



# MINUTES

## For the Ordinary Council Meeting

Held on the 15<sup>th</sup> December 2023



**Ian Holland**

CHIEF EXECUTIVE OFFICER

15<sup>th</sup> December 2023

**Disclaimer:**

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## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

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## **Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023**

### **1 DECLARATION OF OPENING**

The Shire President welcomed those in attendance and declared the meeting open at 10.01am.

### **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** Cr Raul Valenzuela

**Deputy President** Cr Gail Trenfield

**Councillors** Cr Tamisha Hodder

Cr Stanley Willock

**Chief Executive Officer** Ian Holland

**Executive Assistant** Diane Hodder

### **APOLOGIES**

Nil

### **PREVIOUSLY APPROVED LEAVE OF ABSENCE**

Nil

### **3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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### 4 DISCLOSURE OF INTERESTS

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

Cr Raul Valenzuela declared a financial interest in Item 14.2 – Execution of Sale – 3 year ruling for 39 & 41 Campbell Street, Yalgoo

### 5 PUBLIC QUESTION TIME REPOSSES TO QUESTIONS TAKEN ON NOTICE

NIL

QUESTIONS TAKEN WITHOUT NOTICE

NIL

### 6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

### 7 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS

NIL

### 8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

Date	Location	Meeting	Attendance
28-11-2023	Yalgoo Shire Chambers	Safer S.H.A.T.T.S Program	Cr Raul Valenzuela & CEO Ian Holland
29-11-2023	Yalgoo Shire Chambers	FIJV	Cr Raul Valenzuela & CEO Ian Holland
13-12-2023	Core Stadium	Community Christmas Function	Cr Raul Valenzuela, Cr Tamisha Hodder
13-12-2023	Mt Magnet	MRVC Meeting	CEO Ian Holland Cr Stanley Willock Cr Tamisha Hodder

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### 9 CONFIRMATION OF MINUTES

#### 9.1 MINUTES OF THE ORDINARY COUNCIL MEETING – 24<sup>th</sup> November 2023

#### RECOMMENDATION

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

#### COUNCIL RESOLUTION – C2023-11-01

Moved: Cr Stanley Willock                      Seconded: Cr Gail Trenfield

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

CARRIED: 4/0

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

**10 REPORTS OF COMMITTEE MEETINGS**

Nil

**11 TECHNICAL REPORTS**

**11.1 CAPITAL PROGRESS REPORT**

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

**SUMMARY**

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

**BACKGROUND**

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

**COMMENT**

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

**STATUTORY ENVIRONMENT**

NIL

**POLICY/FINANCIAL IMPLCATIONS**

To deliver the Capital Works Program within budgeted allocations.

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

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

**COUNCIL RESOLUTION – 2023-11-02**

Moved: Cr Stanley Willock

Seconded: Cr Gail Trenfield

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

**CARRIED: 4/0**

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### CAPITAL WORKS PROGRAMME

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

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

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

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

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

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

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### 11.2 TECHNICAL SERVICES REPORT AS OF 16<sup>th</sup> NOVEMBER 2023

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

#### **SUMMARY**

That Council receive the Technical Services Report as at the 16<sup>th</sup> November 2023

#### **COMMENT**

##### **Road Construction and Capital**

**NIL**

##### **Road Maintenance**

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

##### **Plant and other infrastructure maintenance/Capital**

##### **Parks, Reserves and Properties**

###### ***4.1 Art & Culture Centre***

- General gardening maintenance carried out.

###### ***4.2 Community Town Hall***

- NIL maintenance carried out.

###### ***4.3 Community Town Oval***

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

###### ***4.4 Community Park, Gibbons Street***

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

**4.5 Community Park, Shamrock Street**

- General gardening maintenance conducted on a weekly basis.

**4.6 Water Park**

- New water witch solenoid fitted.

**4.7 Yalgoo Caravan Park**

- General gardening maintenance is done every two weeks.

**4.8 Paynes Find Tip**

- Rubbish tip cleanup completed.

**4.9 Railway Station**

- Leaks in reticulation line being repaired.

**4.10 Staff Housing**

- Nil Report

**4.11 Yalgoo Rubbish Tip**

- Cleaned up and pushed over.

**4.12 Yalgoo & Paynes Find Airstrip**

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

**5. Private Works**

- New Nurses Unit installed.

**6. Purchasing**

- New Side Tippers have arrived.

