporated into the Shire of Yalgoo Record Keeping System should be the original copy.

### **FILE NOTES**

All employees of the Shire of Yalgoo are encouraged to use file notes when necessary to ensure the accuracy of the corporate memory of the Shire of Yalgoo. They help to ensure that effective accountable practices maintained within the Shire and ensure the completeness of public records.

File notes can be used to record information such as telephone conversations, personal observations or to keep a record of an informal meeting that may have taken place.

File notes should include a file reference and be incorporated into the Record Keeping System.

### **TRANSFERRING DOCUMENTS/FOLIOS BETWEEN FILES**

Individual items are not to be removed from files. Some instances may occur, however where a particular item will need to be included in more than one file. The original documents/folio should remain in the original file. Copies can be taken and should be clearly marked as such. It is also useful to attach a file note to the copied documents that clearly indicates where the original document is located (i.e. provides a file reference for the original documents and the relevant attachments).

## **File Management**

The Shire of Yalgoo recognizes that all records/files are corporate assets and belong to the Shire of Yalgoo – not individual employees.

### **CLOSING FILES**

Files cannot be closed by anyone except the Responsible Officer, along with any other relevant details relating to the closure of the file.

Additional files are to be created when an existing file becomes too large (approx. 200 folios). The new file is to have reference to the preceding file and the word *Volume* added to the file reference. A form as detailed (attached document) is to be inserted in the file to indicate that no further documents are to be placed on the file and that there is now a new volume.

## Shire of Yalgoo Recordkeeping Plan

### **CREATING NEW FILES**

The Responsible Officer is the only officers with the authority to create new files. This means that a staff member cannot go and create their own file just because they think it is a good idea to have a separate file to house a particular project they are working on.

The creation of new files must be recorded in the file register.

### **FILE MAINTENANCE**

Filing is to be carried out on a regular basis, preferably weekly, to keep the Record Keeping System in efficient order. This also helps to prevent a buildup of filing that makes the task harder and more time consuming.

File maintenance should be incorporated into the Administration routine, and carried out with care, to ensure the right items are going into the right file.

Items are to be filed in ascending chronological order i.e. most recent documents at the front of the file. All documents are to be securely attached & staples should be avoided) and clearly marked with a file reference.

The Responsible Officer will monitor the condition of the record keeping system and report any concerns to the Chief Executive Officer on an as needs basis. Any concerns of staff regarding the condition of files should be directed to the Records Officer.

Staff members who sign a file out in the filing System are responsible for that file until it is signed back in. Staff that have a file from the Shire's Record Keeping System are to ensure that it is kept in excellent condition, that the documents are kept in proper order and neatly secured in the file. Any concerns they may have are to be directed to the Compliance and Records Officer.

### **FILE MOVEMENT MONITORING**

Files are not to leave the administration building. Files should not be lent to other agencies.

The File Register is in place to keep a record of all file movement throughout the Shire of Yalgoo.

### **RECORDS INDEXING**

All correspondence, incoming and outgoing should be indexed with a file number.

All other documents/records such as reports, minutes etc. are to be allocated a file reference that is to be sourced from the Shire's Document Management System. If a staff member is unsure of how to allocate a file reference to particular document, they should approach the Responsible Officer.

## **Information Access**

### **CONSULTANTS ACCESS TO INFORMATION**

## Shire of Yalgoo Recordkeeping Plan

Consultants' access to information is restricted to their area of expertise, and access should be with the guidance of a Shire of Yalgoo staff member.

Files should also be signed in and out of the File Register.

### **ELECTED MEMBERS ACCESS TO INFORMATION**

The Shire will ensure records will be created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to council to be registered as part of council's correspondence registration process into the current registration system.

### **FREEDOM OF INFORMATION APPLICATION PROCESSING**

The Freedom of Information Act 1992 provides the right to apply for documents held by the Shire of Yalgoo and to enable the public to ensure that personal information in documents accurate, complete, and up to date and not misleading.

The following documents are available for inspection, free of charge. Members of the public may purchase copies of these documents and the charges are shown below:

Document	Fee (per page)
Principal Activity Plan	\$0.30
Council Agenda	\$0.30
Council Minutes	\$0.30
Policy Manual	\$0.30
Annual Financial Statements	\$0.30
Council Local Laws	\$0.30
Planning Applications (by consent)	\$0.30
Planning Application Register	\$0.30
Building Application Register	\$0.30
Register of Elected Members and Management	\$0.30
Financial Interests	\$0.30
Register of Delegations	\$0.30

Requests for other information not included above, will be considered in accordance with the Freedom of Information Act 1992.

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 Shire of Yalgoo with any application fee payable



## Shire of Yalgoo Recordkeeping Plan

Applications and enquiries should be addressed to the Responsible officer

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

### **STAFF ACCESS TO CONFIDENTIAL INFORMATION**

Staff may need access information from the Record Keeping System in order to carry out their day to day duties. Staff have access to information contained within the Record Keeping System that is relevant to the tasks they are carrying out at the time. If staff require access to confidential information, e.g. personnel files, they will need to notify the Responsible Officer or the Chief Executive Officer.

Personnel files are located in the fire safe. These files contain all information relating to employee and include:

- Job application
- Letter of offer/appointment and conditions of employment
- Letter of acceptance
- Letters of commendation/reprimand
- Training/courses attended
- Copies of training course certificate
- Any Council decision relating to the individual staff member
- Performance Appraisal documentation
- Letter of resignation
- Pre-employment medical
- Superannuation details
- Applications for leave

Access to personnel files is restricted to the following:

- Chief Executive Officer
- Payroll Officer
- Responsible Officer

Subject matter in personnel files is confidential.

Staff access to other confidential information is limited to the Chief Executive Officer and Compliance and Records Officer. Any other access is dependent on the type of information involved, and the Chief Executive Officer must approve access to that information.

## **Monitoring**

### **RECORD KEEPING AUDITS**

The Shire of Yalgoo will perform Record Keeping Audits on a regular basis.

Every twelve months an internal record keeping audit of Shire of Yalgoo Records will be conducted by the Responsible officer. The audits will examine the extent to which record keeping procedures and utilising the Record Keeping System are being done. The satisfactory completion of audit action items will be verified by the Coordinator Governance and Technical Services.

Shire of Yalgoo Recordkeeping Plan

## **RECORD KEEPING PERFORMANCE INDICATORS**

Provided as Attachment. Under construction

## **Retention and Disposal**

### **RECORD DISPOSAL – ELECTRONIC FILES/NON PAPER FILES**

The Shire of Yalgoo largely relies on a hard copy records system so the need to keep electronic records for archiving is unlikely.

Authority for destruction of records at the Shire of Yalgoo lies with the Chief Executive Officer.

### **RECORD DISPOSAL – PAPER FILES**

Once paper records have reached their inactive phase, they will be either destroyed or retained as permanent archives. This is to be determined by following the General Disposal Authority for Local Government Records (2015).

Records created before 1920 are not to be disposed of by the Shire of Yalgoo. Records created before 1920 need to be referred to the State Records Office for further appraisal.

### **RECORD DISPOSAL AUTHORISATION**

This is the document authorizing the disposal of records. It is in the form of a General Disposal Authority for Local Government Records from 2010

### **RECORDS DESTRUCTION**

When public records are rescheduled for destruction it must be done completely so that no information is retrievable. Pulping or shredding will be acceptable methods of destruction. Burning or burying public records are not acceptable methods of destruction.

Reformatting or degaussing the hard drive is the only way to properly destroy electronic records. The delete button itself will not properly destroy electronic records.

## **Archiving**

### **ARCHIVING RECORDS**

Appraisal is the process of determining which records are to be retained as archives and which will be destroyed. Archival records are records deemed to have permanent value to the Shire of Yalgoo and the State. The Administration value, Legal value, financial value and Historical value of records will all be taken into account into the appraisal process.

Some examples of records that should be considered for permanent retention as archives include:

- Records documenting the establishment of an agency
- Agendas, minutes and reports of the Shire of Yalgoo

## Shire of Yalgoo Recordkeeping Plan

- Committee agenda, minutes and reports
- Files relating to internal policy
- Reports on other major projects
- Reports on projects of importance to the community
- Records documenting Shire input into the drafting of legislation
- Legal opinions which set precedents for Shire policy
- Selected personal files
- Major organisation and function charts
- Financial records up to the early part of the twentieth century, which show how money was obtained, allotted, controlled and spent.

### **ACCESS TO ARCHIVES**

Access to the archival records is the responsibility of the Responsible Officer and Chief Executive Officer. Any access to the archival records stored onsite needs to be recorded in the file register.

### **HANDLING ARCHIVES**

The utmost care should be taken when handling archival records.

Items that require frequent reproduction should have a separate copy kept specifically for producing copies. Photographs should have an access copy (photographic print, negative or photocopy) from which additional copies can be created. This ensures that no item is damaged due to cumulative exposure to heat and light from frequent copying. Copies for reproduction should be clearly marked as such.

Food and drink are not to be consumed in archival storage areas. Hands should be clean and free of foodstuffs, hand creams etc. If weather is particularly hot and skin is prone to perspiration, clean white cotton gloves should be used to handle documents.

Pages should be turned carefully, using whole hand or both hands if necessary. Aids that can damage or deteriorate the documents, such as wet or licked fingers and rubber stalls must NOT be used when handling archives.

### **ENVIRONMENTAL CONTROL**

Storage areas for archival records should be clean, dry and located away from environmental risk areas such as flood plains and industrial risk areas such as fuel depots.

Storage areas will be regularly assessed to check for signs of mould, insects or pollutants. Records should be stored away from direct sunlight and ultraviolet light sources.

The Responsible Officer will regularly monitor and assess the storage area, taking all these factors and any others that may arise during the course of the inspections and report any findings to the Chief Executive Officer.

### **SECURITY AND DISASTER MEASURES**

Archives are to be stored in secure premises. Disaster Recovery Plans will be in place as per the Record Keeping Plan and drills will be conducted to test the efficiency of the Disaster Recovery Plan on an annual basis.

### **VITAL RECORDS**

## Shire of Yalgoo Recordkeeping Plan

All Vital documents are to be kept in a locked secure place either in Fire proof safe 1 or 2, and they are to be kept secured at all times as well a copy preferably electronic should be made of each document. These records include:

- Leases from and to Council
- Licenses held by Council
- Agreements (Contracts)
- Guarantees/Warranties
- Planning Agreements (Town Planning Scheme)
- Occupation Agreements
- Vesting orders
- Council Minutes
- Cemetery Records
- Payroll Records
- General Ledgers
- Rates Books
- Deeds / Titles

A number is to be allocated to each vital document and a register of the numbered documents is to be maintained by the Responsible Officer This register is to be updated regularly. A record of borrowings of Vital documents is to be maintained by the Responsible Officer and this record shall contain such information as date and time document was removed and replaced, purpose for removal and shall provide for the borrower's signature.

## **TRAINING**

### **RECORD KEEPING AWARENESS RAISING**

The Shire of Yalgoo recognizes all employees are obliged to comply with record keeping procedures as outlined in this procedure manual and also in the Shire's Record Keeping Plan in accordance with the State Records Act 2000.

Record Keeping Training will be provided for all staff to ensure they are aware of their record keeping roles and responsibilities. Induction sessions will be conducted for all staff that use, create or collect records during their employment at the Shire of Yalgoo.

### **RECORDS STAFF INDUCTION**

Staff will be provided with basic record keeping information which will include the following:-

- Why do we need to keep records.
- Record keeping policy intent and objectives
- Staff record keeping responsibilities
- How to create full and accurate records; and
- How to use the Record Keeping System (including hands on training)

Staff will also be provided with a copy of the Shire of Yalgoo Record Keeping Procedures.

## Shire of Yalgoo Recordkeeping Plan

At the conclusion of each induction session the participants are required to indicate on the induction check-list that they have been provided with the information.

## APPENDIX 6 – Disaster Records Plan

## APPENDIX 7 – Annual Report

### 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,
- meeting the compliance requirements of the State Records Commission Standards and Records Management Standard AS15489,
- processes are in place to facilitate the accurate recording 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 in October 2016 adopted its Corporate Record Keeping Procedures detailed in its Record Keeping Procedures Handbook. Keywords for Council has been implemented. Staff have received training and the overall project will include archiving and destruction, improved record keeping facilities and review of the records management 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 was reviewed in 2016 and will be review in 2022.

**Shire of Yalgoo**  
**Disaster Management Plan**

37 Gibbons Street Yalgoo

**Records Management**

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**Shire of Yalgoo**

**DISASTER MANAGEMENT PLAN**

**Records Management**

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Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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## **2 PREFACE**

### **2.1 Scope**

The aim of disaster management is to have in place a well prepared disaster plan for reducing or avoiding potential threats, for promptly responding to situations immediately threatening records and information, and by identifying resources and strategies for recovery that will effectively assist in the protection and revival of essential and vital records for the Shire of Yalgoo. The implementation of this disaster plan is based on best practice as demonstrated in the International Standard ISO15489.2, Records Management, with a “set of clear, comprehensive, written, step by step instructions relating to the organisation, site and building, and to the services that are provided by it, to ensure the minimum loss and disruption of services in the event of an emergency or disaster”.

### **2.2 Objectives**

- To establish a disaster management program/plan for records.
- To provide the leadership and immediate action required during a crisis situation.
- To ensure that appropriate equipment and materials are available to deal with a likely emergency.
- To ensure that staff are trained and prepared to take on appropriate roles in any disaster, reaction, response and recovery.
- To take steps to minimize the risks or detect any problems as early as possible.
- Identify vital records, duplicate as appropriate and store offsite.
- To minimize the loss of, or damage to, vital and essential records in the event of a disaster.
- To ensure employee safety and that the organization “gets back to business” as soon as possible, with minimum loss or extent of damage.

### **2.3 Responsibilities**

A disaster recovery team has been established and organised to assess the damage to the records, to control and coordinate recovery/backup actions, and to make recommendations. The team will consist of the Coordinator of Governance and Technical Services Steven Cosgrove and Executive Assistant Karen Malloch, they are responsible for the recovery administration, and will also endorse training of other members of staff as backup support.

The disaster recovery team shall meet annually to discuss the current document and list recommendations for changes to it in liaison with the CEO who will authorise any changes. Staff will be informed of updates and changes as appropriate. Evaluation of the plan will be closely monitored and reviewed.

### **3 INTRODUCTION**

#### **3.1 Disaster (Definition)**

A sudden, unexpected, unwanted event, of any size, that critically obstructs the normal flow of business and that causes damage to, or loss of records and property.

The personnel, equipment, software systems, databases, records and information, which comprise the Shire of Yalgoo, are necessary in order for the organisation to function in an effective manner. The purpose of this disaster plan is to detail procedures for promptly responding to situations immediately threatening the paper based and electronic records at the Shire of Yalgoo, and by identifying resources and strategies for recovery that will reduce the likelihood of a disaster, and the amount of damage that can occur. By following the procedures in this plan, the shire can anticipate a high recovery rate for records and information, and subsequently ensure business continuity.

The plan is specifically for those records managed by the Information Management systems of the Shire. It encompasses various mediums i.e. (electronic, paper based etc.), stored in a range of databases i.e. (Synergy, Word, Excel etc.), the archives and the corporate library. The plan will act as a comprehensive resource for the recovery process by outlining the four stages of disaster management programs for records:

- 1) Prevention
- 2) Preparedness
- 3) Response
- 4) Recovery

It also includes some useful advice and information about responsibility after the disaster.

Planning and preparing for a disaster requires an ongoing commitment to reducing or avoiding potential risks. It is the role of all employees; therefore, to consider aspects of the records holdings and the impact of loss or interruption to services should a disaster occur. This can be achieved by users not simply being re-active to a disaster, but by positively being proactive in their awareness of the possibility of a disaster, with informed and intelligent planning that will assist them in being prepared. They should comply with the documentation specified to enable efficient and effective disaster recovery of components outlined which indicate the importance of disaster management and planning as an integral part of corporate risk management.

Users will be aware that with effective and efficient disaster management strategies and procedures in place, the ability of the shire to continue to effectively meet its core business requirements in an accountable way will be maintained.

## **4 PREVENTION**

Organisational staff should “think prevention” at both macro (the whole organization) and micro (information/records office) levels.

### ***4.1 Records Security***

- Establish guidelines and training on how to recognize and deal with suspicious mail and parcels, and possible bomb threats
- Compile a list / Register of all vital records and their location, and keep up to date. Mark them so they are easily recognisable, and can be priority for rescue after a disaster.
- Make a secure copy of vital records and ensure the original or the copy is stored electronically or off-site in appropriate environmental conditions.
- Ensure electronic records are backed up regularly and stored off site

### ***4.2 Building***

- Keep fittings and fixtures well maintained.
- Ensure roof and ceiling areas are checked regularly.
- Ensure appropriate safety signs are in place.
- Air conditioner maintenance – paying special attention to Air Conditioners on internal walls re any blockages or leaking.

### ***4.3 Fire***

- Ensure all doors and aisles are kept free of obstruction
- Ensure fire-fighting equipment is clearly visible and signposted (dry powder and water extinguishers etc.)
- Ensure fire extinguishers are accessible
- Ensure fire extinguishers are checked regularly
- Ensure instructions on fire equipment are clear
- Ensure smoke detectors are regularly checked

- Ensure evacuation map is clear and evacuation point identified



SOY Evacuation Plan  
2016.jpg.pdf

#### **4.4 Flood / Storm**

- Check for any sign of water damage after a severe storm
- Monitor water penetration points
- Ensure air-conditioners are regularly checked

#### **4.5 Storage**

- Ensure shelving is strong, stable and non-flammable
- Bottom shelves should be raised 15 centimetres above floor level
- Archival materials must be housed in acid free boxes
- Maps, posters, plans, etc. should be stored flat. Where this is not possible it is preferable to store them in boxes, loosely rolled.
- Store nothing on tops of shelves because most water damage occurs through the ceiling from burst pipes or sprinklers. This area also is usually dirty and dusty
- Ensure areas such as on top of and underneath shelving are cleaned regularly
- The compactuses must be maintained in full operational order to facilitate access to all records
- Vital records to be situated within favourable environmental conditions (locked Fireproof Vault or as an Electronic copy)
- Ensure records storage areas are suitably labelled

#### **4.6 Electrical**

- Ensure plugs and power points are in good repair

- Keep electrical cords in good condition
- Ensure leads and cords are stored in proper condition

#### **4.7 Housekeeping**

- Ensure adequate lighting, including emergency lighting, at walkways and the exits are well lit
- Ensure access walkways are clearly marked and clear at all time

#### **4.8 Signage**

- Ensure exit signs are clearly marked
- Ensure location and readability of signs is appropriate
- Fire extinguishers location signage clear and well defined

#### **4.9 Insurance**

Establish:

- Organisation policies held



Insurance Policy.pdf

- Type of damage insured for (Public Liability, Professional Indemnity, Motor Vehicle, Workers Compensation, Property etc.)
- The amount covered against the estimated cost of salvage and conservation
- Ensure conservation procedures are taken into account

## **5 PREPAREDNESS**

(Encompasses planning activities)

### ***5.1 Disaster response and recovery team***

- Responsibility of the Coordinator of Governance and Technical Services with the support of the other members of trained staff, and fitting into the overall risk management team.
- The disaster response and recovery team will swing into action (Once Building Emergency Response procedures are complete and permission given to re-enter the building) to assess damages and make recommendations.
- Recruit co-operation of local emergency services.
- Co-ordinate evacuation of section/s with building supervisor and/or risk management team.
- Check Shires written Emergency Procedures check list.
- Review and update the entire plan on a biennial basis.
- Review and update the emergency telephone list at least every three months.
- Issue revised pages as and when necessary – remember to date the revisions.
- Remove old versions from circulation.
- Ensure policy statement is reviewed and updated regularly.
- Recommend any needed remedial actions in relation to the buildings and their infrastructure that poses potential threats in the specific area of Records Management matters
- Keep it up to date with and maintain information on handling and recovery techniques
- Ensure promotion of disaster prevention awareness among staff

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#### Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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- Ensure endorsement to train staff in the disaster plan's, responsible for organising training for the Recovery managers as well as for any support staff who need basic skills training
- Ensure plan is tested regularly, using disaster simulations if possible
- Report the results of the test plan (include things that went according to plan as well as those parts of the plan that need to be adjusted)
- Ensure the disaster bin stocks emergency supplies and that all items are in working order. Replenish any items that might have been used
- Maintain list of materials for use in disaster (Appendix 10.2)
- Plan to raise the level of awareness and understanding of the effects of disaster experiences on staff
- Keep a duplicate copy of the disaster plan off site, with ease of access



## **6 RESPONSE**

The actions that are taken as disaster occurs.

### **6.1 Training**

A disaster response and recovery team must be trained and provide leadership and immediate action

### **6.2 Emergency Procedures**

All personnel at the Shire must know the emergency procedures for raising the alarm, evacuating the buildings and assembly points – see Shires Emergency procedures and check with Emergency Wardens

### **6.3 Notifications**

Notify the right people – a list of contact details of the disaster response team and emergency services can be found in (Appendix 10.1)

### **6.4 Contacting Information Management Staff**

Please refer to Appendix 10 to contact CEO, CGTS and EA as soon as possible after disaster discovered (Appendix 10)

### **6.5 Floor Plans**

The relevant floor plans are shown:



Yalgoo Passenger  
Station House.pdf



Office Records  
Layout.pdf

### **6.6 Disaster Bin**

A Disaster bin will be located in File Room.

## **6.7 Contents of Disaster Bin**

Contents of disaster bin are listed in (Appendix 10.2)

## **6.8 Control Area**

Set up a central area of control

## **6.9 Resources**

Assemble resources (if necessary what do we need to hire) (Appendix 10.2)

## **6.10 Tasks**

Allocate tasks as appropriate

## **6.11 Security Measures**

Initiate security measures (in conjunction with risk management staff)

## **6.12 Contingency Arrangements**

Initiate contingency arrangements

## **6.13 Recording Disaster**

Record the disaster using the disposable camera (or smart Phone) from supplies

## **7 RECOVERY**

(Procedures designed to return the site and records to a stable and useable condition)

### ***7.1 Co-ordinate Work***

Co-ordinate work with the Risk Management, Occupational Health and Safety staff, and Emergency Wardens, in trying to stop the source of or stabilize the problem

### ***7.2 Briefing the Response Team***

Brief the response team (if necessary)

- Circumstances of the emergency – cannot return until declared “safe” by emergency services
- Work required – can all material be dealt with – will some paper records need to be frozen?
- Equipment and materials – what do we need to hire? (if necessary)

(Appendix: 10.2)

### ***7.3 Contact State Records Office***

- Telephone 9427 3360 for any help and advice on correct and safe processes

### ***7.4 Preparing and planning the work area (including space availability)***

#### Space availability for the Recovery of Records

Large Disaster Space Availability:

- Yalgoo Race Course Building



Yalgoo Passenger  
Station House.pdf

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## Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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### Small Disaster Space Availability:

- Council Chambers

### Procedure

- Cover tables with plastic and then with butcher's paper to help absorb moisture out of any wet records
- Vacuum or mop any standing water and pick up any loose material on the floor (recording its location) that may get walked on
- Make sure staff access is safe and easy
- Rotate jobs at regular intervals
- Ensure ten minute break sessions every hour

### **7.5 Removing the records**

- Information inventory priority, check:
  - Vital records
  - Subject files

### **7.6 Salvaging the records**

**\*\*** (Mould grows on wet records within 48 hours so need to act as quickly as practicable)

- Work systematically through the top shelves (first) to remove the records. Be gentle if they have been water damaged, swelling may make them difficult to remove
- Lay files on the prepared tabletops in a single layer with enough room between each file to open the cover and give access to the pages
- Do not try to separate volumes that have stuck together
- Interleave wet or damp pages with paper towel or some other form of clean absorbent paper every 5-10 pages and change regularly

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## Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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- Keep freeing up the drying pages and replacing the interleaving paper, positioned between different pages, until files are dry
- Remove metal file fasteners as you encounter them, as they may start to rust before the file is dry
- Do not rub or brush items
- Use fans
- If required, loosely pack material into plastic crates, spine side down

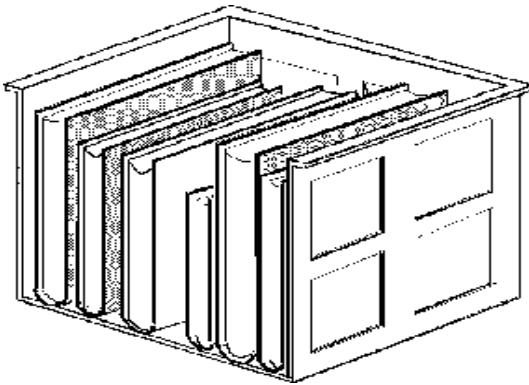
### ***7.7 Recording the Damage***

Record and categorize details of the damage for each record/file on the Damage Sheet (Appendix 11.6)

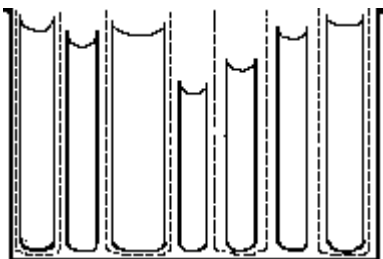
### ***7.8 Fire Damage***

Fire damage requires expert advice

### ***7.9 Examples of methods to salvage records***



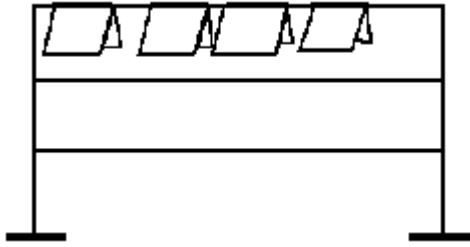
Packing wet records in plastic crates



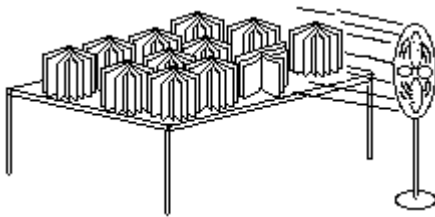
## Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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### Preparing wet records for freezing



### Hanging small items



### Drying bound volumes by standing upright

## **8 AFTER THE DISASTER**

Rehabilitation for the resumption of operational activity.

### ***8.1 Clean up measures***

- Wash down dirty shelving, walls and floors
- Use fans to dry the area

### ***8.2 Re-location of material***

- Categorise material for re-location. For example, can it be returned to storage, does it need further treatment, or will it be destroyed (Appendix 10.5)
- Wait at least a week before returning material to its original location (needs to be fully dry)
- Check shelving arrangements as the material may well take up additional space due to swelling
- Regularly check temperature and humidity in case the room or the records were not sufficiently dry when the room was reoccupied and because of mould growth
- Provide archived material with new boxes
- Check if current files need new file covers due to the legibility of the information having been affected

### ***8.3 Recording the Emergency***

Keep an adequate record of the emergency as depicted in the emergencies Register (Appendix 10.6)

### ***8.4 Plan Effectiveness***

Review the effectiveness of the plan

### ***8.5 Disaster Supplies***

Replenish disaster supplies (Appendix 10.1)

## **8.6 *Promoting Awareness***

Continuing promotion of disaster prevention awareness among staff



## 9 RISK MANAGEMENT

### 9.1 *Disaster Risk-based Assessment of External Risks*

#### Affecting Records of Shire of Yalgoo

Disaster	Risk Rating
Flooding (natural disaster)	Low
Fire	Low
Water as a result of fire (hoses)	Medium
Earthquake	Low
Bomb Threat	Low
Chemical, Biological	Low
Cyclone	High
Air conditioning	Low
Plumbing Leaks	Low

#### Rating Explanations

**Fire** is always a risk factor within office buildings, due to the large amount of electrical equipment being used, as well this is an established bush fire risk area has been classed with a Low risk rating only. Vital records, including minute books are held in the two Fire rated cabinets.

The **Water** from the fire hoses as a result of fire can be a **medium risk** due to the large amount of water that is expressed just from one hose and papers absorbance of liquids, but generally the benefits far out way any down side

**Earthquake** is a **low to medium risk** factor, some risk but normally at the Low end, which could cause minor impact.

A **Bomb Threat** is assessed as **low risk** due to Yalgoo's remoteness from built up and heavily populated areas.

**Chemical & Biological** is a **low risk** as the shires Administration Offices are remote from any major Chemical or Biological threat, either from an accidental incident or intended action.

**Cyclones – Wind threat (non cyclonic)** is an increasing issue on recent data and information, with a number of cyclonic and high wind events in recent time.

At Yalgoo, the Shire Office is a reasonably modern structure and the file room is well positioned in the office from Windows blowing in etc.

If a cyclone was to occur, the three golden rules are:

- Turn off power, gas & water
- Lock doors

- Lock windows

The risk would be

The **Air conditioner** is a **low risk**. It is refrigerated and poses minimal risks. It is low comparative to the old style Evaporative units.

**Plumbing leaks** although it is a possibility it is rated as a **low risk** as the building is relatively new.

## **9.2 Risk Assessment Form - (Appendix 10.7)**

The Risk Assessment Form is used as part of the working process. It is a collection of records, which shows:

- How they are currently being stored
- What the risk rate is with the current processes
- What processes are recommended to be put in place in the case of a disaster
- Advises whether they are a Vital Record for Business Continuity

### **LEGEND**

Extreme risk; *immediate action required*

High risk; *senior management attention needed*

Moderate risk; *management responsibility must be specified*

Low risk; *manage by routine procedures*

**10 APPENDIX*****10.1 EMERGENCY CONTACTS***Emergency Services

Ambulance	000
(Non-Emergency)	13 12 33
Royal Flying Doctors	1800625800
Fire Brigade	000
State Emergency Service	9964 1110
Yalgoo Police Station	9962 8032
Shire of Yalgoo	9962 8042
Yalgoo Nursing Post	9962 8600
Poisons Information Line	13 11 26
Horizon Power	13 23 51
Water	13 13 75
State Records Office	9427 3360

Disaster Response and Recovery Team

Coordinator of Governance and Technical Services	08 9962 8042
Executive Assistant	08 9962 8042

Building Disaster Response Contacts

Electricians  
Crowes Electrical

0427 213788

Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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Plumbers

Sun City Plumbing

9921 1700

Other Staff Contacts

Chief Executive Officer

[ceo@yalgoo.wa.gov.au](mailto:ceo@yalgoo.wa.gov.au)

0417484840

OTHER CONTACTS

Kim Boulton (Records Consultant)

[kimboulton@bigpond.com](mailto:kimboulton@bigpond.com)

0408 221 246

LGIS Insurance

David Wood

Risk Coordinator

9483 8828

## **10.2      *DISASTER BIN***

A disaster bin, containing the equipment below should be located  
Bins clearly marked “DISASTER BIN “- Do Not Remove and have the  
lid sealed.

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Adhesive tape and dispenser  
Paper towelling  
Bucket  
Butcher's paper  
Disposable camera (1) – optional or Mobile Phone with Camera  
Clipboards (2)  
Damage list  
Sponges  
Extension cords (2)  
Rubber gloves (3 pairs)  
Surgical type gloves (3 pairs)  
Cotton gloves (3pairs)  
Heavy-duty plastic sheeting to protect shelving/compactus  
Waterproof masking tape  
Pens, pencils, paper  
Torches (2)  
Dust pan and brush  
Plastic string  
Plastic pegs  
Plastic paper clips  
Labels – tie on  
Plastic bin liners  
Freezer paper/bags  
Polypropylene Enclosures for Boxes

Note: Broom and mop are located in cupboards

## Shire of Yalgoo Disaster Management Plan for Shire Records and Information

The following large and/or expensive items may be purchased or hired when required and may include:

ITEM	HIRE	BUY
Plastic crates	X	X
Large fans	X	X
Trestle tables	X	
Blotting paper		X
Portable pump	X	
Portable lighting	X	
Dehumidifier	X	
Archive boxes		X
Portable generator	X	
Wet/dry vacuum cleaner	X	X
Wooden pallets	X	

**Note:** Wheelie bin can be used in conjunction with Pump as a vessel to pump the water into and can easily be wheeled away (as long as not over filled – due to weight)

### Emergency Supplies

<u>Item</u>	<u>Company</u>
Trestle Tables	Yalgoo Community Hall
Wooden Pallets	Shire Depot
Wet/Dry Vacuum Cleaner	Shire Cleaners Room Admin Office and Depot
Plastic Crates	
Large Fans	Coates Hire
Portable Lighting	Depot
Portable Generator	Depot
Archive Boxes	Castledex
Dehumidifier	Coates Hire Midland 6318 1600
Portable Pump	Depot
Freezer Space (Large Disaster)	Depot

Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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**10.3 CONTENTS OF DISASTER RECOVERY BOX -  
(Suspicious Mail)**

- Copy of Suspicious Mail Information Instructions
- Copy of this Form
- List of Emergency Numbers to call
- Gloves – Located in ‘Suspicious Mail Box’
- Breathing Masks – Located in ‘Suspicious Mail Box’
- Zip Lock Bags – Located in ‘Suspicious Mail Box’

**Contents of box to be checked and updated every two months**

DATE LAST CHECKED	OFFICER CHECKING		DATE LAST CHECKED	OFFICER CHECKING



## **10.4 SUSPICIOUS MAIL INFORMATION**

It is your responsibility to know what to do when and if a situation arises such as a mail bomb or a biological scare (i.e. Anthrax).

Suspicious Mail Kit (Box) containing information, surgical gloves and breathing masks should be kept at the Main Administration Centre Yalgoo WA 6479.

Some of the critical points when handling mail are outlined below.

### RECOGNISING POTENTIAL HAZARDS

- It is critical that staff handling mail remain vigilant and cautious at all times. It should be remembered, however, that most reports of suspicious packages are false alarms.
- Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main organisation and which can be easily contained.
- If staff receives a package or letter that you believe is suspicious, follow the procedures outlined below.

### **WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM**

***If you suspect that you have received a package that may contain hazardous material and HAVE NOT OPENED IT.***

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Call for help. This may be to a colleague but preferably call 000 to ask for the Police or Fire Services - (see Emergency Contact List Appendix 11.1 of Disaster Recovery Plan for Shire).

Advise:

- Exact location of the incident – street address, building floor number
- Number of people potentially exposed
- Description of the package/device
- Action taken e.g., package covered with black coat, area isolated

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Shire of Yalgoo Disaster Management Plan for Shire Records and Information

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- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If Possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
- Wait for help to arrive

***If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT.***

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated.
- If there is a strong or overpowering odour move to an adjoining room closing all doors and windows and stay in that area until help arrives.
- Call for help. This may be to a colleague but preferably call 000 to ask for the Police or Fire Services.

Advise:

- Exact location of the incident – street address, building floor number
- Number of people potentially exposed
- Description of the package/device
- Action taken e.g., package covered with black coat, area isolated
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.  
(See Appendix 10.1 Emergency Contact List of Disaster Recovery Plan for Shire)
- Wait for help to arrive

### FACTS ON ANTHRAX

- Effective dispersal of anthrax is difficult due to the fact that the bacteria cannot survive exposure to ultraviolet light or direct moisture. The preferred method of delivery is through letters or packages, opened by unsuspecting personnel. Anthrax delivered in this manner most often resembles a white, dry, fine powdery substance.
- To identify suspect packages apply the same principles of identifying packages suspected of containing explosive devices.
- Anthrax spores only infect if inhaled, ingested, or introduced into an open wound or the eyes. Even if exposure does occur, the victim is not contagious and the condition is treatable with antibiotics if identified early.

### MAIL BOMB RECOGNITION

- Excessive securing material
- Excessive weight
- Protruding wires or tin foil
- Lopsided or unevenly weighted
- Oily stains or discolouration
- Stiff or rigid envelope
- Is package expected
- Visual distractions
- Excessive postage
- Proper names and title not, or incorrectly used
- Address handwritten or poorly typed
- Restrictive markings e.g. CONFIDENTIAL
- Common words misspelt
- European or foreign mail
- Lacks address of sender

### ***If you suspect the mail item may contain an explosive device***

- Evacuate immediate area.
- Ring 000 and report the package to the Police

**10.5 DAMAGE SHEET****Date:****Location:**

<b>Index No.</b>	<b>Description/Title</b>	<b>Wet Or Other</b>	<b>Returned To Storage</b>	<b>Needs Further Treatment</b>	<b>To Be Destroyed</b>

**10.6 EMERGENCIES REGISTER**

<b><u>Date</u> <u>Time</u> <u>Duration</u></b>	<b><u>Location</u></b>	<b><u>Nature</u></b>	<b><u>Cause</u></b>	<b>Effect on staff, visitors, records, business function, buildings, other property</b>	<b>How the Occurrence was Dealt with</b>	<b>Recommendations For future incidents &amp; Changes to Disaster Plan</b>

**10.7 RISK ASSESSMENT FORM****CUSTODIAN: Yalgoo Shire****DATE OF Review: 20<sup>th</sup> October**

<b>Record Description</b>	<b>Media</b>	<b>Storage Description</b>	<b>Risk &amp; Replacement</b>	<b>Risk Impact</b>	<b>Comments</b>	<b>Vital Y/N</b>
<b>Council Minute Books</b>	<b>Paper</b>	<b>Fire proof safe</b>	<b>No chance of replacement prior to 2015 Now documents are scanned and stored electronically</b>	<b>Low</b>	<b>Minute books are stored in a fire proof safe with a 2 hour fire rating. A scanned copy of the originals to be made</b>	<b>Y</b>
<b>Council Minute Books</b>	<b>Electronic</b>	<b>Cloud server</b>	<b>Replaceable</b>	<b>Low</b>	<b>Chances of event low due to system back up by Bridged</b>	<b>N</b>
<b>Correspondence Files</b>	<b>Paper</b>	<b>Metal cabinets in storage room  Non compacting</b>	<b>Business will be slowed. History will be lost except for Legal docs and vital records.</b>	<b>Moderate</b>	<b>No smoke detector.  Would benefit with compacting metal shelves.  Would benefit with connected system to current security monitoring.</b>	<b>N</b>

## Shire of Yalgoo Disaster Management Plan for Shire Records and Information

Rates Books	Electronic	Cloud Server	Replaceable	Low	Chances of event low due to system back up by Bridged	Y
Rates Books	Online	Quick Books	Replaceable	Low	Chances of event low due to system back up by Moore Stephens	Y
Rates Books	Hard Copy printed off at end of financial year	Fire proof safe	Replaceable	Low	Chances of event low due to security of fire proof safe	Y

**LEGEND:** Extreme risk; immediate action required; High risk; senior management attention needed; Moderate risk; management responsibility must be specified  
Low risk; manage by routine procedures **NOTE: Asterisk (\*)** – Colour indicates relationship.

## 11 AUTHORISATION

This Disaster Management Plan has my authorisation.

---

Chief Executive Officer  
Silvio Brenzi

Date: \_\_\_\_\_



# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2022 – V1.1

**Approved by LEMC meeting:**  
**Date of LEMC Review Approval:**

**Date of LEMC Endorsement:**  
**Date of LG Endorsement:**

**Review Date:**

- ☐ Public Copy
- ☐ Restricted Copy

These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Yalgoo Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

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Chairperson LEMC

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Date

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Endorsed by Council

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Date

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## DISTRIBUTION MATRIX

This document will be distributed in full including appendices to all members of the Yalgoo LEMC.

A public version not containing appendices will be made available on the Shire of Yalgoo's website.

### Distribution

<u>Organisation</u>	<u>Location/Officer</u>	<u>No of Copies</u>
<b>SHIRE OF YALGOO</b>		
Shire of Yalgoo	CEO	1
Shire of Yalgoo	DCEO	1
Shire of Yalgoo	Works Manager	1
Shire of Yalgoo	Shire President	1
<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>		
LEMC Chair	CEO of Yalgoo	1
Executive Officer	CESM	1
WA Police	Yalgoo Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Geraldton	1
Bush Fire Services	Yalgoo Town Paynes Find	2
DFES Regional Office	Geraldton	1
Golden Grove Mine		
Deflector Mine		
Parks & Wildlife Service	Geraldton	1
<b>ADJOINING SHIRES/LEMCS:</b>		
Shire of Cue	LEMC	1
City of Greater Geraldton	LEMC	1
Shire of Morawa	LEMC	
Shire of Perenjori	LEMC	
Shire of Meekatharra	LEMC	1
Shire of Upper Gascoyne	LEMC	1
Shire of Mount Magnet	LEMC	1

## AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements.
- Unclear or incorrect expression.

- Out of date information or practices.
- Inadequacies; and
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson  
Local Emergency Management Committee  
Shire of Yalgoo  
PO Box 40  
YALGOO WA 6635

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in the following table, when updated.

### **Amendment Record**

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>
01			
02			
03			
04			
05			
06			

## Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

**District:** means an area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

**Local Emergency Coordinator (LEC):** That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

**Local Emergency Management Committee (LEMC):** Means a committee established under Section 38 of the Emergency Management Act 2005

**Municipality:** Means the district of the local government.

**Preparedness:** Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

**Risk register:** A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

**Risk statement:** A statement identifying the hazard, element at risk and source of risk.

**Treatment options:** A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

**Vulnerability:** The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

For further Acronyms refer to the State EM Glossary.

**GENERAL ACRONYMS USED IN THESE ARRANGEMENTS**

<b>BFB</b>	Bush Fire Brigade
<b>BFS</b>	Bush Fire Service
<b>BoM</b>	Bureau of Meteorology
<b>SoY</b>	Shire of Yalgoo
<b>DC</b>	Department of Communities
<b>P&amp;W/DBCA</b>	Parks and Wildlife – Dept. Biodiversity and Attraction
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>FRS</b>	Fire & Rescue Services
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LGA</b>	Local Government Authority
<b>LRC</b>	Local Recovery Coordinator
<b>LRCG</b>	Local Recovery Coordinating Group
<b>OEM</b>	Office of Emergency Management
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>TWS</b>	Telephone warning System
<b>WAPOL</b>	Western Australia Police



## **PART 1 – INTRODUCTION**

### **1.1 Authority**

These arrangements have been prepared in accordance with sS41(1) of the *Emergency Management Act 2005*, endorsed by the Yalgoo Local Emergency Management Committee and approved by the Yalgoo Shire on the 30<sup>th</sup> of October 2022.

### **1.2 Community Consultation**

The community has been consulted through other forums and through the LEMC committee members.

The Community has been consulted and made aware of these arrangements and their purpose via several means including local newsletter & Shire Webpage.

### **1.3 Document Availability**

In accordance with S43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the Shire of Yalgoo Council office. These arrangements will also be available via the Councils' website.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office  
37 Gibbons Street  
Yalgoo WA 6635
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- Office of Emergency Management
- State Emergency Management Committee (Secretary) – electronic format

### **1.4 Area Covered**

The Shire of Yalgoo covers approximately 33,258 km of the Murchison area of Western Australia's mid-west region. The Shire has two settlements: the town of Yalgoo located approximately 510 km northeast of Perth and 220 km northeast of Geraldton off the Geraldton Mt Magnet Road, and Paynes Find located 410 km northeast of Perth on the Great Northern Highway.

The Local Government Area is bordered by the Shire's of Murchison, Cue, Mt Magnet, Sandstone, Mt Marshall, Mullewa, Perenjori, and City of Greater Geraldton. Dalwallinu and Morawa.

According to the 2011 census conducted by the WA Dept. Local Gov't. Multicultural Interests Office the Shire has a permanent population of 406 people. A total of 87 dwellings in the townships were reported in the 2006 Bureau of Statistics survey. Census figures do not account for transient people consequently the shire's population is significantly more than this at any one time. As of January 2016, there are two major mining camps housing Fly In, Fly Out mine workers.

The main industries in the Shire are mining, pastoralism, and tourism. Minerals include gold, silver, copper, tantalite, bauxite, and iron ore. Pastoralism includes sheep and cattle stations as well as the harvest of the feral goat population.

The Local Government area has three major arterial roads of note: Great Northern Highway which runs northeast via the settlement of Paynes Find, Geraldton Mt Magnet Road which runs west to east (town of Yalgoo is located just off this road) and Morawa Yalgoo Road which runs from northeast from Morawa to Yalgoo.

The majority of the shire is classified as rangelands; the geology includes sand and alluvial plains. The climate is classified as Semi Desert to Mediterranean.

Paynes Find. The Paynes Find locality is comprised of 35 permanent residents.

Although self-sustaining and outside of the area of responsibility of the LG, several mining operations exist including MMG Golden Grove, Minjar Gold mine, Ferrowest, Doray Minerals, Top Iron, Asia Iron.

Rainfall averages around 250mm per year, however this amount varies significantly from year to year. Most rain is experienced in the winter months. The area is subject to rainfall at the tail end of summer cyclones and summer thunderstorms. Large amounts of wildflowers bloom following good winter rainfall.

Summers in the Shire of Yalgoo are mostly hot, with summer temperatures generally being over 30 degrees Celsius, and there are frequently long periods where the temperature exceeds 37.5 degrees Celsius. Winters are generally cool and sunny. Travellers to the area should be aware of these extremes and equip themselves sufficiently well to ensure their own wellbeing.

2021 Yalgoo Figures:

- 33,258 sq. km
- Population 419
- No. Dwellings 86
- LG Employees 21

## **1.5 Aim**

The aim of this document is to define the management of identified risks and provide detail on proposed planning, response, and recovery activities for the Shire of Yalgoo.

## **1.6 Purpose**

The purpose of these arrangements is to set out:

- The Shire of Yalgoo's policies for emergency management.
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Yalgoo.
- Provisions about the coordination of emergency operations and activities relating to emergency management.
- A description of emergencies that are likely to occur in the LGA.
- Strategies and priorities for emergency management.
- Other matters about emergency management in the Shire of Yalgoo prescribed by the regulations; and
- Other matters about emergency management in the Shire of Yalgoo that the Council considers appropriate. [\[s. 41\(2\) of the EM Act 2005\]](#)

## **1.7 Scope**

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the LGA of the Shire of Yalgoo.
- This document covers areas where the Shire of Yalgoo provides support to HMA's in the event of an incident.
- This document details the Shire of Yalgoo's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Yalgoo's responsibility for recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

## **1.8 Related Documents**

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Yalgoo. The Shire of Yalgoo currently does not have any policies that specifically relates to emergency management, unique to this local government area.

## **1.9 Local Emergency Management Policies**

Document	Owner	Date
Bushfire policies and Guidelines	SoY	2022

## **1.10 Existing Plans and Arrangements**

Document	Owner	Date
Local Recovery Plan Shire of Yalgoo	<a href="#">Shire of Yalgoo</a>	


### **1.11 Agreements, Understandings and Commitments**

This is a list formal agreements or MOUs that are in between the Shire of Yalgoo and other local governments, organisations, or industries in relation to the provision of assistance during times of need are in place. Currently this is under review.

Parties to the Agreement	Summary of the Agreement	Special Considerations
DFES & Silverlake Resources	This is an agreement to aide the community being a MOU between both parties	
DFES & Golden Grove/29 Metals	This is an agreement to aide the community being a MOU between both parties	

### **1.12 Special considerations**

Special considerations include.

- Wildflower season: April – September
- Annual migration of the “Grey Nomads”: April – September
- Emu Cup & Goo Fest
- Various car rallies
- School Sports Events
- Seasonal conditions e.g., bushfires, cyclones, storms, flood
- Australia Day
- Yalgoo Races
- Yalgoo Gymkhana
- ANZAC Day

### **1.13 Special Needs Groups**

Special needs groups are available at Appendix 5 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

- Special needs group may have been identified through the medical service and documented through medical records and cultural processes.

### **1.14 Resources**

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Yalgoo

has conducted a broad analysis of resources available within the Shire of Yalgoo including the pastoral properties and collated these in the Shire of Yalgoo Emergency Resources and these are recorded in the Shire of Yalgoo Contacts and Resources Register (Restricted document) refer to Appendix 7.