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### STATUTORY ENVIRONMENT

NIL

### POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

### VOTING REQUIREMENT

Simple Majority

### OFFICERS RECOMMENDATION

That Council receive the Technical Services Report as of 16<sup>th</sup> November 2023.

#### COUNCIL RESOLUTION – C2023-11-03

Moved: Cr Gail Trenfield                      Seconded: Cr Tamisha Hodder

That Council receive the Technical Services Report as of 16<sup>th</sup> November 2023.

CARRIED: 4/0

**ATTENDANCE:**        *10.36am Cr Gail Trenfield left the meeting.*

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

**13 FINANCIAL REPORTS**

**13.1 LIST OF ACCOUNTS**

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

**SUMMARY**

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

**COMMENT**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

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

Local Government (Financial Management) Regulations 1996

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

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

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

### **POLICY/FINANCIAL IMPLCATIONS**

NIL

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICERS RECOMMENDATION**

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

COUNCIL RESOLUTION – 2023-11-04

Moved: Cr Stan Willock

Seconded: Cr Tamisha Hodder

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

CARRIED: 4/0

**ATTENDANCE:** 10.37am Cr Gail Trenfield returned to the meeting.

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## Shire of Yalgoo List of Accounts Paid and Payable

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

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

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#### List of Accounts Paid and Payable

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

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## Shire of Yalgoo

### List of Accounts Paid and Payable

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

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### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### Shire of Yalgoo

#### List of Accounts Paid and Payable

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

# Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

## Shire of Yalgoo

### List of Accounts Paid and Payable

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

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### 13.2 INVESTMENTS AS AT 30 NOVEMBER 2023

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

#### **SUMMARY**

That Council receive the investments report as at 30<sup>th</sup> November 2023.

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

6.14 Power To Invest

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

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

Shire Delegated Authority

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

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICERS RECOMMENDATION**

That the Investment Report as at 30<sup>th</sup> November 2023 be received.

COUNCIL RESOLUTION – 2023-11-05

Moved: Cr Gail Trenfield

Seconded: Cr Stanley Willock

That the Investment Report as at 30<sup>th</sup> November 2023 be received.

CARRIED: 4/0

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

This Worksheet details the investments held by the Shire as at 30<sup>th</sup> November 2023.

### SHIRE OF YALGOO CASH HOLDINGS AS AT 30<sup>TH</sup> NOVEMBER 2023

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	\$512,646.36
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$3,922,389.67
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,455.06
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,912.73
<b>TOTAL</b>								<b>\$4,513,403.82</b>

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

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

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### 13.3 MONTHLY FINANCIAL STATEMENTS AS AT 30 NOVEMBER 2023

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

#### **SUMMARY**

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

#### **COMMENT**

Local Governments are required to prepare monthly reports.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

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

2.4 Material Variance

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

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICERS RECOMMENDATION**

That Council adopts the Financial Activity Statement for the period ended 30<sup>th</sup> November 2023.

#### **COUNCIL RESOLUTION - 2023-11-06**

Moved: Cr Stanley Willock

Seconded: Cr Tamisha Hodder

That Council adopts the Financial Activity Statement for the period ended 30<sup>th</sup> November 2023.

**CARRIED: 4/0**

## 14 ADMINISTRATION REPORTS

### 14.1 General Report

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

### SUMMARY

That Council consider the Chief Executive Officers general operation report.

### COMMENT

#### Silverlake Resources

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

#### State Government Reshuffle

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

#### FIJV

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

#### Employees

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

#### Plant Disposal

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

#### Safer Shafts Program

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

#### External CEO Movements December

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

5<sup>th</sup> – Industrial Lands Steering Committee & MWDC, Geraldton

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY/FINANCIAL IMPLCATIONS**

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICERS RECOMMENDATION**

That Council receive the Chief Executive Officers General Report.

### **COUNCIL RESOLUTION – C2023-11-07**

Moved: Cr Gail Trenfield

Seconded: Cr Stanley Willock

That Council receive the Chief Executive Officers General Report.

CARRIED: 4/0

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

Cr Valenzuela declared a financial interest for item 14.2 and left the meeting, therefore Deputy President Cr Gail Trenfield chaired the meeting during item 14.2.