### **1.15 Roles & Responsibilities**

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

<b>Local role</b>	<b>Description of responsibilities</b>
Local government	The responsibilities of the Shire of Yalgoo are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local welfare coordinator	<p>The Local Welfare Coordinator is appointed by the DC District Director to:</p> <ul style="list-style-type: none"> <li>• Establish, chair, and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director.</li> <li>• Prepare, promulgate, test, and maintain the Local Welfare Plans.</li> <li>• Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee.</li> <li>• Establish and maintain the Local Welfare Emergency Coordination Centre.</li> <li>• Ensure personnel and organisations are trained and exercised in their welfare responsibilities.</li> <li>• Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and</li> <li>• Represent the department on the Incident Management Group when required.</li> </ul>
LG welfare liaison officer	During an evacuation where a local government facility is utilised by DC provide advice, information, and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.</li> </ul>
LEMC Chair	<p>Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.</p> <p>As defined in Section 38 of the Emergency Management Act 2005</p>
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>• Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register.</li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements.</li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 38 of the Act]:</p>

	<p>To advise and assist the local government in establishing local emergency managements for the district.</p> <ul style="list-style-type: none"> <li>• to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and</li> <li>• To carry out other emergency management activities as directed by SEMC or prescribed by regulations.</li> </ul> <p>Other Functions of the LEMC. As defined under section 38 of the Emergency Management Act 2005</p>
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of Emergency. the responsibility for being a controlling agency stems from either:</p> <p>Legislation other than the Emergency Management Act 2005; or</p> <p>By agreement between the relevant Hazard Management Agencies and one or more agency.</p>
Hazard Management Agency	<p>A Hazard Management Agency may authorise officers or employees of the management Agency or other persons to act as hazard Management Officer during an emergency.</p> <p>The HMAs is prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under section 6 (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise, and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>
Emergency Management Agency	<p>A Hazard Management Agency (HMA), Combat agency or support organisation as prescribed under the provisions of the Emergency Management Act 2005</p>

### **LEMC Executive**

<b>Chair</b>	Shire of Yalgoo nominated Councillor
<b>Deputy Chair</b>	OIC Yalgoo Police Station

<b>Executive Officer</b>	CESM
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## PART 2 – PLANNING

This section outlines the minimum administration and planning requirements of the LEMC under the Emergency Management Act 2005 & policies.

### 2.1 LEMC Membership

The Shire of Yalgoo has established a LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Executive	
Chair:	Shire of Yalgoo President or nominated Councillor / CEO
Deputy Chair:	Officer in Charge / LEC Yalgoo Police/Mullewa Police
Executive Officer:	Shire of Yalgoo CESM
Local Recovery Coordinator:	Shire of Yalgoo CEO
Administrative Support:	Shire of Yalgoo Administrative Support Officer
HMA's	
Shire of Yalgoo	Chief Bush Fire Control Officer
DBCA Parks & Wildlife	Regional Fire Coordinator
Department of Fire & Emergency Services	District Officer
Dept. of Transport	Regional Manager
Health	Regional Director
Agriculture & Food	Site Manager
Police Yalgoo	Officer in Charge
Welfare Support	
Centrelink	Team Leader
Community Services	District Emergency Services Officer
Red Cross	Team Leader
Salvation Army	Lieutenant
Utilities	
Main Roads WA	Network Manager
Telstra	Area Manager
Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager
Shire of Yalgoo	Works Manager
DFES	Regional Superintendent
Mine representees	

## **2.2 Meeting Schedule**

Preparedness Procedure 7 states that 'LEMC's shall meet every three months and as required.' The Yalgoo LEMC schedules meetings in February, May, August & November each year. The LEMC may convene a special meeting if required for example after any major emergency incident.

## **2.3 Constitution & Procedures**

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

- a) Every meeting:
  - i. Confirmation of local emergency management arrangements contact details.
  - ii. Review of any post-incident reports and post exercise reports generated since last meeting.
  - iii. Progress of emergency risk management process.
  - iv. Progress of treatment strategies arising from emergency risk management process.
  - v. Progress the development or review of local emergency management arrangements; and
  - vi. Other matters determined by the local government.
- b) First quarter:
  - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC).
  - ii. Begin developing annual business plan.
- c) Second quarter:
  - i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report).
  - ii. Finalisation and approval of annual business plan.
- d) Third quarter:
  - i. Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
  - i. National and State funding nominations.

## **2.4 Annual Reporting**

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) a description of the area covered by the LEMC,
- b) a description of activities undertaken by it, including.

- i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
  - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
  - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
  - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC
  - v. the level of development of the local recovery plan for the area covered by the LEMC,
  - vi. the progress of establishing a risk register for the area covered by the LEMC, and
  - vii. a description of major achievements against the Annual Business Plan.
- c) the text of any direction given to it by the local government that established it.
  - d) the major objectives of the annual business plan of the LEMC for the next financial year.

[Emergency Management Preparedness Procedure 17](#) – Annual Reporting refers.

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The information provided by the LEMC annual report is collated into the SEMC and the Office of Emergency Management Annual Report which is tabled in Parliament. The SEMC issue the annual report template.

## **2.5 Annual Business Plan**

Preparedness Procedure 8 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The Shire of Yalgoo will develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines.

## **2.7 Emergency Risk Management**

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in Appendix 1 and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

Emergency Management Strategies & Priorities will be developed in 2018 in association with the State Emergency Management Committee's 'State Risk Project'.

## PART 3 – SUPPORT TO RESPONSE

### **3.1 Risks – Emergencies Likely to Occur & Responsible HMA**

The LEMC identified the following hazards within the CGG from the emergency risk management process.

Hazard	HMA	State Hazard Plan (West plans) (Date)
Air Crash Emergency	WA Police	Crash 2020
Animal & Plant Biosecurity Emergency	Agriculture & Food – Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 2020
Brookfield Rail Emergency	Brookfield Rail	Crash 2020
Fire Emergency (Includes Bush & Urban Fire)	DFES/LG/DBCA	Fire 2019
Flood Emergency	DFES	Flood 2016
Hazardous Materials Emergency	DFES	Hazard plan 2020
Heatwave Emergency	Dept. of Health	Heatwave 2020
Human Biosecurity/Epidemic Emergency	Dept. of Health	Human Biosecurity 2020
Land Search & Rescue Emergency	WA Police	Persons Lost or in distress requiring a Search and Rescue response 2020
Marine Oil Pollution Emergency	Dept. of Transport	Maritime Environment Emergencies (MEE) 2020
Road Crash Emergency	WA Police	Road Crash Emergency 2016
Storm Emergency	DFES-SES	Storm 2016
Tsunami Emergency	DFES	Tsunami 2016

These arrangements are based upon the premise that the Hazard Management Agency will be responsible for the above risks and will develop, test, and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's may require the Shire of Yalgoo resources and assistance during an emergency. The Shire of Yalgoo may aid/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified

1. Life
2. Critical Infrastructure

3. Property
4. Environment.

### **3.2 Incident Support Group**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### **3.2.1 Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may be involved in the incident.

#### **Membership of an ISG**

The ISG is made up of agencies/representatives that provide support to the HMA. As a rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

#### **3.2.2 Triggers for an ISG**

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers is met.

- requires multi agency response.
- has a protracted duration.
- requires coordination of multi-agency resources.
- requires resources from outside the local area.
- Some impact on critical infrastructure.
- has a medium level of complexity.
- has a medium impact on the routine functioning of the community.
- has potential to be declared an ‘Emergency Situation’; and/or
- consists of multiple hazards.

State EM Plan S5 – ‘Response’ should be consulted for further detail.

#### **3.2.3 Frequency of Meetings**

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

### **3.2.4 Location of ISG Meetings**

Proposed locations for ISG meetings will be determined by the Incident Controller and are detailed at appendix 2.

The option of Teleconference may be used subject to communications systems being available and working.

### **3.3 Media Management and Public Information**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

However, at the time of handover, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

The Shire will use all means possible to keep the community informed, this may be the use of Telephone trees, SMS, Shire Web site and other means available at the time.

### **3.4 Critical Infrastructure**

The Shire of Yalgoo has identified critical infrastructure within its district. Due to the sensitive nature of this information the detail of Critical infrastructure is included in appendix 4 and is not for public distribution.

### **3.5 Financial Arrangements**

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the *Shire of Yalgoo* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the *Shire of Yalgoo* occurs to ensure the desired level of support is achieved.

### **3.6 Evacuation**

#### **[Refer to State EM Policy 5.7.8 and 5.7.9](#)**

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control or restrict movement should also be considered where appropriate.'

Evacuation is a risk management strategy which may need to be implemented, particularly regarding cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

#### **3.6.1 Evacuation Planning Principles**

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

The WA Police Community Evacuation Plan for the Shire of Yalgoo will be provided as an Annex to these arrangements, when available.

Evacuation can be either:

**Controlled** –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

**Directed** - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

**Recommended** - A controlled evacuation whereby an HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with current Covid protocols:

- [Emergency Management Response Procedure 8](#) – Direction concerning the movement and evacuation in an emergency.



- [Emergency Management Response Procedure 17](#) – Direction concerning movement and evacuation during a State of Emergency
- [Western Australia Community Evacuation in Emergencies Guide](#).

### **3.6.2 Evacuation Management**

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating, and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC has responsibility under State Arrangements to maintain the welfare of evacuees under State Emergency Welfare Plan.

### **3.7 Vulnerable Groups**

For information on welfare arrangements for vulnerable groups please refer to the DC Emergency Welfare Plan.

### **3.8 Routes and Maps**

The main routes through the Shire of Yalgoo are as follows:

- Geraldton Mt Magnet Road (Bitumen): Main access road from Geraldton, through Yalgoo Town to Mount Magnet and Great Northern Highway.
- Morawa Yalgoo Road from Morawa and joins the Geraldton Mount Magnet Road on the out skirts of the Townsite of Yalgoo.
- Yalgoo Paynes Find Road, from Paynes Find to Yalgoo via Thundelarra Station this Road joins the Yalgoo Ninghan Road
- Yalgoo Ninghan Road from the Great Northern Highway to Yalgoo this Road has several turns off to mines on this Road.

Refer to Appendix 7. This section provides a map of the locality and identifies any issues and local landmarks.

### **3.9 Welfare**

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Yalgoo LEMC.

### **3.10 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- establish, chair, and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DC District Director.
- prepare, promulgate, test, and maintain the Local Welfare Plans.
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee.
- establish and maintain the Local Welfare Emergency Coordination Centre.
- ensure personnel and organisations are trained and exercised in their welfare responsibilities.
- provide training and support to Local Welfare Liaison Officers in Local Governments.
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

Refer to Contacts & Resources Register (Restricted document)

### **3.11 Local Welfare Liaison Officer**

Local Government shall appoint a Local Welfare Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation/Welfare Centre, including the management of emergency evacuation/welfare centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for the DC to arrive. With the delay in the DC arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare Coordinator.

Refer to Contacts & Resources Register (Restricted document).

### **3.12 State and National Registration and Inquiry**

The DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

### **3.13 Animals**

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to decide for their own animals.

### **3.14 Welfare Centres**

The Shire of Yalgoo holds an Emergency Welfare Centre Register which allows for DC to utilise the buildings contained within the document for Welfare purposes. For a detail list of evacuation / welfare centres refer to appendix 3.

## **PART 4 – RECOVERY**

Refer to the Shire of Yalgoo Local Recovery Plan 2022 which is a sub-plan to these arrangements.

## **PART 5 –EXERCISING, REVIEWING AND REPORTING**

### **5.1 The Aim of Exercising**

The [State Emergency Management Preparedness Procedure 7](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements.
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals.
- Providing the opportunity to promote the arrangements and educate the community.
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks.
- Improving the arrangements in accordance with the results of exercise debriefings.

It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

### **5.2 Frequency of Exercises**

Preparedness Procedure 19 – Exercise Management, requires the LEMC to exercise their arrangements on an annual basis.

### **5.3 Types of Exercises**

Some examples of exercise types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- Complex

Where possible the community should be encouraged to participate in or observe the exercise.

### **5.4 Reporting of Exercises**

The LEMC reports exercises scheduled to the relevant DEMC by the 1<sup>st</sup> May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref Preparedness Procedure 19).

Once the exercises have been completed, they should be reported to the DEMC via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.

### **5.5 Review of Local Emergency Management Arrangements**

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with SEMC Preparedness Procedure 7 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S42 of the EM Act).

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly.
- a review is conducted after training that exercises the arrangements.
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment, and population changes; and
- Circumstances may require more frequent reviews.

### **5.6 Review of Local Emergency Management Committee Positions**

The Shire of Yalgoo shall determine the term and composition of LEMC positions. (Preparedness Procedure 7). When determining the composition of the LEMC the Shire of Yalgoo will take into consideration Preparedness Procedure 7, s15-18 that provides a list of recommended members. Additional members may be invited where their membership will benefit the function of emergency management for the Shire.

The Shire of Yalgoo will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

### **5.7 Review of the Resources Register**

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.

**PART 6 –APPENDIXES****APPENDIX 1. RISK REGISTER****Risk Register Schedule**

Refer Appendix 8

**Risk Statement****Risk Treatment Strategies**

There is the potential that fire will destroy pastoral land and threaten homesteads and other property

Retain the risk by informed decision i.e., community are aware and prepared.

Remove flammable waste from near built-up areas to reduce risk to homes and property.

Put fire breaks around homesteads.

There is the potential that a weather event will cause a flood that decimates the new Ballinyoo Bridge

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure that the low-level crossing is maintained as a back-up access route.

There is the potential that a cyclone will decimate the Yalgoo Settlement and surrounding station homesteads

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure building regulations are hazard specific.

**APPENDIX 2. ISG MEETING LOCATIONS****ISG Meeting Locations****Location One:****Yalgoo Police Station****Address:**

	Name	Phone
1 <sup>st</sup> Contact	OIC	9962 8032 0418 905 654
2 <sup>nd</sup> Contact	Station	9962 8032

**Location Two:****Mullewa Police Station****Address:**

	Name	Phone
1 <sup>st</sup> Contact	OIC	9961 6600
2 <sup>nd</sup> Contact	Station	9961 6600

**Location Three:****Shire of Yalgoo – Council Chambers****Address:**

37 Gibbons Street Yalgoo

	Name	Phone	Sat Phone
1 <sup>st</sup> Contact	CEO	08 9962 8042	0407 484 840
2 <sup>nd</sup> Contact	Works Supervisor	08 9962 8042	0417 942 910

**L****Location Four:****Shire of Yalgoo – Evacuation Centre****Address:****Core Stadium Shamrock Road Yalgoo**

	Name	Phone	Sat Phone
1 <sup>st</sup> Contact	CEO	08 9962 8042	0407 484 840
2 <sup>nd</sup> Contact	Works Supervisor	08 9962 8042	0417 942 910

**APPENDIX 3. EVACUATION & WELFARE CENTRE INFORMATION****Evacuation / Welfare Centre Information**

	<b>Details</b>
Establishment/Facility:	<b>YALGOO CORE Stadium</b>
Physical Address	<b>Northern end of the township</b>
General Description of the Complex	<b>The building is built in an elevated site and is a single-story building with an enclosed/fenced oval next to it.</b>
Telephone No	<b>No</b>
Fax No	
Email Address	<a href="mailto:admin@yalgoo.wa.gov.au">admin@yalgoo.wa.gov.au</a> <a href="mailto:ceo@tyalgoo.wa.gov.au">ceo@tyalgoo.wa.gov.au</a>

**Contacts**

<b>Name</b>	<b>Position</b>	<b>Work Contact</b>	<b>Sat Phone</b>
Ian Holland	CEO	08 9962 8042	0407 484 840
Craig Holland	Works Supervisor	08 9962 8042	0417 942 910

**Access Details**

	<b>Details</b>
Keys	Available from the Shire
Alarm	No
Security	No
Universal Access	yes

**Accommodation Numbers** – as per Health Regulations



	Details
Sitting / Standing	50
Sleeping	30
Duration	24 – 48 hours

### **Amenities**

There are three ablution facilities that can support this facility:

- Disabled/unisex internal facility

Item	Yes/N o	Notes
<b><u>Toilet Facilities: Male</u></b>		
Toilets	1	
Urinal	2	
Hand Basins	2	
<b><u>Toilet Facilities: Female</u></b>		
Toilets	2	
Hand Basins	2	
<b><u>Disability Facilities - Unisex</u></b>		
Showers	1	
Toilet	1	
Hand Basins	1	
<b><u>Kitchen Store:</u></b>		
Chest freezer	1	Large chest freezer
Refrigerator	1	2 door fridge freezers
<b><u>Kitchen Facilities:</u></b>		
Stoves (types) Gas	Yes	2 stoves x 4 hot plates
Ovens	Yes	2 standard wall ovens
BBQ/Griddle plate wood & Gas	Yes	Situated on the Northern side of the building
Range Hood	Yes	2 over the hot plates
Refrigeration	Yes	1 x 2 door fridge Freezer
Microwave	1	
Urn	1	Wall mounted electric
Urn	1	Electric 20 lt
Bug Zapper	1	
Electrical sub-board		Northern side by double doors
<b><u>Change Rooms</u></b>		
<b><u>Male</u></b>		

Change room area		5 x 5 mt area
Showers	3	
Toilets	3	
Wash basins	2	
<b><u>Female change room</u></b>		
Change room area		5 x 5 mt area
Showers	3	
Toilets	2	
Wash basins	2	
<b><u>Dining Facilities:</u></b>		
Tables	10	
Chairs	45	
Cutlery and Crockery		Quantity of paper and wooden cutlery
<b><u>Main Area:</u></b>		
Vinyl flooring		Vinyl planking
Electrical switchboard		Outside SW corner outside
<b><u>Bar:</u></b>		
Counter		L shape
Kitchen Sink	Yes	Single bowl
Fridge	1	2 glass doors
<b><u>General Facilities:</u></b>		
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (Type)	Yes	Recycle
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	Yes	Wireless
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic	Yes	
Television	2	2 large screen TV sets with sat boxes

**External Amenities**

<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	No	
Outside Children's Play Area	Yes	
Recreation Rooms	No	

BBQ	Yes	NE corner double plate electric shire also has portable gas BBQ
Conference Rooms	No	Available at the old railway station building
Meeting Rooms	No	Available at the old railway station building
Swimming Pool	No	
Oval	Yes	Western side of building
<b><u>External Facilities:</u></b>		
Power Outlets	Yes	
Water	Yes	potable
Parking	Yes	
Area for Tents	Yes	
Toilets	No	
Caravan/Articulated Vehicles	Yes	Large area by the rifle range
<b><u>Other:</u></b>		
Mobile Phone Coverage	yeso	
Storage	No	
Pet friendly	Yes	

## Paynes Find

	<b>Details</b>
Establishment/Facility:	<b>Paynes Find COMMUNITY CENTRE</b>
Physical Address	<b>1007metres South of the Roadhouse, entering at the Airstrip sign off Great Northern Hwy – Keep to the left, enter through the gate</b>
General Description of the Complex	<b>The building is single story building with a low fence around it.</b>
Telephone No	<b>No</b>
Fax No	<b>No</b>

Email Address

[admin@yalgoo.wa.gov.au](mailto:admin@yalgoo.wa.gov.au)  
[ceo@yalgoo.wa.gov.au](mailto:ceo@yalgoo.wa.gov.au)

Paynes  
Find  
Community  
Centre



### Contacts

Name	Position	Work Contact	Sat Phone
Ian Holland	CEO	08 9962 8042	0407 484 840
Craig Holland	Works Supervisor	08 9962 8042	0417 942 910

### Access Details

	Details
Keys	Available from the Shire – First Aid Post - Roadhouse
Alarm	No
Security	No
Universal Access	Limited

**Accommodation Numbers** – as per Health Regulations

	Details
Sitting / Standing	Max 93    55 Chairs    8 Tables
Sleeping	40
Duration	24 – 48 hours

**Amenities**

Item	Yes/No	Notes
<b><u>Disability Facilities - Unisex</u></b>		
Showers	1	
Toilet	2	
Hand Basins	2	
Electrical sub-board	1	On rear of building for Toilet block solely
Hot Water system	1	Electric Storage
<b><u>Kitchen Facilities:</u></b>		
Stove - Gas	Yes	5 burners – 1 wok burner + Oven
Refrigerator	Yes	Standard Fridge/Freezer
Pie Warmer	Yes	
Urn	Yes	1 x Large caterers
Bug Zapper	Yes	
Water – Non-Potable	Yes	Bore and rain to Kitchen
<b><u>Dining Facilities:</u></b>		
Tables	8	Fold out laminated trestles
Chairs	55	Plastic
Cutlery and Crockery	Yes	Catering for approximately 30 people
<b><u>Main Area:</u></b>		
Vinyl Sheet flooring	Yes	
Window coverings	Yes	Wooden cresta blinds
<b><u>Bar:</u></b>		
Fridge	Yes	2 Door display – Storage at the moment In working order if necessary
Kitchen Sink	Yes	
Water – Non-Potable	Yes	Bore only

<b><u>General Facilities:</u></b>		
Rooms	3	Kitchen – Bar (Currently storage) - Main Area
Room – Small	1	Currently Doctors Consult Room Handbasin – Bore Water only - Aircon
RCD Protected	Yes	
Power Points	Yes	
Electrical switchboard	Yes	For whole of main building – Front LHS
Generator	Yes	Master switch – No mains power
Fire Equipment	Yes	Extinguishers & blanket
Air Conditioning (Type)	Yes	Split system in main room-Box in small room
Heating	Yes	Reverse cycle Split Portable Large Bar Heater
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes/No	No hard wired – Telstra tower near by
Internet Access	Yes/No	No hard wired – Telstra tower near by
Hot Water System	Yes	Inoperable – New unit to be installed if necessary
Water – Non-Potable	Yes	Bore and rain to Kitchen of Main building
Bins	Yes	Inside
Septic	Yes	

<b><u>Amenities Areas:</u></b>		
Enclosed Covered Area	No	Verandah's all the way around building
Outside Children's Play Area	Yes	2 seat swing
BBQs – Brick - Wood	Yes	Situated on Western side of the building x 2
Meeting Rooms	Yes	Small room in building could be adapted
Oval area (previous)	Yes/No	Adaptable to need
<b><u>External Facilities:</u></b>		
Power Outlets	No	
Water – Non-Potable	Yes	Bore and rain to external
Parking	Yes	
Area for Tents	Yes	
Caravan/Articulated Vehicles	Yes	
<b><u>Other:</u></b>		
Mobile Phone Coverage	Yes	
Storage	Yes	
Pet friendly	Yes	

Water Stopcock	Yes	Bottom of overhead tank Behind Generator Shed
----------------	-----	--

**APPENDIX 4. CRITICAL INFRASTRUCTURE****Critical Infrastructure**

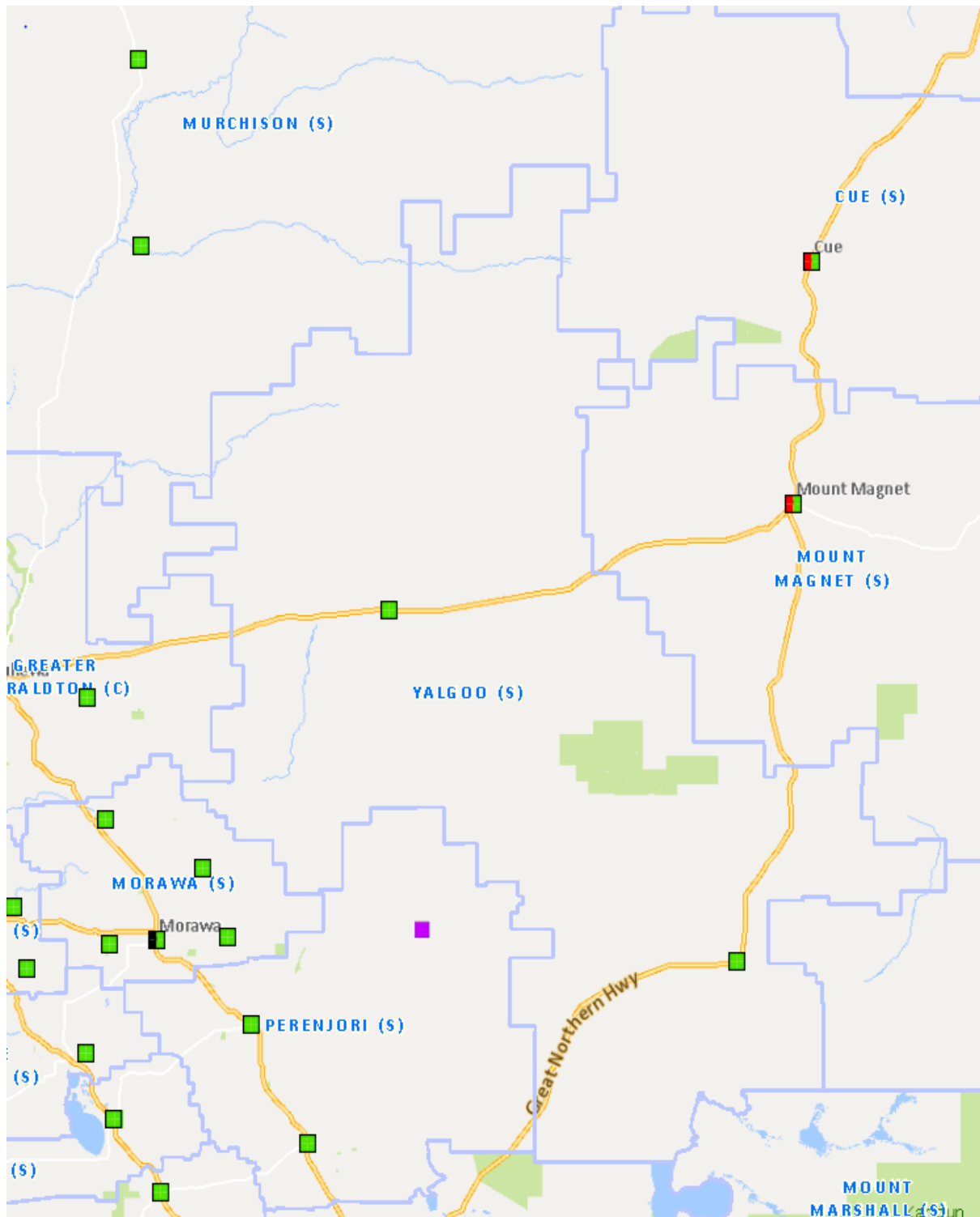
The infrastructure scheduled below is those that the community considers to be critical within the Shire of Yalgoo and therefore should be treated as such in an emergency:

<b>INFRASTRUCTURE</b>	<b>AGENCY RESPONSIBLE</b>
• Yalgoo Sports Club – First Aid Room	Shire
• Power Generation	Horizon Power
• Power Reticulation	Horizon Power
• All roads within the Shire	Shire & Main Roads WA
• Water Supply	Water Corp
• Wastewater Treatment	Shire
• Yalgoo Aerodrome	Shire
• Paynes Find Airstrip	Shire
• Communication Towers	Various providers
• Evacuation Centre's	Shire
• Shire Administration Centre	Shire



**APPENDIX 5. SPECIAL NEED GROUPS****Special Need Groups**

<b>Name</b>	<b>Address</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>No People</b>	<b>Have they got an evacuation plan?</b>

**APPENDIX 6. LOCAL DISTRICT MAPS****Local District Maps**

## Yalgoo Town site





## **Paynes Find**



## Yalgoo Shire

### APPENDIX 7. RESOURCE REGISTER

#### Interpreters

Translating & Interpreting Service (TIS National)

Telephone Interpreting Service

On-site Interpreting bookings 1300 655 082

Fax: 1300 654 151

24 Hrs contact: 13 14 50

Aust-Asia Migration & Interpreting Services

Office 59 King St, Perth WA 6000

Mobile Service 0414 497 199

Hellenic Interpreting & Translating Services

10 Everest Way

Alexander Heights WA 6064

Mobile Service 0404 887 007

Italian T/I Services

Translating/Interpreting

2 Townshend Ave Balcatta WA 6021 Ph.:

(08) 9344 7663

Deaf Society of Western Australia

Suite 46, 5 Aberdeen Street

East Perth WA 6004

Ph.: (08) 9441 2677

Fax: (08) 9441 2616

National Relay Service 13 3677

A/H: Emergency Deaf Interpreting Service

0410 017 540

#### Air Charter

Murchison Coast Air Charter

166 Marine Terrace

GERALDTON

1300 660 834

[info@abrolhosbat.com.au](mailto:info@abrolhosbat.com.au)

Geraldton Air Charter

Brearley Terminal

Geraldton Airport

Ph.: 9923 3434 Fax 9923 3262

[geroair@midwest.com.au](mailto:geroair@midwest.com.au)

Shine Aviation

Geraldton Airport

Ph.: 9923 3600

[admin@shineaviation.com.au](mailto:admin@shineaviation.com.au)

#### Traffic

Midwest Traffic Controllers

Ph.: 99655888

Mobile- 0418939378

Quality Traffic Communications

Chapman Rd

99239278

Mobile- 0419700160

#### Buses

Bus Hire

9926 1197

[reception@srs.reline.com.au](mailto:reception@srs.reline.com.au)

Thrifty Car Rental

Ph.: (08) 99233841

Hertz Car Rental

275 Place Road

Webborton & Geraldton Airport

Ph.: 9965 2844

[Geraldton@hertzrentals.com.au](mailto:Geraldton@hertzrentals.com.au)

#### Crane Hire

Geraldton Cranes & Haulage

26 Boyd Street

Geraldton

Ph.: 9921 6477 Fax 9921 6677

[gtncrane@inet.net.au](mailto:gtncrane@inet.net.au)

Procure Logistics

Place Road

OKG Cranes

Mobile 0400 383 355 Fax 9938 3300

[kavak@bigpond.com](mailto:kavak@bigpond.com)

Freo Cranes

114 Flores Road

Ph.: (08) 9965 2007 Fax (08 9964 2006)  
[geraldton@freogroup.com.au](mailto:geraldton@freogroup.com.au)

### **Earthmoving**

North Coast Contractors  
 475 Edward Road  
 Meru  
 Mobile: 0419 954 447 Fax 9923 7050

Central Earthmoving  
 134 Flores Road  
 Geraldton  
 Ph.: 9965 6565 Fax 9921 5910  
[ceneearth@ceneearth.com.au](mailto:ceneearth@ceneearth.com.au)

Coates Equipment Hire  
 65 Northwest Coastal Highway  
 Geraldton  
 Ph.: 9920 4200 Fax 9921 9040  
[geraldton@coateshire.com.au](mailto:geraldton@coateshire.com.au)

Tru Blu Hire  
 Industrial & Domestic Equipment Hire  
 76 Flores Rd Geraldton  
 Ph.: 99214288

Geraldton hire & Scaffolding  
 312 Place Rd Geraldton  
 Ph.: 9964 1048 or 0428 641 048

State-wide Equipment Hire  
 134 Flores Rd Geraldton  
 Ph.: 9965 2255 F 9965 2211  
[geraldton@sweh.com.au](mailto:geraldton@sweh.com.au)

GPC Earthmoving  
 17 Stow Street  
 Geraldton  
 Ph.: 9964 7388 Mobile 0428 939 611  
[gpcearthmoving@bigpond.com](mailto:gpcearthmoving@bigpond.com)

Midwest Mini Excavator & bobcat Hire  
 336 Beattie Road  
 Geraldton  
 Ph.: 9938 1411 Mobile 0418 939 701

Murchison Bobcat & Tip Truck Hire  
 17 Crawford Street  
 Geraldton  
 Ph.: 9923 1372 Mobile 0427 184 308  
[willow@modnet.com.au](mailto:willow@modnet.com.au)

GBH Earthmoving

14 Moresby Road  
 Moresby  
 Ph.: 9938 1667 M 0408 939 567  
[GBHEarthmoving@bigpond.com](mailto:GBHEarthmoving@bigpond.com)

Lenane Holdings Pty Ltd  
 106 Foskew Way<sup>106</sup>  
 Ph.: 9923 3900 Mobile 0418 939 870  
[lenaneholdings@bigpond.com](mailto:lenaneholdings@bigpond.com)

Ivey Contracting  
 11 White Peak Rd  
 Geraldton  
 Glenn 9938 3250 Mobile 0428 840 935

Moonyoonooka Backhoe Hire  
 PO Box 133  
 Moonyoonooka  
 Ph.: 9923 3180

K & S Bobcat Hire  
 PO Box 2236  
 Geraldton  
 Ph.: 9926 1643 Mobile 0419 992 471  
[ksbobcat@active8.net.au](mailto:ksbobcat@active8.net.au)

Midwest Dingo  
 33 Stephen Rd, Waggrakine  
 Mick – 0409 740 077

Kasam Bobcat  
 5 Sexton Drive Moresby  
 Ken – 0428 784 544  
[kscontractors@westnet.com.au](mailto:kscontractors@westnet.com.au)

Marsden's Mulch & Manure Bobcat & Truck Hire  
 18 Baker Street  
 Geraldton  
 Ph.: 9965 2447 Mobile 0409 842 209

Pemco Diesel  
 5 box Street  
 Geraldton  
 Ph.: 9964 8511 Mobile 0427 920 818  
 Richard 0428 920 818

### **Electrical Services**

Geraldton Electrical Co  
 14 Beaver Street  
 Geraldton  
 Ph.: 9964 1733



[info@geraltonelectricalco.com.au](mailto:info@geraltonelectricalco.com.au)

Beresford Electrical Services  
46 Anderson Street Geraldton  
Webborton 6530  
Ph.: 99643139 Mobile 0418 930 664  
[Beresford@wn.com.au](mailto:Beresford@wn.com.au)

Verlindens Electrical Geraldton  
Unit 1/29 Boyd Street  
Geraldton  
Ph.: 9964 1181 Fax 9964 1184  
[verlindenselect@westnet.com.au](mailto:verlindenselect@westnet.com.au)

B-Vec Electrical Services  
Fax 9938 1197 Mobile – Barry 0408 935 592  
[bvecelectrical@bigpond.com](mailto:bvecelectrical@bigpond.com)

Gary Laing Electrical  
7 Trigg Street  
Beresford  
Ph.: 9964 4017 Fax 9964 1010 Mobile 0418 939 407

Marc O'Brien Electrical  
PO Box 2977  
Geraldton  
Mobile 0429 009 656 Fax 9965 5111  
[obrienelectrical@bigpond.com](mailto:obrienelectrical@bigpond.com)

S & K Electrical Contracting Pty Ltd  
43 Bradford Street, Geraldton  
Ph.: 9964 6880 Fax 9964 6881  
[admin@skec.com.au](mailto:admin@skec.com.au)

Wellington Electrical  
12 Oleander Cres  
Geraldton  
Mobile 0418 939 034 Fax 9964 2357  
[welect@bigpond.net.au](mailto:welect@bigpond.net.au)

Mitchell & Brown  
180 Chapman Road  
Geraldton  
Ph.: 9965 9999  
[sales@mitchellandbrown.com.au](mailto:sales@mitchellandbrown.com.au)

Harvey Norman  
16 Anzac Terrace Geraldton  
P 9964 0111 F 9964 5722

ML Communications  
74 North West Costal Highways

9965 7555 Michael Link- 0418 939 325

Market Creations  
7 Chapman Road  
Ph.: 99208500

Leading Edge  
61 Marine Terrace Geraldton  
P 9921 1278 F 9921 8446  
[leegeraldton@westmet.com.au](mailto:leegeraldton@westmet.com.au)

Champion Bay Electrical  
Ph.: 9921 7557 Fax 9923 9264  
[cbelect@wn.com.au](mailto:cbelect@wn.com.au)

### **Generators**

Midwest Rewinds Generators  
104 Anderson Street  
Geraldton  
9965 0785

Kennards Hire  
134 Flores Road  
Geraldton  
W.A. 6530  
9964 6637

Coates Equipment Hire  
65 Northwest Coastal Highway  
Geraldton  
9920 4200 Fax 9921 9040  
[geraldton@coateshire.com.au](mailto:geraldton@coateshire.com.au)

### **Plumbing Services**

Sun City Plumbing  
7 box Street  
Geraldton  
9921 1700 Fax 9921 1760  
[admin@suncityplumbing.com.au](mailto:admin@suncityplumbing.com.au)

Nelson Plumbing  
11-13 Connolly Street, Geraldton  
Ph.: 9964 3334 M 0418 934 928

Solarhart  
Unit 16  
208-210 North West Coastal Highway  
Ph.: 9964 3314 Fax 9964 3315  
[bbqger@wn.com.au](mailto:bbqger@wn.com.au)

SR Plumbing and Gas Pty Ltd

292 Northwest Coastal Highway,  
Geraldton  
Ph.: 99645305 F 99211693 Saul – 0428  
442 209

Geraldton  
Mobile 0428 132 861

**Waste Removal**

Sunwest Plumbing  
17 Bosley Street  
Geraldton Ph.: 99383385 Fax 9938 3390  
Mobile – Ben 0418 881 937  
[sunwest@westnet.com.au](mailto:sunwest@westnet.com.au)

Cleanaway  
11- 13 Connolly Street  
Webborton  
9938 4000

T & T Plumbing Air conditioning and Gas  
9a View Street  
Geraldton  
Ph.: 9921 7225 Fax 9921 7572  
[ttplumbing@wn.com.au](mailto:ttplumbing@wn.com.au)

G & K Wheat Plumbing  
204 Place Road  
Geraldton  
Ph.: 9921 3601 Fax 9964 4161

Geraldton Blue Sea Plumbing and Gas  
PO Box 233  
Geraldton  
Ph.: 9938 1060 Mobile 0427 652 351

Herrings Coast Plumbing and Gas Fitting  
Services  
22 Stow Street  
Webborton  
Ph.: 9964 4171 Mobile – Chris 0418 939  
659  
[megablue@westnet.com.au](mailto:megablue@westnet.com.au)

Midwest Plumbing & Gas Fitter  
15 James Street  
Geraldton  
Ph.: 9921 5944 Mobile 0419 042 090

Same Day Plumbing  
16 Moresby Road  
Geraldton  
Mobile 0418 957 411 Fax 9938 3025

**Tree Lopper Services**

Aussie Tree Services  
30 Beaver Street  
Webborton  
Geraldton  
T 9964 2200

The Green Man Tree Services



## Appendix 8. Risk Matrix

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01/17	There is a risk that a road transport emergency will cause serious injury or death to people. Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the Shire of Yalgoo Local Government Area. The Shire of Yalgoo has several major heavy vehicle routes within its boundaries.	ALMOST CERTAIN	MAJOR	EXTREME	PEOPLE		
02/17	There is a risk that a severe storm will cause damage to or destroy infrastructure. Severe storm events affect the Midwest-Gascoyne area including the Shire of Yalgoo on an annual basis. There may also be significant damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
03/17	There is a risk that bush fires will cause death or serious injury to people. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	MODERATE	HIGH	PEOPLE		
04/17	There is a risk that bush fires will cause damage to or destroy the environment. Bush fires in the pasture lands can remove vegetation exposing the topsoil subject to erosion from wind or rain.	LIKELY	MODERATE	HIGH	ENVIRONMENT		
05/17	There is a risk that bush fires will affect the economy of the community. The farming community around Yalgoo may be exposed to financial losses from crop damage during harvest.	POSSIBLE	MODERATE	HIGH	ECONOMY		
06/17	There is a risk that bush fires will cause damage to or destroy infrastructure. Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	ALMOST CERTAIN	MODERATE	HIGH	INFRASTRUCTURE		
07/17	There is a risk that a hazardous materials spill will cause serious injury to people. Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	LIKELY	MODERATE	HIGH	PEOPLE		
08/17	There is a risk that a hazardous materials spill will cause harm to human health. Hazardous materials may release toxic fumes which could cause injuries especially in densely populated areas.	LIKELY	MODERATE	HIGH	PEOPLE		
09/17	There is a risk that a riverine flood will cause damage to or destroy infrastructure. The river has a history of flooding, and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
10/17	There is a risk that a severe storm will cause loss or damage to the environment. There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		

<b>11/17</b>	There is a risk that a severe storm will affect the economy of the community.	<b>POSSIBLE</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ECONOMY</b>		
<b>12/17</b>	There is a risk that a road transport emergency will cause damage to or destroy the environment.	<b>POSSIBLE</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ENVIRONMENT</b>		
<b>13/17</b>	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	<b>UNLIKELY</b>	<b>MAJOR</b>	<b>MEDIUM</b>	<b>PEOPLE</b>		
<b>14/17</b>	There is a risk that a hazardous materials spill will affect the economy of the community.	<b>UNLIKELY</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ECONOMY</b>		

# **SHIRE OF YALGOO**

## **FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

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STATEMENT OF COMPREHENSIVE INCOME

FINANCIAL ACTIVITY STATEMENT

DETAILED OPERATING AND NON OPERATING STATEMENT

**SHIRE OF YALGOO**

**STATEMENT OF COMPREHENSIVE INCOME**

**FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

	<b>2022-23 ADOPTED BUDGET</b>	<b>2022-23 SEPTEMBER BUDGET</b>	<b>2022-23 SEPTEMBER ACTUAL</b>
<b>EXPENDITURE</b>		\$	\$
General Purpose Funding	(211,342)	(48,431)	(46,638)
Governance	(516,840)	(129,209)	(67,997)
Law, Order, Public Safety	(200,379)	(50,095)	(44,727)
Health	(96,699)	(24,175)	(27,208)
Education and Welfare	(20,873)	(5,218)	(4,068)
Housing	(283,328)	(67,416)	(18,127)
Community Amenities	(237,505)	(58,676)	(48,255)
Recreation and Culture	(869,535)	(217,384)	(191,647)
Transport	(7,029,474)	(1,757,369)	(346,128)
Economic Services	(901,486)	(225,372)	(165,319)
Other Property and Services	(14,049)	(3,512)	(288,500)
	(10,381,510)	(2,586,856)	(1,248,616)
<b>FINANCE COSTS</b>			
Housing	(4,892)	(4,639)	0
Community Amenities	(1,120)	(855)	0
	(6,012)	(5,494)	0
<i>Total Expenditure</i>	(10,387,522)	(2,592,350)	(1,248,616)
<b>REVENUE</b>			
General Purpose Funding	3,259,507	2,564,991	2,526,056
Governance	0	0	0
Law, Order, Public Safety	35,200	8,800	0
Health	9,109	223	0
Education and Welfare	11,348	0	0
Housing	15,000	3,750	4,200
Community Amenities	40,425	18,075	18,068
Recreation and Culture	6,000	1,275	636
Transport	5,398,991	1,524,071	665
Economic Services	274,545	57,328	70,430
Other Property & Services	44,400	11,025	2,357
	9,094,525	4,189,537	2,622,411
<b>PROFIT (LOSS) ON DISPOSAL OF ASSETS</b>			
Plant and Equipment	2,700	0	0
Land and Buildings	0	0	0
<i>Gain (Loss) on Disposal</i>	2,700	0	0
<b>NON - OPERATING GRANTS,SUBS,CONTRIB</b>			
General Purpose Funding	828,220	0	414,110
Law Order and Public Safety	239,000	0	0
Recreation and Culture	348,359	0	0
Transport	697,293	0	0
Economic Services	0	0	0
<i>Total Non - Operating</i>	2,112,872	0	414,110
<i>Total Revenue</i>	11,210,097	4,189,537	3,036,521
<i>Net Result</i>	<b>822,575</b>	<b>1,597,187</b>	<b>1,787,906</b>
<i>Total Comprehensive Income</i>	<b>822,575</b>	<b>1,597,187</b>	<b>1,787,906</b>

**SHIRE OF YALGOO**  
**FINANCIAL ACTIVITY STATEMENT**

**FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

	2022-23 ADOPTED	2022-23 SEPTEMBER	2022-23 SEPTEMBER	2022-23 VARIANCE		2022-23 VARIANCE	COMMENTS
	BUDGET	BUDGET	ACTUAL	FAVOURABLE	UNFAVOURABLE		
<b>OPERATING REVENUE</b>	\$	\$	\$	\$	\$	%	
General Purpose Funding	4,087,727	2,564,991	2,940,166	375,175		0.00%	LRCI grant received earlier then anticipated and less rates levied and interest received
Governance	0	0	0				
Law, Order Public Safety	274,200	8,800	0		(8,800)	-100.00%	Fire Service grant and commission not yet received
Health	9,109	223	0		(223)	-100.00%	Minor variance
Education and Welfare	11,348	0	0				
Housing	15,000	3,750	4,200	450		12.00%	Minor variance
Community Amenities	40,425	18,075	18,068		(7)	-0.04%	Minor variance
Recreation and Culture	354,359	1,275	636		(639)	-50.13%	Minor variance
Transport	6,096,284	1,524,071	665		(1,523,406)	-99.96%	Flood damage ,R2R and MRWA grants not yet received and local road agreements contributions
Economic Services	274,545	57,328	70,430	13,103		22.86%	
Other Property and Services	44,400	11,025	2,357		(8,668)	-78.62%	Reimbursements for fuel credits not yet received from the ATO or posted to General Ledger
	<b>\$11,207,397</b>	<b>\$4,189,537</b>	<b>\$3,036,521</b>	<b>\$388,728</b>	<b>(\$1,541,744)</b>		
<b>LESS OPERATING EXPENDITURE</b>							
General Purpose Funding	(211,342)	(48,431)	(46,638)	1,792		3.70%	Minor variance
Governance	(516,840)	(129,209)	(67,997)	61,212		47.37%	Less consultancy expenses and admin. allocation and elected member remuneration
Law, Order, Public Safety	(200,379)	(50,095)	(44,727)	5,367		10.71%	Minor variance
Health	(96,699)	(24,175)	(27,208)		(3,034)	-12.55%	Minor variance
Education and Welfare	(20,873)	(5,218)	(4,068)	1,150		22.04%	Minor variance
Housing	(288,220)	(72,055)	(18,127)	53,928		74.84%	Less staff housing repairs and mtce
Community Amenities	(238,625)	(59,531)	(48,255)	11,276		18.94%	less town planning expenses and mtce of public conveniences
Recreation and Culture	(869,535)	(217,384)	(191,647)	25,736		11.84%	Additional expenditure Old Railway Station Building and art centre operations and less admin. allocation and heritage and planning projects
Transport	(7,029,474)	(1,757,369)	(346,128)	1,411,241		80.30%	Less expenditure on rural roads and flood damage works and additional expenditure Paynes Find airstrip
Economic Services	(901,486)	(225,372)	(165,319)	60,052		26.65%	Prepayment of Precepts to MRVC and less expenditure for Healthy Community Project additional caravan park expenditure
Other Property & Services	(14,049)	(3,512)	(288,500)		(284,988)	-8114.11%	Under allocation of PWO and POC and over allocation of administration costs
	<b>(\$10,387,522)</b>	<b>(\$2,592,350)</b>	<b>(\$1,248,616)</b>	<b>\$1,631,755</b>	<b>(\$288,022)</b>		
<i>Increase(Decrease)</i>	<b>\$819,875</b>	<b>\$1,597,187</b>	<b>\$1,787,906</b>	<b>\$2,020,484</b>	<b>(\$1,829,765)</b>		
<b>ADD</b>							
Movement in Employee Provisions (AL & LSL)	0	0	(27,744)		(27,744)	-100.00%	Payment of Annual and Long Service Lease from liability account

**SHIRE OF YALGOO**  
**FINANCIAL ACTIVITY STATEMENT**

**FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

	2022-23 ADOPTED	2022-23 SEPTEMBER	2022-23 SEPTEMBER	2022-23 VARIANCE		2022-23 VARIANCE	COMMENTS
	BUDGET	BUDGET	ACTUAL	FAVOURABLE	UNFAVOURABLE		
Movement in Non - Current Provisions	0	0	0				Less depreciation expensed
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	2,700	0	0				
Depreciation Written Back	809,421	202,355	151,716	(50,639)		-25.02%	
Book Value of Assets Sold Written Back	437,300	0	0				
	<b>\$1,249,421</b>	<b>\$202,355</b>	<b>\$123,972</b>	<b>(\$50,639)</b>	<b>(\$27,744)</b>		
<i>Sub Total</i>	<b>\$2,069,296</b>	<b>\$1,799,542</b>	<b>\$1,911,878</b>	<b>\$1,969,844</b>	<b>(\$1,857,509)</b>		
<b>LESS CAPITAL PROGRAMME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>%</b>	
Purchase Tools	0	0	0				Refer to capital works programme report
Purchase Land & Buildings	(1,233,220)	(100,000)	(48,299)	51,701		51.70%	
Infrastructure Assets - Roads	(1,483,293)	0	0				
Infrastructure Assets - Recreation Facilities	(87,077)	0	0				
Infrastructure Assets - Other	(40,652)	0	0				
Purchase Plant and Equipment	(1,444,000)	0	(9,510)		(9,510)	-100.00%	
Purchase Furniture and Equipment	(98,602)	0	0				
Repayment of Debt - Loan Principal	(82,094)	0	0				
Transfer to Reserves	(1,517,312)	0	0				
	<b>(\$5,986,250)</b>	<b>(\$100,000)</b>	<b>(\$57,809)</b>	<b>\$51,701</b>	<b>(\$9,510)</b>		
<b>ABNORMAL ITEMS</b>							
	<b>(\$5,986,250)</b>	<b>(\$100,000)</b>	<b>(\$57,809)</b>	<b>\$51,701</b>	<b>(\$9,510)</b>		
<i>Sub Total</i>	<b>(\$3,916,954)</b>	<b>\$1,699,542</b>	<b>\$1,854,069</b>	<b>\$2,021,546</b>	<b>(\$1,867,019)</b>		
<b>LESS FUNDING FROM</b>							
Reserves	320,000	0	0				
Loans Raised	0	0	0				
Opening Funds	3,596,954	3,596,954	3,596,954				
Closing Funds	0	0	0				
	<b>\$3,916,954</b>	<b>\$3,596,954</b>	<b>\$3,596,954</b>	<b>\$0</b>	<b>\$0</b>		
<b>NET SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$5,296,496</b>	<b>\$5,451,023</b>	<b>\$2,021,546</b>	<b>(\$1,867,019)</b>		

**SHIRE OF YALGOO****SUMMARY OF CURRENT ASSETS AND LIABILITIES****FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

<b>CURRENT ASSET</b>	<b>ACTUAL</b>
	<b>\$</b>
Cash at Bank	
- Cash Advance	200.00
- Cash at Bank	1,406,404.99
- Investments Unrestricted	0.00
- Investments Reserves	2,110,587.00
Sundry Debtors General	3,854,735.41
Stock on Hand	0.21
Other Assets	0.00
	<b>7,371,927.61</b>
<b>LESS CURRENT LIABILITIES</b>	<b>ACTUAL</b>
Sundry Creditors	(166,364.50)
Interest Bearing Loans and Borrowings	82,094.05
Provisions for Annual and Long Service Leave	194,992.30
	<b>110,721.85</b>
<b>Adjustments</b>	
Less Cash Backed Reserves	2,110,587.00
Plus Interest Bearing Loans and Borrowings	82,094.05
Plus Provision for Annual and Long Service Leave	194,992.30
Plus Accrued Salaries and Wages	22,787.08
Plus Interest on Debentures	530.96
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$ 5,451,023.15</b>

# SHIRE OF YALGOO

## STATEMENT OF FINANCIAL POSITION

### AS AT 30 SEPTEMBER 2022

This section analyses the movements in assets, liabilities and equity between 2021/22 and 2022/23.