**ATTENDANCE:** 10.54am Cr Raul Valenzuela left the meeting.

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

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

#### SUMMARY

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

#### COMMENT

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

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

#### STATUTORY ENVIRONMENT

Local Government Act 1995

#### POLICY/FINANCIAL IMPLCATIONS

NIL

#### VOTING REQUIREMENT

Simple Majority

Deferred due to quorum/declared interest

#### OFFICERS RECOMMENDATION

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

#### COUNCIL RESOLUTION – C2023-11-08

Moved: Cr Stanley Willock

Seconded: Cr Tamisha Hodder

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

CARRIED: 3/0

**ATTENDANCE:** 10.57am Cr Raul Valenzuela returned to the meeting and continued to chair for the remainder of the Council Meeting.

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### 14.3 WAEC to Manage Extraordinary Election

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

#### **SUMMARY**

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

#### **COMMENT**

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

Please see the attached letter from the Electoral Commissioner.

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

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

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

NIL

#### **VOTING REQUIREMENT**

Absolute Majority

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

**OFFICERS RECOMMENDATION**

That Council:

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

**COUNCIL RESOLUTION – C2023-11-09**

Moved: Cr Stanley Willock

Seconded: Cr Gail Trenfield

That Council:

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

CARRIED: 4/0

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### 14.4 Request for Quote Yalgoo-Ningham Road

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

#### **SUMMARY**

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

#### **COMMENT**

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

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

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

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

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

NIL

#### **VOTING REQUIREMENT**

Absolute Majority

#### **OFFICERS RECOMMENDATION**

That Council:

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

#### **COUNCIL RESOLUTION – C2023-11-10**

Moved: Cr Stanley Willock

Seconded: Cr Gail Trenfield

That Council:

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

CARRIED: 4/0

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### 14.5 Governance and Policy Manual

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

#### **SUMMARY**

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

#### **COMMENT**

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

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

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

NIL

#### **VOTING REQUIREMENT**

Absolute Majority

#### **OFFICERS RECOMMENDATION**

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

#### **COUNCIL RESOLUTION – C2023-11-11**

Moved: Cr Gail Trenfield

Seconded: Cr Stanley Willock

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

CARRIED: 4/0

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### 14.6 Rates Interest Write Off

Applicant:	Shire of Yalgoo
Date:	14/12/2023
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

### SUMMARY

That Council consider the write off of rates interest raised in error.

### COMMENT

The following rates have been raised in error except for A1898 which has a settlement component agreed to by Council at the ordinary meeting on the 28<sup>th</sup> October 2022. A2096 has been incorrectly classified in previous years. The remainder is penalty interest that has been generated in error.

Assessment Number	Amount	Reason for write off
A2096	\$1,041.20	Correction of Mining Rate to Prospecting
A3061	\$15.48	Payment made on time but over allocated to other assessments
A3015	\$623.15	Payment made on time but over allocated to other assessments
A3009	\$15.03	Backrates raised but notice not sent
A3086	\$0.17	Backrates raised but notice not sent
A1898	\$9,031.60	Settlement and write off passed by Council 28 Oct 2022
A1653	\$2.83	Notice sent to incorrect address
A2089	\$22.86	Receipting error
A2090	\$27.06	Receipting error

Administration is seeking Council endorsement to correct these amounts in the rates record.

### STATUTORY ENVIRONMENT

Local Government Act 1995

### POLICY/FINANCIAL IMPLCATIONS

### VOTING REQUIREMENT

Absolute Majority

## Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023

### OFFICERS RECOMMENDATION

That Council write of the following amounts from their respective assessments.

<b>Assessment Number</b>	<b>Amount</b>
A2096	\$1,041.20
A3061	\$15.48
A3015	\$623.15
A3009	\$15.03
A3086	\$0.17
A1898	\$9,031.60
A1653	\$2.83
A2089	\$22.86
A2090	\$27.06

### COUNCIL RESOLUTION – C2023-11-12

Moved: Cr Gail Trenfield

Seconded: Stanley Willock

That Council write of the following amounts from their respective assessments.

<b>Assessment Number</b>	<b>Amount</b>
A2096	\$1,041.20
A3061	\$15.48
A3015	\$623.15
A3009	\$15.03
A3086	\$0.17
A1898	\$9,031.60
A1653	\$2.83
A2089	\$22.86
A2090	\$27.06

CARRIED: 4/0

## **Minutes – Ordinary Council Meeting – Friday 15<sup>th</sup> December 2023**

### **15 NOTICE OF MOTIONS**

Nil

### **16 URGENT BUSINESS**

Water Corporation – Sensor failure at water treatment plant.

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

Nil

### **18 NEXT MEETING**

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

### **19 MEETING CLOSURE**

There being no further business the Shire President declared the Ordinary Council Meeting closed at 11.16am.