	Actual 2021-22 \$	Actual 2022-23 \$	Variance \$
<b>Current assets</b>			
Cash and cash equivalents	4,856,299	3,517,192	-1,339,107
Trade and other receivables	1,531,946	3,854,735	2,322,789
Inventories	0	0	0
Other assets	0	0	0
<b>Total current assets</b>	<b>6,388,246</b>	<b>7,371,928</b>	<b>983,682</b>
<b>Non-current assets</b>			
Other Financial Assets	18,451	18,451	0
Property, plant and equipment	10,855,872	10,824,918	-30,954
Infrastructure	76,121,335	76,058,382	-62,953
<b>Total non-current assets</b>	<b>86,995,658</b>	<b>86,901,751</b>	<b>-93,907</b>
<b>Total assets</b>	<b>93,383,904</b>	<b>94,273,678</b>	<b>889,775</b>
<b>Current liabilities</b>			
Trade and other payables	704,023	-166,365	870,387
Interest-bearing loans and borrowings	82,094	82,094	0
Provisions	222,736	194,992	27,744
<b>Total current liabilities</b>	<b>1,008,853</b>	<b>110,722</b>	<b>898,131</b>
<b>Non-current liabilities</b>			
Interest-bearing loans and borrowings	46,815	46,815	0
Provisions	61,164	61,164	0
<b>Total non-current liabilities</b>	<b>107,979</b>	<b>107,979</b>	<b>0</b>
<b>Total liabilities</b>	<b>1,116,832</b>	<b>218,701</b>	<b>898,131</b>
<b>Net assets</b>	<b>92,267,072</b>	<b>94,054,977</b>	<b>1,787,906</b>
<b>Equity</b>			
Accumulated surplus	34,943,453	34,943,453	0
Change in net assets resulting from operations	0	1,787,906	1,787,906
Asset revaluation reserve	55,213,031	55,213,031	0
Other reserves	2,110,587	2,110,587	0
<b>Total equity</b>	<b>92,267,072</b>	<b>94,054,978</b>	<b>1,787,906</b>



**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 30 SEPTEMBER 2022**

<b><u>Leave Reserve</u></b>	<b>0101017056</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>	49,835.95	49,836	49,835.95
	<b>Plus Transfer from Accumulated Surplus</b>			
	-Other	0.00	0	0.00
	- Interest Received	0.00	1,771	0.00
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	0	0.00
	<b>CLOSING BALANCE</b>	<b>49,835.95</b>	<b>51,607</b>	<b>49,835.95</b>

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

<b><u>Plant Reserve</u></b>	<b>0101017059</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>	61,673.27	61,673	61,673.27
	<b>Plus Transfer from Accumulated Surplus</b>			
	-Other -	0.00	237,167	0
	- Interest Received	0.00	2,192	0.00
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	(200,000)	0
	<b>CLOSING BALANCE</b>	<b>61,673.27</b>	<b>101,032</b>	<b>61,673.27</b>

Purpose - To be used for the purchaseof major plant.

<b><u>Building Reserve</u></b>	<b>0101017060</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>	164,118.41	164,118	164,118.41
	<b>Plus Transfer from Accumulated Surplus</b>			
	- Interest Received	0.00	5,832	0.00
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	0	0
	<b>CLOSING BALANCE</b>	<b>164,118.41</b>	<b>169,950</b>	<b>164,118.41</b>

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

<b><u>Yalgoo Ninghan Road Reserve</u></b>	<b>0101017058</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>	857,088.39	857,088	857,088.39
	<b>Plus Transfer from Accumulated Surplus</b>			
	-Other unspent contribution	0.00	1,031,692	0.00
	- Interest Received	0.00	30,457	0.00
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other Recoup of Expenditure Road Mtce MMG	0.00	0	0.00
	<b>CLOSING BALANCE</b>	<b>857,088.39</b>	<b>1,919,237</b>	<b>857,088.39</b>

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

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 30 SEPTEMBER 2022**

<b><u>Sports Complex Reserve</u></b>	<b>0101017061</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Balance		96,890.53	96,891	96,890.53
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	3,443	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>96,890.53</b>	<b>100,334</b>	<b>96,890.53</b>

Purpose - For the development of new recreational facilities.

<b><u>Housing Maintenance Reserve</u></b>	<b>0101017050</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Balance		124,663.22	124,663	124,663.22
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	4,430	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>124,663.22</b>	<b>129,093</b>	<b>124,663.22</b>

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

<b><u>General Road Reserve</u></b>	<b>0101017051</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Balance		130,273.75	130,274	130,273.75
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	4,629	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>130,273.75</b>	<b>134,903</b>	<b>130,273.75</b>

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

<b><u>Community Amenities Maintenance Reserve</u></b>	<b>0101017062</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Balance		274,707.84	274,708	274,707.84
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	9,762	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>274,707.84</b>	<b>284,470</b>	<b>274,707.84</b>

Purpose - For the maintenance of community amenities.

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 30 SEPTEMBER 2022**

<b><u>HCP Reserve</u></b>	<b>0101017063</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Opening Balance</b>		143,388.09	143,388	143,388.09
<b>Plus Transfer from Accumulated Surplus</b>				
-Other		0.00	0	0.00
- Interest Received		0.00	5,096	0.00
<b>Less Transfer to Accumulated Surplus</b>				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>143,388.09</b>	<b>148,484</b>	<b>143,388.09</b>

Purpose - For future community projects operating expenditure.

<b><u>Yalgoo Morawa Road Reserve</u></b>	<b>0101017064</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Opening Balance</b>		182,825.36	182,825	182,825.36
<b>Plus Transfer from Accumulated Surplus</b>				
-Other Deflector Mine		0.00	173,453	0.00
- Interest Received		0.00	6,497	0.00
<b>Less Transfer to Accumulated Surplus</b>				
-Other		0.00	(120,000)	0.00
<b>CLOSING BALANCE</b>		<b>182,825.36</b>	<b>242,775</b>	<b>182,825.36</b>

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

<b><u>Superannuation Back Pay Reserve</u></b>	<b>0101017052</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Opening Balance</b>		24.31	24	24.31
<b>Plus Transfer from Accumulated Surplus</b>				
-Other		0.00	0	0.00
- Interest Received		0.00	1	0.00
<b>Less Transfer to Accumulated Surplus</b>				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>24.31</b>	<b>25</b>	<b>24.31</b>

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

<b><u>Office Equipment Reserve</u></b>	<b>0101017053</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Opening Balance</b>		3,664.79	3,665	3,664.79
<b>Plus Transfer from Accumulated Surplus</b>				
-Other		0.00	0	0.00
- Interest Received		0.00	130	0.00
<b>Less Transfer to Accumulated Surplus</b>				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>3,664.79</b>	<b>3,795</b>	<b>3,664.79</b>

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 SEPTEMBER 2022

<b><u>Natural Disaster Triggerpoint Reserve</u></b>	<b>0101017054</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		\$	\$	\$
Opening Balance		12,953.97	12,954	12,953.97
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	460	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
CLOSING BALANCE		12,953.97	13,414	12,953.97

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

<b><u>Emergency Road Repairs Reserve</u></b>	<b>0101017055</b>	<b>O/BALANCE 01-07-22</b>	<b>BUDGET 2022-23</b>	<b>ACTUALS 2022-23 YTD</b>
		\$	\$	\$
Opening Balance		8,478.93	8,479	8,478.93
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	301	0.00
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
CLOSING BALANCE		8,478.93	8,780	8,478.93

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

<b><u>Total</u></b>		<b>2,110,586.81</b>	<b>3,307,900</b>	<b>2,110,586.81</b>
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**SHIRE OF YALGOO**  
**LOAN SCHEDULE**  
**AS AT 30 SEPTEMBER 2022**

Program	Loan No.	Principal	Loans Raised		Interest		Loan Repayment		Principal	Principal
		01.07.2022	Budget 2022-23	Actual 2022-23	Budget 2022-23	Actual 2022-23	Budget 2022-23	Actual 2022-23	30.06.2023 Budget	30.09.2022 Actual
		\$	\$	\$	\$	\$	\$	\$	\$	\$
STAFF HOUSING	53	30,718	0	0	1685	0	20143	0	10,575	30,718
STAFF HOUSING	55	49,747	0	0	2,783	0	24,083	0	25,664	49,747
STAFF HOUSING	56	27,928	0	0	424	0	27,928	0	0	27,928
PUBLIC TOILETS	54	20,517	0	0	1,120	0	9,941	0	10,576	20,517
		<b>128,910</b>	<b>0</b>	<b>0</b>	<b>6,012</b>	<b>0</b>	<b>82,095</b>	<b>0</b>	<b>46,815</b>	<b>128,910</b>
PLUS Change in Net Accrual						0				
<b>TOTAL</b>		<b>128,910</b>	<b>0</b>	<b>0</b>	<b>6,012</b>	<b>0</b>	<b>82,095</b>	<b>0</b>	<b>46,815</b>	<b>128,910</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Proceeds Sale of Assets</b>						
1201011995 -Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
1405011995 · Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
1404011995 · Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
000000 CONTRA	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Laptop Computer	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Back Hoe	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Cab Dual Truck	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Cat Prime Mover	\$0	\$0	\$0	\$0	(\$100,000)	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Works Parks YA827	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Kubota	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Fortunner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Fortunner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle CEO	\$0	\$0	\$0	\$0	(\$55,000)	\$0
00000 Proceeds Sale of Assets - Community Bus	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Grader	\$0	\$0	\$0	\$0	\$0	\$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	(\$20,000)	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Works Foreman Ute YA1000	\$0	\$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 Insurance Claim - YA827 note purchased 2015-16	\$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	\$0	\$0	\$0	\$0	(\$25,000)	\$0
	\$0	\$0	\$0	\$0	(\$440,000)	\$0
						\$0
<b>Written Down Value</b>						
00000 Written Down Value - Prado	\$0	\$0	\$0	\$0	\$0	\$46,750
00000 Written Down Value - Fortuner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Fortuner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Kubota	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
00000 Written Down Value -Community Bus	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Trailer	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Multi Tyred Roller	\$0	\$0	\$0	\$0	\$0	\$55,000
00000 Written Down Value - Works Foreman ute YA1000	\$0	\$0	\$0	\$0	\$0	\$46,750
00000 Written Down Value - Truck Parks YA329	\$0	\$0	\$0	\$0	\$0	\$0
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 - Batching Plant and Agitator on Trailer	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Boomlift	\$0	\$0	\$0	\$0	\$0	\$0
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
<b>Sub Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$437,300</b>
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$440,000)</b>	<b>\$437,300</b>
<b>ABNORMAL ITEMS</b>						
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
<b>Sub Total - ABNORMAL ITEMS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - ABNORMAL ITEMS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - OPERATING STATEMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$440,000)</b>	<b>\$437,300</b>
<b>GENERAL PURPOSE FUNDING</b>						
<b>RATES</b>						
<b>OPERATING EXPENDITURE</b>						
0000000000 - Early Payment Incentive	\$0	\$0	\$0	\$0	\$0	\$1,000
0000000000 - Title Searches	\$0	\$0	\$0	\$20	\$0	\$200
0301052645 - Valuation Expenses	\$0	\$356	\$0	\$1,000	\$0	\$10,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>0301902540- Debt Collection Costs</b>	\$0	\$9,781	\$0	\$1,500	\$0	\$15,000
<b>0000000000 - Rates Computer Services</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0301052612 - Refunds</b>	\$0	\$0	\$0	\$200	\$0	\$2,000
<b>0000000000 - Other Expenses</b>	\$0	(4)	\$0	\$50	\$0	\$500
<b>0301922505 - Admin Allocation - Rates</b>	\$0	\$22,946	\$0	\$28,099	\$0	\$112,395
<b>0302052505 - Admin Allocation - Other GPF</b>	\$0	\$13,560	\$0	\$17,562	\$0	\$70,247
 <b>Sub Total - GENERAL RATES OP/EXP</b>	 \$0	 \$46,638	 \$0	 \$48,431	 \$0	 \$211,342
<b>OPERATING INCOME</b>						
 <b>I031 - Rates</b>						
<b>0301051740- GRV- Townsites Improved</b>	(\$29,306)	\$0	(\$28,547)	\$0	(\$28,547)	\$0
<b>0000000000- GRV- Mining Infrastructure</b>	(\$399,772)	\$0	(\$399,766)	\$0	(\$399,766)	\$0
<b>0301151720 - UV - Pastoral Rates</b>	(\$70,362)	\$0	(\$64,596)	\$0	(\$64,596)	\$0
<b>0301201710 - UV - Mining Leases</b>	(\$1,542,972)	\$0	(\$1,531,412)	\$0	(\$1,531,412)	\$0
<b>0301251700 - UV - Prospecting</b>	(\$221,838)	\$0	(\$265,664)	\$0	(\$265,664)	\$0
<b>0301451740- GRV - Minimum (Improved)</b>	(\$1,450)	\$0	(\$870)	\$0	(\$870)	\$0
<b>0301101745 - GRV - Minimum (Vacant)</b>	(\$3,480)	\$0	(\$3,190)	\$0	(\$3,190)	\$0
<b>0310551720 - UV - Minimum (Pastoral)</b>	(\$2,320)	\$0	(\$2,320)	\$0	(\$2,320)	\$0
<b>0310601710 - UV - Minimum (Mining)</b>	(\$7,830)	\$0	(\$7,250)	\$0	(\$7,250)	\$0
<b>0000000000 - UV - Minimum (Prospecting)</b>	(\$26,100)	\$0	(\$29,870)	\$0	(\$29,870)	\$0
<b>0000000000 - UV Interim (Exploration)</b>	\$0	\$0	(\$1,250)	\$0	(\$5,000)	\$0
<b>0301752615 - Rates Written Off &amp; Provision for Doubtful Debts Written Back</b>	\$46	\$0	\$0	\$0	\$0	\$0
<b>0301801125 - Legal Expenses Recovered</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0301401780 - Non Payment Penalty</b>	(\$11,798)	\$0	(\$1,250)	\$0	(\$5,000)	\$0
<b>0000000000 - FESA Interest</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0301951005 - Account Enquiries</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0301301770 - Cost of Instalment Option Interest</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0301351775 - Cost of Instalment Option Admin Fees</b>	(\$91)	\$0	(\$50)	\$0	(\$200)	\$0
 <b>Sub Total - GENERAL RATES OP/INC</b>	 (\$2,317,272)	 \$0	 (\$2,336,035)	 \$0	 (\$2,343,685)	 \$0
 <b>Total - GENERAL RATES</b>	 (\$2,317,272)	 \$46,638	 (\$2,336,035)	 \$48,431	 (\$2,343,685)	 \$211,342
 <b>OTHER GENERAL PURPOSE FUNDING</b>						
 <b>OPERATING EXPENDITURE</b>						
	\$0	\$0	\$0	\$0	\$0	\$0



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
0303051525 · Grants Commission	(\$161,600)	\$0	(\$161,600)	\$0	(\$646,398)	\$0
0303051525 · Local Road Grants	(\$47,106)	\$0	(\$47,106)	\$0	(\$188,424)	\$0
000000000- Grants - Local Roads and Community Infrastructure Program (LRCI)	(\$414,110)	\$0	\$0	\$0	(\$828,220)	\$0
0303051315 · Interest on Invest - Muni	(\$78)	\$0	(\$1,500)	\$0	(\$6,000)	\$0
0303051315 · Interest on Invest - Reserves	\$0	\$0	(\$18,750)	\$0	(\$75,000)	\$0
0303051315 · Interest on Invest-Other Funds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>	<b>(\$622,894)</b>	<b>\$0</b>	<b>(\$228,956)</b>	<b>\$0</b>	<b>(\$1,744,042)</b>	<b>\$0</b>
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>	<b>(\$622,894)</b>	<b>\$0</b>	<b>(\$228,956)</b>	<b>\$0</b>	<b>(\$1,744,042)</b>	<b>\$0</b>
<b>Total - GENERAL PURPOSE FUNDING</b>	<b>(\$2,940,166)</b>	<b>\$46,638</b>	<b>(\$2,564,991)</b>	<b>\$48,431</b>	<b>(\$4,087,727)</b>	<b>\$211,342</b>
<b>GOVERNANCE</b>						
<b>MEMBERS OF COUNCIL</b>						
<b>OPERATING EXPENDITURE</b>						
0401012725 · Members Subscriptions	\$0	\$0	\$0	\$500	\$0	\$2,000
0401012716 · Presidents allowance	\$0	\$2,000	\$0	\$3,000	\$0	\$12,000
0401012717 · Deputy Presidents allowance	\$0	\$500	\$0	\$750	\$0	\$3,000
0401012715 · Members Meeting Fees	\$0	\$4,934	\$0	\$7,620	\$0	\$30,480
0401012718 · Members Travelling	\$0	\$0	\$0	\$2,500	\$0	\$10,000
0401012719 · Member Communication Allowance	\$0	\$2,042	\$0	\$5,250	\$0	\$21,000
0401012060 · Conference Expenses	\$0	\$0	\$0	\$5,000	\$0	\$20,000
0401012120 · Training Expenses	\$0	\$2,197	\$0	\$2,500	\$0	\$10,000
0401012721 · Refreshments & Receptions	\$0	\$0	\$0	\$1,250	\$0	\$5,000
0401012722 · Election Expenses	\$0	\$0	\$0	\$0	\$0	\$0
0401012723 · Council Chambers Maintenance	\$0	\$0	\$0	\$1,250	\$0	\$5,000
0401012300· Members Insurance	\$0	\$634	\$0	\$117	\$0	\$467
0401012705 · Members Donations	\$0	\$500	\$0	\$2,500	\$0	\$10,000
0401052720 · Murchison Zone WALGA Exps	\$0	\$0	\$0	\$875	\$0	\$3,500
0401012720 · Members Expenses Other	\$0	\$871	\$0	\$1,875	\$0	\$7,500
0401012695 · Consultancy -Planning - Integrated,Policies ,ETC	\$0	\$0	\$0	\$18,750	\$0	\$75,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>0401012695 - Consultancy CEO Recruitment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0401252695 - Planning - Business Cases - Grant Applications</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>0401012505 - Admin Allocation - Members</b>	<b>\$0</b>	<b>\$54,240</b>	<b>\$0</b>	<b>\$70,247</b>	<b>\$0</b>	<b>\$280,988</b>
<b>0401012980 - Depn - Membership</b>	<b>\$0</b>	<b>\$79</b>	<b>\$0</b>	<b>\$226</b>	<b>\$0</b>	<b>\$905</b>
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>	<b>\$0</b>	<b>\$67,997</b>	<b>\$0</b>	<b>\$129,210</b>	<b>\$0</b>	<b>\$516,840</b>
<b>OPERATING INCOME</b>						
<b>0402011620 - Community Event funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - MEMBERS OF COUNCIL</b>	<b>\$0</b>	<b>\$67,997</b>	<b>\$0</b>	<b>\$129,210</b>	<b>\$0</b>	<b>\$516,840</b>
<b>GOVERNANCE - GENERAL</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Total - GOVERNANCE - GENERAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - GOVERNANCE</b>	<b>\$0</b>	<b>\$67,997</b>	<b>\$0</b>	<b>\$129,210</b>	<b>\$0</b>	<b>\$516,840</b>
<b>LAW ORDER &amp; PUBLIC SAFETY</b>						
<b>FIRE PREVENTION</b>						
<b>OPERATING EXPENDITURE</b>						
<b>050101 - Fire Prevention Expenses</b>	<b>\$0</b>	<b>\$7,431</b>	<b>\$0</b>	<b>\$1,875</b>	<b>\$0</b>	<b>\$7,500</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>050110 - Fire Vehicles Expenses</b>	<b>\$0</b>	<b>\$8,291</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>0501102300 - Fire Insurance</b>	<b>\$0</b>	<b>\$1,194</b>	<b>\$0</b>	<b>\$597</b>	<b>\$0</b>	<b>\$2,388</b>
<b>050115 - Fire Shed Expenses</b>	<b>\$0</b>	<b>\$2,648</b>	<b>\$0</b>	<b>\$885</b>	<b>\$0</b>	<b>\$3,539</b>
<b>050125 - Emergency Management (CESM)</b>	<b>\$0</b>	<b>\$3,184</b>	<b>\$0</b>	<b>\$6,500</b>	<b>\$0</b>	<b>\$26,000</b>
<b>0000000000 - Bushfire Mapping</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0000000000 - Feasibility Study Regional Emergency Facility</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0000000000 - Emergency Management Training Facility Amalgamation of Council Land</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0501012505 - Admin Allocation - Fire Control</b>	<b>\$0</b>	<b>\$5,424</b>	<b>\$0</b>	<b>\$7,025</b>	<b>\$0</b>	<b>\$28,098</b>
<b>0501012980 - Depn - Fire Control</b>	<b>\$0</b>	<b>\$763</b>	<b>\$0</b>	<b>\$4,399</b>	<b>\$0</b>	<b>\$17,597</b>
<b>Sub Total - FIRE PREVENTION OP/EXP</b>	<b>\$0</b>	<b>\$28,936</b>	<b>\$0</b>	<b>\$26,281</b>	<b>\$0</b>	<b>\$105,122</b>
<b>OPERATING INCOME</b>						
<b>0501011515 - Fire Service Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$7,750)</b>	<b>\$0</b>	<b>(\$31,000)</b>	<b>\$0</b>
<b>0501011515 - Fire Service Capital Grants - Light Tanker</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$239,000)</b>	<b>\$0</b>
<b>0501202695 - Fire Breaks Fees - DFES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0501251095 - FESA Admin Commission</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>\$0</b>	<b>(\$4,000)</b>	<b>\$0</b>
<b>Sub Total - FIRE PREVENTION OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$8,750)</b>	<b>\$0</b>	<b>(\$274,000)</b>	<b>\$0</b>
<b>Total - FIRE PREVENTION</b>	<b>\$0</b>	<b>\$28,936</b>	<b>(\$8,750)</b>	<b>\$26,281</b>	<b>(\$274,000)</b>	<b>\$105,122</b>
<b>ANIMAL CONTROL</b>						
<b>OPERATING EXPENDITURE</b>						
<b>050205 - Animal Control Expenses</b>	<b>\$0</b>	<b>\$7,564</b>	<b>\$0</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$5,000</b>
<b>0502012505 - Other Animal Control Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0502052695 - Animal Ranger Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,750</b>	<b>\$0</b>	<b>\$35,000</b>
<b>0502152695 - Animal Sterilisation Program</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$5,000</b>
<b>0502012505 - Admin Allocation - Animal Contr</b>	<b>\$0</b>	<b>\$5,424</b>	<b>\$0</b>	<b>\$7,025</b>	<b>\$0</b>	<b>\$28,098</b>
<b>0502012980 - Depn. Animal Control</b>	<b>\$0</b>	<b>\$92</b>	<b>\$0</b>	<b>\$91</b>	<b>\$0</b>	<b>\$365</b>
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>	<b>\$0</b>	<b>\$13,079</b>	<b>\$0</b>	<b>\$18,366</b>	<b>\$0</b>	<b>\$73,463</b>
<b>OPERATING INCOME</b>						

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>0502011305 - Fines &amp; Penalties</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0502011115 - Impounding Fees</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0000000000- Other Revenue</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0502011080 - Dog Registrations</b>	\$0	\$0	(\$50)	\$0	(\$200)	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>	\$0	\$0	(\$50)	\$0	(\$200)	\$0
<b>Total - ANIMAL CONTROL</b>	\$0	\$13,079	(\$50)	\$18,366	(\$200)	\$73,463
<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>						
<b>OPERATING EXPENDITURE</b>						
<b>050305 - Community Safety</b>	\$0	\$0	\$0	\$686	\$0	\$2,745
<b>0503102695 - MWIRSA LG Road Safety Contribution</b>	\$0	\$0	\$0	\$1,250	\$0	\$5,000
<b>0503012505 - Admin Allocation - Other Law</b>	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP/EXP</b>	\$0	\$2,712	\$0	\$5,449	\$0	\$21,794
<b>OPERATING INCOME</b>						
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP /INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - OTHER LAW ORDER PUBLIC SAFETY</b>	\$0	\$2,712	\$0	\$5,449	\$0	\$21,794
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>	\$0	\$44,727	(\$8,800)	\$50,095	(\$274,200)	\$200,379
<b>HEALTH</b>						
<b>HEALTH ADMINISTRATION &amp; INSPECTION</b>						
<b>OPERATING EXPENDITURE</b>						
<b>070405 - EHO Consulting</b>	\$0	\$2,719	\$0	\$4,000	\$0	\$16,000
<b>0704102650- Water Sampling Expenses</b>	\$0	\$360	\$0	\$250	\$0	\$1,000
<b>0704052720 - Other Health Admin Expenses</b>	\$0	\$0	\$0	\$75	\$0	\$300
<b>0704012505 - Admin Allocation - Other Health</b>	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>0704012980 - Depn. - Health Admin. &amp; Inspect</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$411</b>	<b>\$0</b>	<b>\$1,643</b>
<b>Sub Total - HEALTH ADMIN &amp; INSPECTION OP/EXP</b>	<b>\$0</b>	<b>\$5,791</b>	<b>\$0</b>	<b>\$8,248</b>	<b>\$0</b>	<b>\$32,992</b>
<b>OPERATING INCOME</b>						
<b>0704011105 - Health Inspection Fees and Food Licence Applications</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$185)</b>	<b>\$0</b>	<b>(\$740)</b>	<b>\$0</b>
<b>0704011190- Septic Tank Fee</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$38)</b>	<b>\$0</b>	<b>(\$150)</b>	<b>\$0</b>
<b>Sub Total - HEALTH ADMIN &amp; INSPECTION OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$223)</b>	<b>\$0</b>	<b>(\$890)</b>	<b>\$0</b>
<b>Total - HEALTH ADMIN &amp; INSPECTION</b>	<b>\$0</b>	<b>\$5,791</b>	<b>(\$223)</b>	<b>\$8,248</b>	<b>(\$890)</b>	<b>\$32,992</b>
<b>MATERNAL AND INFANT HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - MATERNAL AND INFANT HEALTH</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - MATERNAL AND INFANT HEALTH</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PREVENTIVE SERVICE</b>						
<b>OPERATING EXPENDITURE</b>						
<b>070505 - Mosquito Control</b>	<b>\$0</b>	<b>\$5,012</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$2,000</b>
<b>0705012505 - Admin Allocated - Prev Services</b>	<b>\$0</b>	<b>\$1,356</b>	<b>\$0</b>	<b>\$1,756</b>	<b>\$0</b>	<b>\$7,025</b>
<b>0705012980 - Depn - Prev Services</b>	<b>\$0</b>	<b>\$4,230</b>	<b>\$0</b>	<b>\$4,044</b>	<b>\$0</b>	<b>\$16,174</b>
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>	<b>\$0</b>	<b>\$10,598</b>	<b>\$0</b>	<b>\$6,300</b>	<b>\$0</b>	<b>\$25,199</b>
<b>Total - PREVENTIVE SERVICES</b>	<b>\$0</b>	<b>\$10,598</b>	<b>\$0</b>	<b>\$6,300</b>	<b>\$0</b>	<b>\$25,199</b>
<b>PREVENTIVE SERVICE - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - PREVENTIVE SERVICES - OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
<b>070705 - Health Centre Maintenance</b>	<b>\$0</b>	<b>\$4,753</b>	<b>\$0</b>	<b>\$2,055</b>	<b>\$0</b>	<b>\$8,219</b>
<b>070710 - Analytical Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125</b>	<b>\$0</b>	<b>\$500</b>
<b>070715 - Ambulance Services</b>	<b>\$0</b>	<b>\$642</b>	<b>\$0</b>	<b>\$293</b>	<b>\$0</b>	<b>\$1,170</b>
<b>070725 - Dental Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130</b>	<b>\$0</b>	<b>\$521</b>
<b>0707012505 - Other Health Admin Allocation</b>	<b>\$0</b>	<b>\$5,424</b>	<b>\$0</b>	<b>\$7,025</b>	<b>\$0</b>	<b>\$28,098</b>
<b>0707012980 - Depn - Other Health</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>000000-Additional Nurse Expenses</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - OTHER HEALTH OP/EXP</b>	<b>\$0</b>	<b>\$10,819</b>	<b>\$0</b>	<b>\$9,627</b>	<b>\$0</b>	<b>\$38,508</b>
<b>OPERATING INCOME</b>						
<b>0707011472 - Reimbursements WACHS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$8,219)</b>	<b>\$0</b>
<b>Sub Total - OTHER HEALTH OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$8,219)</b>	<b>\$0</b>
<b>Total - OTHER HEALTH</b>	<b>\$0</b>	<b>\$10,819</b>	<b>\$0</b>	<b>\$9,627</b>	<b>(\$8,219)</b>	<b>\$38,508</b>
<b>Total - HEALTH</b>	<b>\$0</b>	<b>\$27,208</b>	<b>(\$223)</b>	<b>\$24,175</b>	<b>(\$9,109)</b>	<b>\$96,699</b>
<b>EDUCATION &amp; WELFARE</b>						
<b>EDUCATION</b>						
<b>OPERATING EXPENDITURE</b>						
<b>0000000000 - Education Initiative</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$625</b>	<b>\$0</b>	<b>\$2,500</b>
<b>0601012505 - Admin Allocation - Other Educat</b>	<b>\$0</b>	<b>\$4,068</b>	<b>\$0</b>	<b>\$1,756</b>	<b>\$0</b>	<b>\$7,025</b>
<b>Sub Total - EDUCATION OP/EXP</b>	<b>\$0</b>	<b>\$4,068</b>	<b>\$0</b>	<b>\$2,381</b>	<b>\$0</b>	<b>\$9,525</b>
<b>Total - EDUCATION</b>	<b>\$0</b>	<b>\$4,068</b>	<b>\$0</b>	<b>\$2,381</b>	<b>\$0</b>	<b>\$9,525</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>OTHER EDUCATION</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - OTHER EDUCATION OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - OTHER EDUCATION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WELFARE</b>						
<b>OPERATING EXPENDITURE</b>						
<b>0601022720 - Youth and Family Programs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>0000000000 - Local Action Group Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,837</b>	<b>\$0</b>	<b>\$11,348</b>
<b>Sub Total - WELFARE OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,837</b>	<b>\$0</b>	<b>\$11,348</b>
<b>OPERATING INCOME</b>						
<b>000000 - Government Grant - Local Drug Action Team</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$11,348)</b>	<b>\$0</b>
<b>Sub Total - WELFARE OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$11,348)</b>	<b>\$0</b>
<b>Total - WELFARE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,837</b>	<b>(\$11,348)</b>	<b>\$11,348</b>
<b>AGED &amp; DISABLED OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - AGED &amp; DISABLED OTHER OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - AGED &amp; DISABLED OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - EDUCATION &amp; WELFARE</b>	<b>\$0</b>	<b>\$4,068</b>	<b>\$0</b>	<b>\$5,218</b>	<b>(\$11,348)</b>	<b>\$20,873</b>
<b>HOUSING</b>						
<b>STAFF HOUSING</b>						

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>OPERATING EXPENDITURE</b>						
090101 · Staff Housing Expenses	\$0	\$68	\$0	\$0	\$0	\$0
0901012300 · Housing Expenses - Insurance	\$0	\$0	\$0	\$4,025	\$0	\$16,100
0000000000 · Housing Expenses - Utilities	\$0	\$0	\$0	\$0	\$0	\$0
0901012805 · Housing Expenses - Utilities - Electricity	\$0	\$0	\$0	\$3,500	\$0	\$14,000
0901012820 · Housing Expenses - Utilities - Telephone /Internet	\$0	\$0	\$0	\$0	\$0	\$0
0901012825 · Housing Expenses - Utilities - Water	\$0	\$0	\$0	\$4,625	\$0	\$18,500
090105- Housing Expenses - R & M( Including painting)	\$0	\$0	\$0	\$35,089	\$0	\$140,355
0000000000 · Housing Expenses - Other	\$0	\$0	\$0	\$0	\$0	\$0
0901012425 · Interest Expense Loan 56	\$0	\$0	\$0	\$106	\$0	\$424
0901012410 · Interest Expense Loan 53	\$0	\$0	\$0	\$421	\$0	\$1,685
0901012420 · Interest Expense Loan 55	\$0	\$0	\$0	\$696	\$0	\$2,783
0901012505 · Admin Allocation	\$0	\$8,136	\$0	\$10,537	\$0	\$42,149
0901012980 · Depreciation - Staff Housing	\$0	\$4,838	\$0	\$4,651	\$0	\$18,604
<b>Sub Total - STAFF HOUSING OP/EXP</b>	<b>\$0</b>	<b>\$13,043</b>	<b>\$0</b>	<b>\$63,650</b>	<b>\$0</b>	<b>\$254,600</b>
<b>OPERATING INCOME</b>						
0901011195 · Staff Housing Rental	(\$4,200)	\$0	(\$3,750)	\$0	(\$15,000)	\$0
0901011640 · Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 · Telstra Fund	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 · Grant - 2 Units 17 Shemrock Street	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - STAFF HOUSING OP/INC</b>	<b>(\$4,200)</b>	<b>\$0</b>	<b>(\$3,750)</b>	<b>\$0</b>	<b>(\$15,000)</b>	<b>\$0</b>
<b>Total - STAFF HOUSING</b>	<b>(\$4,200)</b>	<b>\$13,043</b>	<b>(\$3,750)</b>	<b>\$63,650</b>	<b>(\$15,000)</b>	<b>\$254,600</b>
<b>HOUSING OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
0902012505 · Admin Alloc - Other Housing	\$0	\$0	\$0	\$3,512	\$0	\$14,049
0902012980 · Depn - Other Housing	\$0	\$5,084	\$0	\$4,893	\$0	\$19,571
<b>Sub Total - HOUSING OTHER OP/EXP</b>	<b>\$0</b>	<b>\$5,084</b>	<b>\$0</b>	<b>\$8,405</b>	<b>\$0</b>	<b>\$33,620</b>
<b>OPERATING INCOME</b>						
0902011620 · Other Housing Rental	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Total - HOUSING OTHER</b>	<b>\$0</b>	<b>\$5,084</b>	<b>\$0</b>	<b>\$8,405</b>	<b>\$0</b>	<b>\$33,620</b>
<b>Total - HOUSING</b>	<b>(\$4,200)</b>	<b>\$18,127</b>	<b>(\$3,750)</b>	<b>\$72,055</b>	<b>(\$15,000)</b>	<b>\$288,220</b>
<b>COMMUNITY AMENITIES</b>						
<b>SANITATION - HOUSEHOLD REFUSE</b>						
<b>OPERATING EXPENDITURE</b>						
100105 - Household Refuse Collection	\$0	\$14,318	\$0	\$10,000	\$0	\$40,000
100110 - Refuse Site Mainten - Yalgoo	\$0	\$3,755	\$0	\$2,294	\$0	\$9,176
100115 - Refuse Site Mainten - Paynes F	\$0	\$0	\$0	\$1,250	\$0	\$5,000
100120 - Commercial Refuse Collection	\$0	\$2,446	\$0	\$3,425	\$0	\$13,700
1001251170 - Replacement bins	\$0	\$0	\$0	\$500	\$0	\$2,000
1001012505 - Admin Allocation - Sanitation	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049
<b>Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP</b>	<b>\$0</b>	<b>\$23,231</b>	<b>\$0</b>	<b>\$20,981</b>	<b>\$0</b>	<b>\$83,925</b>
<b>OPERATING INCOME</b>						
1001051110 - Household Refuse Remove. Charges	(\$9,750)	\$0	(\$9,500)	\$0	(\$9,500)	\$0
1001201040 - Commercial Refuse Remov Charges	(\$3,500)	\$0	(\$3,250)	\$0	(\$3,250)	\$0
<b>Sub Total - SANITATION H/HOLD REFUSE OP/INC</b>	<b>(\$13,250)</b>	<b>\$0</b>	<b>(\$12,750)</b>	<b>\$0</b>	<b>(\$12,750)</b>	<b>\$0</b>
<b>Total - SANITATION HOUSEHOLD REFUSE</b>	<b>(\$13,250)</b>	<b>\$23,231</b>	<b>(\$12,750)</b>	<b>\$20,981</b>	<b>(\$12,750)</b>	<b>\$83,925</b>
<b>SANITATION OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - SANITATION OTHER OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
<b>Sub Total - SANITATION OTHER OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - SANITATION OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>SEWERAGE</b>						
<b>EFFLUENT DRAINAGE SYSTEM</b>						
<b>OPERATING EXPENDITURE</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - SEWERAGE OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - SEWERAGE OP/INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - SEWERAGE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>PROTECTION OF THE ENVIRONMENT</b>						
<b>OPERATING EXPENDITURE</b>						
<b>100205 - Removal Abandoned Vehicles</b>	\$0	\$0	\$0	\$0	\$0	\$500
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$500
<b>OPERATING INCOME</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - PROTECTION OF THE ENVIRONMENT</b>	\$0	\$0	\$0	\$0	\$0	\$500
<b>TOWN PLANNING AND REGIONAL DEVELOPMENT</b>						
<b>OPERATING EXPENDITURE</b>						
<b>1006052525 - TP Scheme Expenses</b>	\$0	\$1,236	\$0	\$1,250	\$0	\$5,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>1006202525 - EHO Consulting</b>	\$0	\$2,719	\$0	\$3,900	\$0	\$15,600
<b>100625 - Yalgoo Revitalisation Planning - Unspent Grant C/fwd</b>	\$0	\$0	\$0	\$4,969	\$0	\$19,875
<b>000000 - Heritage Strategy - Department of Planning Grant 50:50 contrib</b>	\$0	\$0	\$0	\$2,500	\$0	\$10,000
<b>1006012505 - Admin Allocation - Town Plannin</b>	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049
 <b>Sub Total - TOWN PLAN &amp; REG DEV OP/EXP</b>	 \$0	 \$6,667	 \$0	 \$16,131	 \$0	 \$64,524
 <b>OPERATING INCOME</b>						
 <b>100625 - Yalgoo Revitalisation Planning - Unspent Grant C/fwd</b>	 \$0	 \$0	 \$0	 \$0	 (\$19,875)	 \$0
<b>000000 - Heritage Grant - Department of Planning Unspent Grant</b>	\$0	\$0	(\$5,000)	\$0	(\$5,000)	\$0
<b>000000 - Town Planning Fees</b>	(\$4,142)	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/INC</b>	(\$4,142)	\$0	(\$5,000)	\$0	(\$24,875)	\$0
 <b>Total - TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>	 (\$4,142)	 \$6,667	 (\$5,000)	 \$16,131	 (\$24,875)	 \$64,524
 <b>OTHER COMMUNITY AMENITIES</b>						
 <b>OPERATING EXPENDITURE</b>						
 <b>100705 - Cemetery Expenses</b>	 \$0	 \$2,706	 \$0	 \$1,820	 \$0	 \$7,279
<b>100710 - Public Conveniences</b>	\$0	\$5,779	\$0	\$9,417	\$0	\$37,668
<b>100715 - Community Bus Expenses</b>	\$0	\$1,501	\$0	\$1,375	\$0	\$5,500
<b>100720 - Vacant Land Development/Mtce</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>1007012415 - Interest Expenditure - Loan 54</b>	\$0	\$0	\$0	\$280	\$0	\$1,120
<b>1007012505 - Admin Allocation - Other Commun</b>	\$0	\$5,424	\$0	\$7,025	\$0	\$28,098
<b>1007012980 - Depn - Other Community Services</b>	\$0	\$2,948	\$0	\$2,503	\$0	\$10,011
 <b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>	 \$0	 \$18,357	 \$0	 \$22,419	 \$0	 \$89,676
 <b>OPERATING INCOME</b>						
 <b>1007051035 - Cemetery Fees</b>	 \$0	 \$0	 \$0	 \$0	 (\$1,500)	 \$0
<b>1007151055 - Community Bus Hire</b>	(\$676)	\$0	(\$325)	\$0	(\$1,300)	\$0
 <b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>	 (\$676)	 \$0	 (\$325)	 \$0	 (\$2,800)	 \$0
 <b>Total - OTHER COMMUNITY AMENITIES</b>	 (\$676)	 \$18,357	 (\$325)	 \$22,419	 (\$2,800)	 \$89,676

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>URBAN STORMWATER DRAINAGE</b>						
<b>OPERATING EXPENDITURE</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - URBAN STORMWATER DRAINAGE OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - URBAN STORMWATER DRAINAGE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - COMMUNITY AMENITIES</b>	(\$18,068)	\$48,255	(\$18,075)	\$59,531	(\$40,425)	\$238,625
<b>RECREATION &amp; CULTURE</b>						
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>						
<b>OPERATING EXPENDITURE</b>						
110105 · Yalgoo Hall Expenses	\$0	\$2,375	\$0	\$3,127	\$0	\$12,507
000000 · Consultancy Fees -Yalgoo Hall Study - Scope of Works	\$0	\$0	\$0	\$0	\$0	\$0
1101012505 · Admin Allocation - Public Halls	\$0	\$13,560	\$0	\$17,562	\$0	\$70,247
1101012980 · Depn - Public Halls	\$0	\$1,914	\$0	\$1,923	\$0	\$7,692
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>	\$0	\$17,849	\$0	\$22,612	\$0	\$90,446
<b>OPERATING INCOME</b>						
1101051100 · Hall Hire	(\$341)	\$0	\$0	\$0	(\$500)	\$0
0000000000 Contribution - Yalgoo Hall Renovations - Lotterywest	\$0	\$0	\$0	\$0	(\$300,000)	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>	(\$341)	\$0	\$0	\$0	(\$300,500)	\$0
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>	(\$341)	\$17,849	\$0	\$22,612	(\$300,500)	\$90,446
<b>OTHER RECREATION &amp; SPORT</b>						
<b>OPERATING EXPENDITURE</b>						
110310 · Community Park Gibbon St	\$0	\$3,983	\$0	\$4,240	\$0	\$16,961
110315· Shamrock St Park	\$0	\$1,248	\$0	\$4,626	\$0	\$18,504

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>110320 - Old Railway Station grounds</b>	\$0	\$3,320	\$0	\$13,537	\$0	\$54,147
<b>110325 - Old Railway Station building</b>	\$0	\$22,248	\$0	\$3,535	\$0	\$14,140
<b>110330 - Paynes Find Complex Expenses</b>	\$0	\$14,298	\$0	\$2,500	\$0	\$10,000
<b>110335 - Tennis Courts</b>	\$0	\$0	\$0	\$317	\$0	\$1,268
<b>110340 - Yalgoo Hub - Covered Sports</b>	\$0	\$4,986	\$0	\$3,750	\$0	\$15,000
<b>110376 - Rifle Range</b>	\$0	\$1,054	\$0	\$328	\$0	\$1,313
<b>110350 - Yalgoo Golf Course</b>	\$0	\$21	\$0	\$138	\$0	\$550
<b>110375 - Men's Shed</b>	\$0	\$593	\$0	\$339	\$0	\$1,355
<b>110370 - Water Park Mtce</b>	\$0	\$3,013	\$0	\$7,004	\$0	\$28,017
<b>110380 - Community Oval and Pavilion</b>	\$0	\$7,991	\$0	\$13,750	\$0	\$55,000
<b>1103012505 - Admin Allocation - Other Recrea</b>	\$0	\$13,560	\$0	\$17,562	\$0	\$70,247
<b>1103012980 - Depn - Other Recreation</b>	\$0	\$26,932	\$0	\$27,223	\$0	\$108,893
 <b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>	 \$0	 \$103,246	 \$0	 \$98,849	 \$0	 \$395,395
 <b>OPERATING INCOME</b>						
 <b>1103251135 - Old Railway Station Hire</b>	 \$0	 \$0	 \$0	 \$0	 (\$100)	 \$0
<b>0000000000 - Core Stadium Hire</b>	\$0	\$0	\$0	\$0	(\$150)	\$0
<b>0000000000 - Mens Shed Hire</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>1103301140 - Paynes Find Complex Hire</b>	\$0	\$0	\$0	\$0	(\$150)	\$0
<b>0000000000 - Grant - CRSFF Resurface Rage Cage, Tennis and Basketball</b>	\$0	\$0	\$0	\$0	(\$32,667)	\$0
<b>0000000000 - Grant - Community Pool Revitalisation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>0000000000 - Grant - CRSFF Relocate Stadium Fence</b>	\$0	\$0	\$0	\$0	(\$15,692)	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>	\$0	\$0	\$0	\$0	(\$48,759)	\$0
 <b>Total - OTHER RECREATION &amp; SPORT</b>	 \$0	 \$103,246	 \$0	 \$98,849	 (\$48,759)	 \$395,395
 <b>TV AND RADIO BROADCASTING</b>						
 <b>OPERATING EXPENDITURE</b>						
 <b>110405 - Rebroadcasting Licences</b>	 \$0	 \$0	 \$0	 \$250	 \$0	 \$1,000
<b>1104102695 - Rebroadcasting Mats/Contr</b>	\$0	\$279	\$0	\$788	\$0	\$3,150
<b>110415 - Rebroadcasting Equip Mtce</b>	\$0	\$0	\$0	\$250	\$0	\$1,000
<b>1104012505 - Admin Allocated - TV</b>	\$0	\$1,356	\$0	\$1,756	\$0	\$7,025
 <b>Sub Total - TV AND RADIO BROADCASTING OP/EXP</b>	 \$0	 \$1,635	 \$0	 \$3,044	 \$0	 \$12,175
 <b>OPERATING INCOME</b>						

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>1104011640-Reimbursements</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - TV AND RADIO BROADCASTING OP/INC</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Total - TV AND RADIO BROADCASTING OP/INC</b>	<b>\$0</b>	\$1,635	<b>\$0</b>	\$3,044	\$0	\$12,175
<b>LIBRARIES</b>						
<b>OPERATING EXPENDITURE</b>						
<b>1105052600 - Freight &amp; Post (Books)</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$188	\$0	\$750
<b>1105052720 - Library Other Expenses</b>	<b>\$0</b>	\$15	<b>\$0</b>	\$625	\$0	\$2,500
<b>1105052505 - Admin Allocation - Libraries</b>	<b>\$0</b>	\$13,560	<b>\$0</b>	\$17,562	\$0	\$70,247
<b>Sub Total - LIBRARIES OP/EXP</b>	<b>\$0</b>	\$13,575	<b>\$0</b>	\$18,374	\$0	\$73,497
<b>OPERATING INCOME</b>						
	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - LIBRARIES OP/INC</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Total - LIBRARIES</b>	<b>\$0</b>	\$13,575	<b>\$0</b>	\$18,374	\$0	\$73,497
<b>OTHER CULTURE</b>						
<b>OPERATING EXPENDITURE</b>						
<b>110605 - Municipal heritage Inventory</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$125	\$0	\$500
<b>110610 - Celebration</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$2,500	\$0	\$10,000
<b>1106012505 - Admin Allocated Other Culture</b>	<b>\$0</b>	\$4,068	<b>\$0</b>	\$3,512	\$0	\$14,049
<b>110705 - Museum/Gaol Expenses (Including additional Mtce)</b>	<b>\$0</b>	\$1,953	<b>\$0</b>	\$3,750	\$0	\$15,000
<b>110710 - Chapel Expenses</b>	<b>\$0</b>	\$1,079	<b>\$0</b>	\$1,250	\$0	\$5,000
<b>110740 - Old Anglican Church</b>	<b>\$0</b>	\$1,082	<b>\$0</b>	\$1,250	\$0	\$5,000
<b>110615 - Art Centre Operations and Projects</b>	<b>\$0</b>	\$44,447	<b>\$0</b>	\$35,621	\$0	\$142,484
<b>1107012505 - Admin Alloc - Other Heritage</b>	<b>\$0</b>	\$2,712	<b>\$0</b>	\$5,269	\$0	\$21,074
<b>1107012980 - Depn Other Heritage</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$2,479	\$0	\$9,915
<b>0000000000 - Heritage and Tourism Planning and Projects</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$15,000	\$0	\$60,000
<b>0000000000 - Heritage Signs Replacement</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$3,000	\$0	\$12,000
<b>0000000000 - Heritage Advisory Service</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$750	\$0	\$3,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - OTHER CULTURE OP/EXP</b>	<b>\$0</b>	<b>\$55,341</b>	<b>\$0</b>	<b>\$74,506</b>	<b>\$0</b>	<b>\$298,022</b>
<b>OPERATING INCOME</b>						
<b>1107011175 - Sale of History Books</b>	<b>(\$93)</b>	<b>\$0</b>	<b>(\$25)</b>	<b>\$0</b>	<b>(\$100)</b>	<b>\$0</b>
<b>1106151178 - Sales Arts and Cultural Centre</b>	<b>(\$75)</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>\$0</b>	<b>(\$4,000)</b>	<b>\$0</b>
<b>1107051220 - Chapel &amp; Museum Fees</b>	<b>(\$127)</b>	<b>\$0</b>	<b>(\$250)</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>\$0</b>
<b>0000000000 - Other Revenue- Meedac</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - OTHER CULTURE OP/INC</b>	<b>(\$295)</b>	<b>\$0</b>	<b>(\$1,275)</b>	<b>\$0</b>	<b>(\$5,100)</b>	<b>\$0</b>
<b>Total - OTHER CULTURE</b>	<b>(\$295)</b>	<b>\$55,341</b>	<b>(\$1,275)</b>	<b>\$74,506</b>	<b>(\$5,100)</b>	<b>\$298,022</b>
<b>Total - RECREATION AND CULTURE</b>	<b>(\$636)</b>	<b>\$191,647</b>	<b>(\$1,275)</b>	<b>\$217,384</b>	<b>(\$354,359)</b>	<b>\$869,535</b>
<b>TRANSPORT</b>						
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>						
<b>OPERATING EXPENDITURE</b>						
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
<b>1201011435 - RRGP Grants Yalgoo- Ninghan</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$80,000)</b>	<b>\$0</b>	<b>(\$320,000)</b>	<b>\$0</b>
<b>1201011440- RRGP Grants 2015-16 Yalgoo- Ninghan</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>1201011560 - MRWA Direct Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$41,948)</b>	<b>\$0</b>	<b>(\$167,791)</b>	<b>\$0</b>
<b>1201011430 - Grants and Contributions - Yalgoo-NINGHAN R2R \$377293</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$94,323)</b>	<b>\$0</b>	<b>(\$377,293)</b>	<b>\$0</b>
<b>1201011415 - Road Agreements Income - Mt Gibson Shine</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>1201011415 - Road Agreements Income - EMR GOLDEN GROVE</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$37,800)</b>	<b>\$0</b>	<b>(\$151,200)</b>	<b>\$0</b>
<b>1201011420- Road Agreements Income - Silverlake Mo-Ya Rd</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$20,000)</b>	<b>\$0</b>	<b>(\$80,000)</b>	<b>\$0</b>
<b>000000000- Grant DFES - Flood Damage AGRN 962 and 1021</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,250,000)</b>	<b>\$0</b>	<b>(\$5,000,000)</b>	<b>\$0</b>
<b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,524,071)</b>	<b>\$0</b>	<b>(\$6,096,284)</b>	<b>\$0</b>
<b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,524,071)</b>	<b>\$0</b>	<b>(\$6,096,284)</b>	<b>\$0</b>



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>						
<b>OPERATING EXPENDITURE</b>						
120105 - Town Streets Maintenance	\$0	\$28,275	\$0	\$33,587	\$0	\$134,347
120101 - Road Maintenance General	\$0	\$0	\$0	\$0	\$0	\$0
120110 - Footpaths/Crossover Mtce	\$0	\$0	\$0	\$2,500	\$0	\$10,000
120111 - Lighting of Streets	\$0	\$874	\$0	\$2,500	\$0	\$10,000
120113 - Street Trees & Watering	\$0	\$0	\$0	\$1,818	\$0	\$7,272
120125- Signs Repairs /Replacement	\$0	\$798	\$0	\$3,327	\$0	\$13,308
120126 - Street Sweeping	\$0	\$0	\$0	\$1,500	\$0	\$6,000
120129-Grid Cleaning	\$0	\$0	\$0	\$3,750	\$0	\$15,000
120127 - Vegation/Weed Control	\$0	\$0	\$0	\$5,750	\$0	\$23,000
120130 - Road Inspection After Rain	\$0	\$0	\$0	\$1,250	\$0	\$5,000
120150 - Engineering	\$0	\$0	\$0	\$3,750	\$0	\$15,000
120155 - Rural Road Maintenance	\$0	\$130,769	\$0	\$313,476	\$0	\$1,253,905
120155 - Rural Road Maintenance -Safe Roads Pothole Mtce LRCI	\$0	\$0	\$0	\$0	\$0	\$0
120156 - Roman Expenses	\$0	\$7,349	\$0	\$1,875	\$0	\$7,500
1201012505 - Admin Allocation - Roads	\$0	\$13,560	\$0	\$17,562	\$0	\$70,247
1201012980 - Depreciation - Transport Other	\$0	\$47,009	\$0	\$96,874	\$0	\$387,496
120128 - Repair Damged Grids	\$0	\$0	\$0	\$1,750	\$0	\$7,000
000000 - Flood Damage DFES Grant expenditure	\$0	\$67,934	\$0	\$1,250,000	\$0	\$5,000,000
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>	<b>\$0</b>	<b>\$296,568</b>	<b>\$0</b>	<b>\$1,741,269</b>	<b>\$0</b>	<b>\$6,965,075</b>
<b>OPERATING INCOME</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - MTCE STREETS ROADS DEPOTS</b>	<b>\$0</b>	<b>\$296,568</b>	<b>\$0</b>	<b>\$1,741,269</b>	<b>\$0</b>	<b>\$6,965,075</b>
<b>AERODROME</b>						
<b>OPERATING EXPENDITURE</b>						
120205 - Yalgoo Airstrip	\$0	\$6,047	\$0	\$3,798	\$0	\$15,193



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**Detailed Statement**

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And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>120210 - Paynes Find Airstrips</b>	<b>\$0</b>	<b>\$35,370</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$10,000</b>
<b>120215 - Emergency Airstrips</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$3,000</b>
<b>1206012505 - Admin Allocation - Aerodromes</b>	<b>\$0</b>	<b>\$2,712</b>	<b>\$0</b>	<b>\$3,512</b>	<b>\$0</b>	<b>\$14,049</b>
<b>1206012980 - Depn - Aerodromes</b>	<b>\$0</b>	<b>\$5,431</b>	<b>\$0</b>	<b>\$5,539</b>	<b>\$0</b>	<b>\$22,157</b>
<b>Sub Total - AERODROME OP/EXP</b>	<b>\$0</b>	<b>\$49,560</b>	<b>\$0</b>	<b>\$16,100</b>	<b>\$0</b>	<b>\$64,399</b>
<b>OPERATING INCOME</b>						
	<b>(\$665)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - AERODROME OP/INC</b>	<b>(\$665)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - AERODROME OP/EXP</b>	<b>(\$665)</b>	<b>\$49,560</b>	<b>\$0</b>	<b>\$16,100</b>	<b>\$0</b>	<b>\$64,399</b>
<b>Total - TRANSPORT</b>	<b>(\$665)</b>	<b>\$346,128</b>	<b>(\$1,524,071)</b>	<b>\$1,757,369</b>	<b>(\$6,096,284)</b>	<b>\$7,029,474</b>
<b>ECONOMIC SERVICES</b>						
<b>RURAL SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
<b>130110 - Vermin Control - MRVC Annual Contribution</b>	<b>\$0</b>	<b>\$34,468</b>	<b>\$0</b>	<b>\$8,617</b>	<b>\$0</b>	<b>\$34,468</b>
<b>000000 - Contribution - Southern Rangelands Pastoral Alliance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250</b>	<b>\$0</b>	<b>\$13,000</b>
<b>000000- Noxious Weeds ,Plants and Pests</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>1301012505 - Admin Allocated</b>	<b>\$0</b>	<b>\$5,424</b>	<b>\$0</b>	<b>\$7,025</b>	<b>\$0</b>	<b>\$28,098</b>
<b>130176 - Wild Dog Bounty</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$2,000</b>
<b>130176 - Wild Dog Community Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>		<b>\$10,000</b>
<b>000000 - Vermin Control - Vermin Cell Fence Drought Grant</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - RURAL SERVICES OP/EXP</b>	<b>\$0</b>	<b>\$39,892</b>	<b>\$0</b>	<b>\$21,892</b>	<b>\$0</b>	<b>\$87,566</b>
<b>OPERATING INCOME</b>						
<b>130110551 - Grant - Drought Vermin Cell fence</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - RURAL SERVICES OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - RURAL SERVICES</b>	<b>\$0</b>	<b>\$39,892</b>	<b>\$0</b>	<b>\$21,892</b>	<b>\$0</b>	<b>\$87,566</b>
<b>TOURISM AND AREA PROMOTION</b>						

*Shire of Yalgoo**Detailed Statement*

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>OPERATING EXPENDITURE</b>						
1302052000 · C'van Park - Salaries & Wages	\$0	\$26,470	\$0	\$31,408	\$0	\$125,630
0000000000·Caravan Park Accrued Leave Expenses	\$0	\$0	\$0	\$897	\$0	\$3,588
0000000000·Caravan Park· Superannuation	\$0	\$0	\$0	\$3,298	\$0	\$13,191
1302052120 · C'van Park - Staff Training	\$0	\$0	\$0	\$500	\$0	\$2,000
0000000000- Caravan Park Workers Comp Insurance	\$0	\$0	\$0	\$784	\$0	\$3,136
130204 · C'van Park - CVP House exp	\$0	\$0	\$0	\$2,050	\$0	\$8,200
130205 · Caravan Park Expenditure	\$0	\$60,866	\$0	\$46,267	\$0	\$185,069
130201 · Tourism Promotion (incl Outback Parkways and Geo Park)	\$0	\$0	\$0	\$12,500	\$0	\$50,000
130208 · Tourism Signage	\$0	\$0	\$0	\$250	\$0	\$1,000
130209 · Town Entry Statements (Mtce)	\$0	\$315	\$0	\$1,379	\$0	\$5,516
130210 · Website Development Expenses	\$0	\$0	\$0	\$8,750	\$0	\$35,000
130211 · Regional Tourism Project Unspent Grant and Member Shire Contrib	\$0	\$0	\$0	\$2,521	\$0	\$10,085
1302332000 · Wurarga Dam	\$0	\$0	\$0	\$0	\$0	\$0
130225 · Centrecare support	\$0	\$0	\$0	\$0	\$0	\$0
130226 · Festival Events including Emu Cup	\$0	\$135	\$0	\$12,500	\$0	\$50,000
000000- Open Air Sculpture Event	\$0	\$0	\$0	\$0	\$0	\$0
000000 ·Goods For Resale- Arts and Crafts Centre	\$0	\$0	\$0	\$0	\$0	\$0
130227 · Yalgoo Racetrack Expenses	\$0	\$1,492	\$0	\$5,000	\$0	\$20,000
130228 · Yalgoo Gymkhana Expenses	\$0	\$0	\$0	\$0	\$0	\$0
000000 · Yalgoo Races Contribution	\$0	\$0	\$0	\$2,500	\$0	\$10,000
130229 · Jokers Tunnel Expenses	\$0	\$333	\$0	\$2,701	\$0	\$10,802
130230 · Yalgoo Lookout Expenses	\$0	\$166	\$0	\$1,250	\$0	\$5,000
130231 · Banners in the Terrace	\$0	\$0	\$0	\$0	\$0	\$0
1302502000 · HCP Salaries and Wages	\$0	\$0	\$0	\$10,335	\$0	\$41,338
130250 · HCP Accrued Leave Expenses	\$0	\$0	\$0	\$311	\$0	\$1,242
130250. ·HCP Superannuation	\$0	\$0	\$0	\$2,119	\$0	\$8,474
130250- Insurance Workers Comp	\$0	\$0	\$0	\$367	\$0	\$1,466
1302502120 · HCP Staff & Training Expenses	\$0	\$0	\$0	\$1,250	\$0	\$5,000
130251 · HCP Project Activity Expenses	\$0	\$975	\$0	\$7,500	\$0	\$30,000
12 02 52 · HCP Vehicle YA805	\$0	\$0	\$0	\$1,875	\$0	\$7,500
130254 · HCP Office Materials & Contract	\$0	\$0	\$0	\$2,250	\$0	\$9,000
130255 · HCP Office Equipment	\$0	\$0	\$0	\$250	\$0	\$1,000
130258 · HCP Camps and Trip Expenses	\$0	\$0	\$0	\$500	\$0	\$2,000
130259 · HCP Sponsored Activity expenses	\$0	\$0	\$0	\$0	\$0	\$0
130260 · HCP Other Activites	\$0	\$0	\$0	\$0	\$0	\$0
1302012505 · Admin Allocated - Tourism	\$0	\$13,557	\$0	\$17,559	\$0	\$70,235
1302012980 · Depn - Tourism	\$0	\$8,836	\$0	\$8,152	\$0	\$32,606
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/EXP</b>	<b>\$0</b>	<b>\$113,144</b>	<b>\$0</b>	<b>\$187,020</b>	<b>\$0</b>	<b>\$748,078</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>OPERATING INCOME</b>						
1302261090 - Emu Cup funding	(\$4,545)	\$0	(\$10,000)	\$0	(\$10,000)	\$0
1302501540 - Contribution HCP - Silverlake	\$0	\$0	\$0	\$0	(\$4,000)	\$0
1302051025 - Caravan Park Revenues	(\$63,869)	\$0	(\$46,250)	\$0	(\$185,000)	\$0
000000000- Reimbursement - Workers Compenation	\$0	\$0	\$0	\$0	\$0	\$0
1302011200- Tourism Sales	\$0	\$0	(\$500)	\$0	(\$2,000)	\$0
0000000000- Prospecting Permits	(\$210)	\$0	(\$500)	\$0	(\$2,000)	\$0
1302501541- 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
1302011595 - Community Projects Mining Contr - Mt Gibson \$40,000 HCP	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/INC</b>	<b>(\$68,625)</b>	<b>\$0</b>	<b>(\$57,250)</b>	<b>\$0</b>	<b>(\$267,085)</b>	<b>\$0</b>
<b>Total - TOURISM &amp; AREA PROMOTION</b>	<b>(\$68,625)</b>	<b>\$113,144</b>	<b>(\$57,250)</b>	<b>\$187,020</b>	<b>(\$267,085)</b>	<b>\$748,078</b>
<b>BUILDING CONTROL</b>						
<b>OPERATING EXPENDITURE</b>						
1303012720 - Building Control Expenses	\$0	\$0	\$0	\$375	\$0	\$1,500
1303012550 - EHO Consulting Costs	\$0	\$2,719	\$0	\$4,750	\$0	\$19,000
1303012505 - Admin Allocated Building Contro	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049
					\$0	\$0
<b>Sub Total - BUILDING CONTROL OP/EXP</b>	<b>\$0</b>	<b>\$5,431</b>	<b>\$0</b>	<b>\$8,637</b>	<b>\$0</b>	<b>\$34,549</b>
<b>OPERATING INCOME</b>						
1303011020 - Building Permits	(\$719)	\$0	(\$75)	\$0	(\$300)	\$0
1303011022 - BCITF & BSL Fees to Shire	(\$1,087)	\$0	(\$3)	\$0	(\$10)	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>	<b>(\$1,805)</b>	<b>\$0</b>	<b>(\$78)</b>	<b>\$0</b>	<b>(\$310)</b>	<b>\$0</b>
<b>Total - BUILDING CONTROL</b>	<b>(\$1,805)</b>	<b>\$5,431</b>	<b>(\$78)</b>	<b>\$8,637</b>	<b>(\$310)</b>	<b>\$34,549</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>ECONOMIC DEVELOPMENT</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - ECONOMIC DEVELOPMENT OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - ECONOMIC DEVELOPMENT OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - ECONOMIC DEVELOPMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER ECONOMIC SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
<b>13060 - Fuel Station</b>						
<b>1306012565 - Licences/Permits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225</b>	<b>\$0</b>	<b>\$900</b>
<b>1306012720 - Other Expenses</b>	<b>\$0</b>	<b>\$1,428</b>	<b>\$0</b>	<b>\$574</b>	<b>\$0</b>	<b>\$2,295</b>
<b>1306012505 - Admin Allocated Fuel Station</b>	<b>\$0</b>	<b>\$2,712</b>	<b>\$0</b>	<b>\$3,512</b>	<b>\$0</b>	<b>\$14,049</b>
<b>1308012505 - Admin Allocated-Other Econ Dev</b>	<b>\$0</b>	<b>\$2,712</b>	<b>\$0</b>	<b>\$3,512</b>	<b>\$0</b>	<b>\$14,049</b>
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>	<b>\$0</b>	<b>\$6,852</b>	<b>\$0</b>	<b>\$7,823</b>	<b>\$0</b>	<b>\$31,293</b>
<b>OPERATING INCOME</b>						
<b>1306011120 - Fuel Station Lease Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$7,150)</b>	<b>\$0</b>
<b>1306011185 - Sale of Stock</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$7,150)</b>	<b>\$0</b>
<b>Total - OTHER ECONOMIC SERVICES</b>	<b>\$0</b>	<b>\$6,852</b>	<b>\$0</b>	<b>\$7,823</b>	<b>(\$7,150)</b>	<b>\$31,293</b>
<b>Total - ECONOMIC SERVICES</b>	<b>(\$70,430)</b>	<b>\$165,319</b>	<b>(\$57,328)</b>	<b>\$225,372</b>	<b>(\$274,545)</b>	<b>\$901,486</b>
<b>OTHER PROPERTY AND SERVICES</b>						

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>PRIVATE WORKS</b>						
<b>OPERATING EXPENDITURE</b>						
140101 - Private Works Expenses	\$0	\$0	\$0	\$0	\$0	\$0
1401012505 - Admin Allocation - Private Work	\$0	\$2,712	\$0	\$3,512	\$0	\$14,049
<b>Sub Total - PRIVATE WORKS OP/EXP</b>	<b>\$0</b>	<b>\$2,712</b>	<b>\$0</b>	<b>\$3,512</b>	<b>\$0</b>	<b>\$14,049</b>
<b>OPERATING INCOME</b>						
1401011150 - Private Works Charges	(\$150)	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - PRIVATE WORKS OP/INC</b>	<b>(\$150)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - PRIVATE WORKS</b>	<b>(\$150)</b>	<b>\$2,712</b>	<b>\$0</b>	<b>\$3,512</b>	<b>\$0</b>	<b>\$14,049</b>
<b>PUBLIC WORKS OVERHEADS</b>						
<b>OPERATING EXPENDITURE</b>						
1403012000 - PWO Wages Costs	\$0	\$51,264	\$0	\$31,293	\$0	\$125,170
1403012005 - Sick Leave	\$0	\$4,958	\$0	\$8,330	\$0	\$33,321
1403012010 - Annual Leave	\$0	\$0	\$0	\$20,826	\$0	\$83,302
1403012020 - Public Holidays	\$0	\$0	\$0	\$9,996	\$0	\$39,985
1403012025 - Accrued Leave Expenses	\$0	\$0	\$0	\$7,512	\$0	\$30,047
1403012040 - Superannuation	\$0	\$0	\$0	\$46,385	\$0	\$185,539
1403012030 - Wages Allowances	\$0	\$0	\$0	\$750	\$0	\$3,000
1403012125 - Staff Training	\$0	\$4,196	\$0	\$3,325	\$0	\$13,300
1403012075 - Protective Clothing	\$0	\$1,141	\$0	\$1,750	\$0	\$7,000
1403012125 - Travel & Accommodation	\$0	\$0	\$0	\$1,000	\$0	\$4,000
140305- Depot Mtce (Works) Expenses	\$0	\$54,993	\$0	\$5,087	\$0	\$20,346
140310 - Depot Mtce (P&G) Expenses	\$0	\$17,159	\$0	\$7,592	\$0	\$30,366
140325 - PWO Vehicle Expenses	\$0	\$1,905	\$0	\$5,000	\$0	\$20,000
140330 - OH & S	\$0	\$2,200	\$0	\$5,000	\$0	\$20,000
1403452620 - Tools Replaced	\$0	\$0	\$0	\$750	\$0	\$3,000
1403502640- Traffic Management Signs	\$0	\$0	\$0	\$1,250	\$0	\$5,000
1403012300 - Insurance on Works	\$0	\$0	\$0	\$158	\$0	\$630
1403552815 - Satellite phones	\$0	\$437	\$0	\$1,000	\$0	\$4,000
1403602080 - Recruitment expenses/relocation	\$0	\$481	\$0	\$1,250	\$0	\$5,000
1403652065 - Fitness for Work	\$0	\$0	\$0	\$0	\$0	\$0

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>1403252720- Other PWOH Expenses</b>	<b>\$0</b>	<b>\$14,156</b>	<b>\$0</b>	<b>\$1,216</b>	<b>\$0</b>	<b>\$4,864</b>
<b>1403012310 - Works Workers Compen. Insurance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,106</b>	<b>\$0</b>	<b>\$44,422</b>
<b>1403012505 - Admin Allocated</b>	<b>\$0</b>	<b>\$16,236</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$80,000</b>
<b>1403752720 - LESS PWOH ALLOCATED-PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$190,573)</b>	<b>\$0</b>	<b>(\$762,292)</b>
 <b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>	 <b>\$0</b>	 <b>\$169,127</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>
 <b>OPERATING INCOME</b>						
 <b>1403011640 - Reimbursements</b>	 <b>(\$104)</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>(\$300)</b>	 <b>\$0</b>
 <b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>	 <b>(\$104)</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>(\$300)</b>	 <b>\$0</b>
 <b>Total - PUBLIC WORKS OVERHEADS</b>	 <b>(\$104)</b>	 <b>\$169,127</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>(\$300)</b>	 <b>\$0</b>
 <b>PLANT OPERATION COSTS</b>						
 <b>OPERATING EXPENDITURE</b>						
 <b>1404012585 - Fuel &amp; Oil</b>	 <b>\$0</b>	 <b>\$25,160</b>	 <b>\$0</b>	 <b>\$40,000</b>	 <b>\$0</b>	 <b>\$160,000</b>
<b>1404192595 - Tyres &amp; Tubes</b>	<b>\$0</b>	<b>\$51</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$12,000</b>
<b>1404 12590 - Parts &amp; Repairs</b>	<b>\$0</b>	<b>\$22,561</b>	<b>\$0</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$70,000</b>
<b>1404012582 - Insurance (Reg/Ins)</b>	<b>\$0</b>	<b>\$33,718</b>	<b>\$0</b>	<b>\$22,059</b>	<b>\$0</b>	<b>\$88,236</b>
<b>1404012000 - Other POC Expenses</b>	<b>\$0</b>	<b>\$45</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$3,000</b>
<b>1404012580 - Blades &amp; Tynes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$15,000</b>
<b>1404012582 - Licensing (Reg/Ins)</b>	<b>\$0</b>	<b>\$13,780</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$10,000</b>
<b>1404012625 - Survey and Microcom Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$5,000</b>
<b>1404012655 - Workshop consumables</b>	<b>\$0</b>	<b>\$2,205</b>	<b>\$0</b>	<b>\$6,250</b>	<b>\$0</b>	<b>\$25,000</b>
<b>1404012620 - Replacement tools</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250</b>	<b>\$0</b>	<b>\$5,000</b>
<b>1404012505 - Admin Alloc - POC</b>	<b>\$0</b>	<b>\$13,791</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$68,000</b>
<b>1404012980 - Plant Depreciation</b>	<b>\$0</b>	<b>\$42,807</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$120,000</b>
<b>1404052720 - LESS POC ALLOCATED-PROJECTS</b>	<b>\$0</b>	<b>(\$62,335)</b>	<b>\$0</b>	<b>(\$145,309)</b>	<b>\$0</b>	<b>(\$581,236)</b>
 <b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>	 <b>\$0</b>	 <b>\$91,783</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>
 <b>OPERATING INCOME</b>						
 <b>1404011180 - Charges - Sale of Scrap</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>	 <b>\$0</b>
<b>1404011640 - Reimbursements (Fuel Credits ,Etc)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$8,125)</b>	<b>\$0</b>	<b>(\$32,500)</b>	<b>\$0</b>
<b>1404011625 - Plant &amp; Equipment Hire</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Total - PLANT OPERATIONS COSTS</b>	<b>\$0</b>	<b>\$91,783</b>	<b>(\$8,125)</b>	<b>\$0</b>	<b>(\$32,500)</b>	<b>\$0</b>
<b>ADMINISTRATION</b>						
<b>OPERATING EXPENDITURE</b>						
1405012000 · Salaries & Wages	\$0	\$99,083	\$0	\$119,863	\$0	\$479,452
1405012030 · Wages Allowances	\$0	\$0	\$0	\$500	\$0	\$2,000
1405012034 · Salary Package Allowance	\$0	\$0	\$0	\$0	\$0	\$0
1405012040 · Superannuation	\$0	\$0	\$0	\$22,528	\$0	\$90,113
1405012155 · LSL and AL accrual	\$0	\$0	\$0	\$6,743	\$0	\$26,973
1405102095 · Staff Amenities	\$0	\$0	\$0	\$250	\$0	\$1,000
1405012105- Staff Uniforms	\$0	\$74	\$0	\$750	\$0	\$3,000
1405012080 · Recruitment Expenses	\$0	\$0	\$0	\$1,250	\$0	\$5,000
140501 · Admin Relocation Expenses	\$0	\$0	\$0	\$750	\$0	\$3,000
140501 · Fitness for Work	\$0	\$0	\$0	\$0	\$0	\$0
1405012120 · Staff Training	\$0	\$5,174	\$0	\$2,500	\$0	\$10,000
1405012055 · Advertising	\$0	\$3,082	\$0	\$1,000	\$0	\$4,000
1405012600 · Postage and Freight	\$0	\$378	\$0	\$875	\$0	\$3,500
1405012605 · Printing & Stationery	\$0	\$155	\$0	\$1,375	\$0	\$5,500
1405012725 · Subscriptions	\$0	\$24,912	\$0	\$6,637	\$0	\$26,546
1405012520 · Computer Mtce/Support	\$0	\$13,313	\$0	\$18,750	\$0	\$75,000
1405012570 · Office Equip Mtce	\$0	\$1,908	\$0	\$3,750	\$0	\$15,000
1405012125 · Travel & Accommodation	\$0	\$494	\$0	\$1,000	\$0	\$4,000
1405012535 · Conference Expenses	\$0	\$0	\$0	\$1,500	\$0	\$6,000
140501 · Vehicle Expenses	\$0	\$1,580	\$0	\$3,000	\$0	\$12,000
1405012045 · Admin VRE (FBT)	\$0	\$0	\$0	\$12,500	\$0	\$50,000
1405012515 · Audit Fees	\$0	\$1,500	\$0	\$22,500	\$0	\$90,000
1405012525 · Consultancy	\$0	\$35,268	\$0	\$25,000	\$0	\$100,000
1405012560 · Legal Expenses	\$0	\$0	\$0	\$7,500	\$0	\$30,000
140505 · Administration Building Mtce	\$0	\$18,817	\$0	\$7,303	\$0	\$29,210
140510 · Human Resource Management	\$0	\$0	\$0	\$625	\$0	\$2,500
1405152525 · OH & S Admin	\$0	\$0	\$0	\$2,500	\$0	\$10,000
1405012805 · Electricity	\$0	\$0	\$0	\$2,000	\$0	\$8,000
1405012820 · Telephone-Internet	\$0	\$3,797	\$0	\$8,750	\$0	\$35,000
1405012300 · Insurance ( Includes Property Insurance)	\$0	\$20,546	\$0	\$16,274	\$0	\$65,094
1405012515 · Bank Charges	\$0	\$0	\$0	\$2,500	\$0	\$10,000
1405012720 · Expenses Other	\$0	\$7,369	\$0	\$3,000	\$0	\$12,000
0000000000 · Bad Debts Expense	\$0	\$0	\$0	\$750	\$0	\$3,000
1405012825 · Water	\$0	\$0	\$0	\$500	\$0	\$2,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>140525 - Admin Vehicle</b>	\$0	\$0	\$0	\$1,875	\$0	\$7,500
<b>140501- Record Management</b>	\$0	\$0	\$0	\$7,500	\$0	\$30,000
<b>140501 - Financial Software</b>	\$0	\$0	\$0	\$12,500	\$0	\$50,000
<b>1405012980 - Depn - Administration General</b>	\$0	\$755	\$0	\$8,948	\$0	\$35,792
<b>1405302720 - LESS ADMIN ALLOCATED-PROGRAMS</b>	\$0	(\$260,521)	\$0	(\$335,545)	\$0	(\$1,342,180)
<b>Sub Total - ADMINISTRATION OP/EXP</b>	\$0	(\$22,316)	\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>						
<b>1405011640 - Reimbursements</b>	(\$1,539)	\$0	(\$2,500)	\$0	(\$10,000)	\$0
<b>1405011145 - Photocopies &amp; Facsimiles</b>	\$0	\$0	(\$25)	\$0	(\$100)	\$0
<b>1405011045 - Commissions - Transport</b>	(\$563)	\$0	(\$375)	\$0	(\$1,500)	\$0
<b>1405011160 - RAV Admin - CA07 Application</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>1405011155 - Admin Charges FOI</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - ADMINISTRATION OP/INC</b>	(\$2,102)	\$0	(\$2,900)	\$0	(\$11,600)	\$0
<b>Total - ADMINISTRATION</b>	(\$2,102)	(\$22,316)	(\$2,900)	\$0	(\$11,600)	\$0
<b>MATERIALS AND STOCK</b>						
<b>OPERATING EXPENDITURE</b>						
<b>000000 Opening Stock</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>000000 Material Purchases</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>000000 Less Material Allocated</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>000000 Closing Stock</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MATERIALS AND STOCK</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - MATERIALS AND STOCK</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>SALARIES AND WAGES</b>						
<b>OPERATING EXPENDITURE</b>						
<b>1406012000 - Gross Total Salaries and Wages</b>	\$0	\$2,871	\$0	\$467,652	\$0	\$1,870,609
<b>1406052000 - LESS SALS/WAGES ALLOCATED</b>	\$0	\$0	\$0	(\$467,652)	\$0	(\$1,870,609)
<b>1403012310 - Workers Compensation Payments</b>	\$0	\$44,324	\$0	\$0	\$0	\$0



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>	<b>\$0</b>	<b>\$47,194</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
<b>1406012085 - Reimbursements - Workers Compensation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - SALARIES AND WAGES OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - SALARIES AND WAGES</b>	<b>\$0</b>	<b>\$47,194</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UNCLASSIFIED</b>						
<b>OPERATING EXPENDITURE</b>						
<b>1407012720-Other Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - UNCLASSIFIED OP/EXP</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>						
<b>1407011620 - Other Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>1407011640 - Reimbursements</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - UNCLASSIFIED OP/INC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - UNCLASSIFIED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - OTHER PROPERTY AND SERVICES</b>	<b>(\$2,357)</b>	<b>\$288,500</b>	<b>(\$11,025)</b>	<b>\$3,512</b>	<b>(\$44,400)</b>	<b>\$14,049</b>
<b>FUND TRANSFERS</b>	<b>(\$3,036,521)</b>	<b>\$1,248,616</b>	<b>(\$4,189,537)</b>	<b>\$2,592,351</b>	<b>(\$11,647,397)</b>	<b>\$10,824,822</b>
<b>EXPENDITURE</b>						
000000 Transfer to Yalgoo Ninghan Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,062,149
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni - Mt Gibson \$578092 EMR Grove \$151200 +151200+151200	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Plant Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$239,359
Interest Earnt	\$0	\$0	\$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	\$3,443
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000 Transfer to HCP Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$5,095
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Building Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$5,832
Interest Earnt	\$0	\$0	\$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	\$9,762
Interest Earnt	\$0	\$0	\$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	\$1,771
Interest Earnt	\$0	\$0	\$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	\$4,430
Interest Earnt	\$0	\$0	\$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	\$179,950
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni - Silverlake \$82940 less \$80000 + \$10513 2020-21 +80000 2022	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to General Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$4,629
Interest Earnt	\$0	\$0	\$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	\$130
Interest Earnt	\$0	\$0	\$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	\$460
Interest Earnt	\$0	\$0	\$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	\$301
Interest Earnt	\$0	\$0	\$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	\$1
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Muni	\$0	\$0	\$0	\$0	\$0	\$0
TO BE ALLOCATED					\$0	\$0
<b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,517,312</b>
<b>INCOME</b>						

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000 Transfer from Yalgoo Morawa Road Reserve Fund (Refer above)	\$0	\$0	\$0	\$0	(\$120,000)	\$0
000000 Transfer from General Roads Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
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
<b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$320,000)</b>	<b>\$0</b>
<b>Total - FUND TRANSFER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$320,000)</b>	<b>\$1,517,312</b>
000000 (Surplus) / Deficit - Carried Forward	(\$3,596,954)	\$0	(\$3,596,954)	\$0	(\$3,596,954)	\$0
<b>Sub Total - SURPLUS C/FWD</b>	<b>(\$3,596,954)</b>	<b>\$0</b>	<b>(\$3,596,954)</b>	<b>\$0</b>	<b>(\$3,596,954)</b>	<b>\$0</b>
<b>Total - SURPLUS</b>	<b>(\$3,596,954)</b>	<b>\$0</b>	<b>(\$3,596,954)</b>	<b>\$0</b>	<b>(\$3,596,954)</b>	<b>\$0</b>
<b>LONG TERM LOANS</b>						
000000 Loan Principal Repayments -	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - LONG TERM LOANS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - DEFERRED ASSETS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LIABILITY LOANS</b>						
<b>EXPENDITURE</b>						
000000 Loan Principal Repayments - Housing loans ,53,	\$0	\$0	\$0	\$0	\$0	\$20,143
000000 Loan Principal Repayments - Housing loans 55	\$0	\$0	\$0	\$0	\$0	\$24,083
000000 Loan Principal Repayments - Housing loans 56	\$0	\$0	\$0	\$0	\$0	\$27,927
000000 Loan Principal Repayments - Community Amenities loan 54	\$0	\$0	\$0	\$0	\$0	\$9,941

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - LOAN REPAYMENTS</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$82,094
<b>INCOME</b>						
000000 Loan Raised - Loan No	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - LOANS RAISED</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Total - NON CURRENT LIABILITIES</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$82,094
000000 Depreciation Written Back	<b>\$0</b>	<b>(\$151,716)</b>	<b>\$0</b>	<b>(\$202,355)</b>	\$0	<b>(\$809,421)</b>
000000 Book Value of Assets Sold Written Back	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	<b>(\$437,300)</b>
000000 Accrued Salary and Wages	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000 Accrued Interest on Debentures	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000 Movement in Employee Provisions (AL & LSL)	<b>\$0</b>	\$27,744	<b>\$0</b>	\$0	\$0	\$0
000000 Net Change in Non Current	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - DEPRECIATION WRITTEN BACK</b>	<b>\$0</b>	<b>(\$123,972)</b>	<b>\$0</b>	<b>(\$202,355)</b>	\$0	<b>(\$1,246,721)</b>
<b>Total - DEPRECIATION</b>	<b>\$0</b>	<b>(\$123,972)</b>	<b>\$0</b>	<b>(\$202,355)</b>	\$0	<b>(\$1,246,721)</b>
<b>FURNITURE AND EQUIPMENT</b>						
<b>GOVERNANCE</b>						
<b>EXPENDITURE</b>						
000000-Computer Hardware ,Systems Upgrade,and Phone Replacement	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$10,000
000000- Upgrade Cabling - Fibre Admin Centre	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000- External Monitor Display	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$21,602
000000-Wireless Infrastructure LRCI	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000-Fire Proof Safe- Admin Centre	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000-Financial Software	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000-Tables and Chairs	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$5,000
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	36,602
<b>Total - GOVERNANCE</b>	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$36,602

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23 JULY - SEPT 2022 YTD		Adopted Budget 2022-23 JULY - SEPT 2022 YTD		Adpoted Budget 2022-23	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>FURNITURE AND EQUIPMENT</b>						
<b>RECREATION AND CULTURE</b>						
<b>EXPENDITURE</b>						
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
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$22,000
<b>Total - HEALTH</b>	\$0	\$0	\$0	\$0	\$0	\$22,000
<b>FURNITURE AND EQUIPMENT</b>						
<b>LAW ORDER AND PUBLIC SAFETY</b>						
<b>EXPENDITURE</b>						
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
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total -LAW ORDER AND PUBLIC SAFETY</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>FURNITURE AND EQUIPMENT</b>						
<b>ECONOMIC SERVICES</b>						
<b>EXPENDITURE</b>						
000000-Commercial Washing Machine and Dryer	\$0	\$0	\$0	\$0	\$0	\$40,000
000000- Theme bed Linen	\$0	\$0	\$0	\$0	\$0	\$0
000000- HCP Program Computer	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$40,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Total - ECONOMIC SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>
<b>Total - FURNITURE AND EQUIPMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98,602</b>
<b>LAND AND BUILDINGS</b>						
<b>GOVERNANCE</b>						
<b>EXPENDITURE</b>						
000000-New Front Doors - Administration Building (incl Notice Board)	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000- Admin Centre - Front Rails	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000- Admin Centre - Garden Reticulation	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000- Admin Centre - Air Conditioners	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000 - Admin Centre Covered Carport Area	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000- Admin Centre -Records Fit Coolroom Panels to Sea Container	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
						<b>\$0</b>
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL - GOVERNANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LAND AND BUILDINGS</b>						
<b>LAW ORDER AND PUBLIC SAFETY</b>						
<b>EXPENDITURE</b>						
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL - LAW ORDER AND PUBLIC SAFETY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LAND AND BUILDINGS</b>						
<b>HEALTH</b>						
<b>EXPENDITURE</b>						
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL - HEALTH</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LAND AND BUILDINGS</b>						
<b>HOUSING</b>						
<b>EXPENDITURE</b>						
000000-Staff Housing - Solar Panels	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - 19b Stanley Street Security Screens	\$0	\$0	\$0	\$0	\$0	\$0
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 -8 Henty Street Landscaping	\$0	\$0	\$0	\$0	\$0	\$0
000000-Other Housing - Nurse Accommodation	\$0	\$23,700	\$0	\$100,000	\$0	\$420,000
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$23,700</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$420,000</b>
<b>Total - HOUSING</b>	<b>\$0</b>	<b>\$23,700</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$420,000</b>
<b>LAND AND BUILDINGS</b>						
<b>COMMUNITY AMENITIES</b>						
<b>EXPENDITURE</b>						
000000- Mobile Ablution Block - Airstrip	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Cemetery - Toilet and Water Tank Construction LRCI Grant 2020-21	\$0	\$0	\$0	\$0	\$0	\$0

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - COMMUNITY AMENITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LAND AND BUILDINGS</b>						
<b>RECREATION AND CULTURE</b>						
<b>EXPENDITURE</b>						
000000 - BBQ Shamrock Park LRCI Grant 2020-21	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000 - Renewals Community Heritage Buildings LRCI Grants 2022-23	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$227,220
000000-Power Supply Mens Shed and Rifle Club - Stage 2	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000-Payne Find Complex - External Painting	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000-Resurface Rage Cage,Tennis and Basketball Courts	<b>\$0</b>	0	<b>\$0</b>	\$0	\$0	\$98,000
000000 -Yalgoo Community Hall Renovation,Lotterywest \$300,000	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$350,000
000000 - Community Hall - Air Conditioner	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$675,220</b>
<b>Total - RECREATION AND CULTURE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$675,220</b>
<b>LAND AND BUILDINGS</b>						
<b>TRANSPORT</b>						
<b>EXPENDITURE</b>						
000000- Machinery Shed Depot - Concrete Floor 2 Bays	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$27,000
000000- Storage Shed Depot	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$16,000
000000-Flood Control -Fuel Station	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
000000- Depot -Electric Boundary Fence and Gate	<b>\$0</b>	\$0	<b>\$0</b>	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,000</b>
<b>Total - TRANSPORT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,000</b>
<b>LAND AND BUILDINGS</b>						



*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	<b>Actual 2022-23</b>		<b>Adopted Budget 2022-23</b>		<b>Adpoted Budget 2022-23</b>	
	<b>JULY - SEPT 2022 YTD</b>		<b>JULY - SEPT 2022 YTD</b>			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>ECONOMIC SERVICES</b>						
<b>EXPENDITURE</b>						
000000- BBQ's (1) Caravan Park LRCI Grant 2020-21	\$0	\$0	\$0	\$0	\$0	\$0
000000-Heritage Building Renewals LRCI Grant 2021-22	\$0	\$1,000	\$0	\$0	\$0	\$0
000000 - Awning over BBQ Facility LRCI Grant 2022-23 - Caravan Park	\$0	\$0	\$0	\$0	\$0	\$10,000
000000-Caravan Park - Disabled Toilets Chair and Rails	\$0	\$0	\$0	\$0	\$0	\$0
000000-Caravan Park - Upgrade Water and Power Supply	\$0	\$0	\$0	\$0	\$0	\$0
000000-Caravan Park -2 Self Contained Accommodation Units	\$0	\$23,599	\$0	\$0	\$0	\$25,000
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
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$24,599</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>Total - ECONOMIC SERVICES</b>	<b>\$0</b>	<b>\$24,599</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>LAND AND BUILDINGS</b>						
<b>OTHER PROPERTY AND SERVICES</b>						
<b>EXPENDITURE</b>						
000000-Solar Panel - Shire Buildings	\$0	\$0	\$0	\$0	\$0	\$60,000
000000-Land Acquistion SHERP	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
<b>Total - OTHER PROPERTY AND SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
<b>Total - LAND AND BUILDINGS</b>	<b>\$0</b>	<b>\$48,299</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,233,220</b>
<b>PLANT AND EQUIPMENT</b>						
<b>GOVERNANCE</b>						
<b>EXPENDITURE</b>						
000000- Motor Vehicle CEO	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle CGTS	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle - Subaru	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle - Fortunner	\$0	\$0	\$0	\$0	\$0	\$0

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - GOVERNANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PLANT AND EQUIPMENT</b>						
<b>LAW ORDER &amp; PUBLIC SAFETY</b>						
<b>EXPENDITURE</b>						
000000- Light Tanker	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,000</b>
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,000</b>
<b>Total - LAW, ORDER &amp; PUBLIC SAFETY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$239,000</b>
<b>PLANT AND EQUIPMENT</b>						
<b>COMMUNITIES AMENITIES</b>						
<b>EXPENDITURE</b>						
000000- Community Bus	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - COMMUNITY AMENITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PLANT AND EQUIPMENT</b>						
<b>RECREATION AND CULTURE</b>						
<b>EXPENDITURE</b>						
000000- Kubota Utility	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
000000- Mower	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
000000- Hilux 4x2 Gardener	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>Total - RECREATION AND CULTURE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT						
TRANSPORT						
EXPENDITURE						
000000- Skidsteer	\$0	\$0	\$0	\$0	\$0	\$86,000
000000- Trailer	\$0	\$9,510	\$0	\$0	\$0	\$0
000000- Genset	\$0	\$0	\$0	\$0	\$0	\$20,000
000000- Grader cat 12M	\$0	\$0	\$0	\$0	\$0	\$0
000000- Multi Tyre Roller	\$0	\$0	\$0	\$0	\$0	\$220,000
000000-Slasher Attachment	\$0	\$0	\$0	\$0	\$0	\$0
000000- Debris Vacuum	\$0	\$0	\$0	\$0	\$0	\$0
000000-Traffic Light Pair	\$0	\$0	\$0	\$0	\$0	\$32,000
000000-Caterpillar Prime Mover	\$0	\$0	\$0	\$0	\$0	\$325,000
000000-Portable toilet on Trailer	\$0	\$0	\$0	\$0	\$0	\$0
000000-Backhoe	\$0	\$0	\$0	\$0	\$0	\$0
000000-Trailer - Side Tipper	\$0	\$0	\$0	\$0	\$0	\$240,000
000000-Utility	\$0	\$0	\$0	\$0	\$0	\$32,000
000000-Dual Cab Utility	\$0	\$0	\$0	\$0	\$0	\$40,000
000000-Works Foreman Ute - YA 1000	\$0	\$0	\$0	\$0	\$0	\$75,000
000000-Utility Works Crew	\$0	\$0	\$0	\$0	\$0	\$40,000
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	\$50,000
000000-Generator Genelite 4.5 kva	\$0	\$0	\$0	\$0	\$0	\$0
000000-Communications- Satellite Phone and Vehicle Tracking	\$0	\$0	\$0	\$0	\$0	\$10,000
000000-Road Sweeper Attachment	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$9,510	\$0	\$0	\$0	\$1,170,000
Total - TRANSPORT	\$0	\$9,510	\$0	\$0	\$0	\$1,170,000
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

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Sub Total - CAPITAL WORKS</b>					\$0	\$0
<b>Total - ECONOMIC SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - PLANT AND EQUIPMENT</b>	\$0	\$9,510	\$0	\$0	\$0	\$1,444,000
<b>TOOL PURCHASES</b>						
<b>EXPENDITURE</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
<b>NEW PURCHASES</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - TOOL PURCHASES</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>INFRASTRUCTURE ASSETS - ROAD RESERVES</b>						
<b>ROADS TO RECOVERY GRANTS</b>						
000000- Yalgoo/Morawa Road - Widen to 7m 7km (R2R,LRCI and OWN RESOURCES)	\$0	\$0	\$0	\$0	\$0	\$0
000000- Yalgoo/Nighan Road - Road Widening				\$0	\$0	\$377,293
<b>RRG SPECIAL GRANT RD WORKS</b>						
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	\$0	\$0	\$0	\$0	\$746,000
<b>MUNICIPAL/LOCAL ROADS GRANT- ROADS</b>						
<b>TOWN STREET CONSTRUCTION</b>						
<b>BRIDGES</b>						
<b>FOOTPATH CONSTRUCTION - MUNICIPAL</b>						
<b>FLOOD DAMAGE</b>						
<b>DRAINAGE MUNICIPAL</b>						
<b>OTHER</b>						
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	\$80,000
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	\$0	\$0	\$10,000
000000- Floodway Stabalisation and Flood Mitigation	\$0	\$0	\$0	\$0	\$0	\$100,000
000000- Sandford River Crossing	\$0	\$0	\$0	\$0	\$0	\$0
000000- Morawa Yalgoo Road Culvert, Floodway and Shoulder	\$0	\$0	\$0	\$0	\$0	\$80,000

*Shire of Yalgoo*

**Detailed Statement**

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
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- Badga Woolshed Road - Geraldton Mount Magnet Road to Airstrip Seal 800m	\$0	\$0	\$0	\$0	\$0	\$0
000000- Tourism Projects as per Plan	\$0	\$0	\$0	\$0	\$0	\$35,000
000000- Sealing of Road and Parking Area -Yalgoo Lookout	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,483,293</b>
<b>Total - ROADS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,483,293</b>
<b>Total - INFRASTRUCTURE ASSETS ROAD RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,483,293</b>
<b>INFRASTRUCTURE ASSETS-RECREATION FACILITIES</b>						
000000- Yalgoo/Ninghan Road - Seal to width 4m						
000000- Landscape - Admin Office	\$0	\$0	\$0	\$0	\$0	\$40,000
000000- Oval Water Treatment LRCI Grant 2020-21	\$0	\$0	\$0	\$0	\$0	\$0
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
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,077</b>
<b>Total - OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,077</b>
<b>Total - INFRASTRUCTURE ASSETS - RECREATION FACILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,077</b>
<b>INFRASTRUCTURE ASSETS - OTHER</b>						
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
<b>Sub Total - CAPITAL WORKS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,652</b>

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2022-23		Adopted Budget 2022-23		Adpoted Budget 2022-23	
	JULY - SEPT 2022 YTD		JULY - SEPT 2022 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Total - OTHER	\$0	\$0	\$0	\$0	\$0	\$40,652
Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$0	\$0	\$0	\$0	\$40,652
Rounding Adjustment						
GRAND TOTALS	(\$6,633,475)	\$1,182,452	(\$7,786,491)	\$2,489,995	(\$15,564,351)	\$15,564,351
SURPLUS						
		(\$5,451,023)		(\$5,296,495)		\$0