



AGENDA

For the Ordinary Council Meeting

To be held on the 29th July 2022

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Yalgoo will be held on Friday 29th July 2022 in the Council Chambers, 37 Gibbons Street Yalgoo, commencing at 10:00am.



Ian Holland

CHIEF EXECUTIVE OFFICER

25th July 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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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

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.

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4 PUBLIC QUESTION TIME

REPONSES TO QUESTIONS TAKEN ON NOTICE

QUESTIONS TAKEN WITHOUT NOTICE

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

DTM Tourism – Presentation on the Development of the Yalgoo Tourism Plan

6 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS

7 APPLICATIONS FOR LEAVE OF ABSENCE

8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

Date	Location	Meeting	Attendance

Agenda – Ordinary Council Meeting – Friday 29th July 2022

9 CONFIRMATION OF MINUTES

9.1 Minutes of the Ordinary Council Meeting – 24th June 2022

RECOMMENDATION

That the minutes of the Council Meeting held on the 24th June 2022 as attached be confirmed as a true and correct record.

9.2 Minutes of the Special Council Meeting – 15th July 2022

RECOMMENDATION

That the minutes of the Special Council Meeting held on the 15th July 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:	22 July 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

To receive the Progress Report on the 2021/22 Capital Works Program.

BACKGROUND

The Shire in its 2021/22 Annual Budget has allocated funds amounting to \$4,686,320 for the acquisition of capital assets and undertaking infrastructure works.

COMMENT

The Capital Projects are detailed below.

STATUTORY ENVIRONMENT

NIL

Agenda – Ordinary Council Meeting – Friday 29th July 2022

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 June 2022.

Agenda – Ordinary Council Meeting – Friday 29th July 2022

CAPITAL WORKS PROGRAMME

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

		2021-22 ANNUAL BUDGET	2021-22 BUDGET REVIEW	2021-22 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	\$	YTD \$	\$	
<u>By Program</u>						The CEO to provide a verbal update on the status of the capital projects as at 30 June 2022
Governance						
000000-Admin Computers Hardware, System Upgrade and Telephone Replacement	F & E	37,500	37,500	13,793	23,707	Project in progress
000000-External Monitor Display	F & E	40,000	40,000	18,398	21,602	Project in progress
000000-Financial Software	F & E	20,000	40,000	95,070	(55,070)	Project in progress
000000-Tables and Chairs	F & E	5,000	5,000		5,000	
000000-Landscape - Admin Office	Other	40,000	40,000		40,000	
Law Order Public Safety						
000000- CCTV Yalgoo Townsite	F & E	10,000	10,000	5,959	4,041	Project in progress
Housing						
000000-Other Housing - Nurse Accommodation	L & B	350,000	350,000		350,000	
Communities Amenties						
000000- Cemetery - Toilet and Water Tank Construction	L & B	102,000	106,525	106,525	0	Completed
Recreation and Culture						
000000 - Community Hall Renovations	L & B	600,000	600,000		600,000	
000000-Core Stadium Exercise Equipment	F & E	32,000	32,000		32,000	
000000- BBQ Shamrock Park	L & B	11,000	10,735	10,735	0	Completed
000000- Sports Complex -Footpath to School	Recreation	7,000	0			Not going ahead
000000- Kubota Utility	P & E	30,000	40,000		40,000	
000000- Oval Water Treatment	Recreation	23,000	23,931	23,932	(1)	Project in progress
000000- Oval Fixed Exercise Equipment	Recreation	18,000	18,000	17,622	378	Project in progress

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

		2021-22 ANNUAL BUDGET	2021-22 BUDGET REVIEW	2021-22 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	\$	YTD \$	\$	
<u>By Program</u>						The CEO to provide a verbal update on the status of the capital projects as at 30 June 2022
Recreation and Culture						
000000- Dalgaraanga Crater Signage and Viewing Platform	Other	50,000	50,000		50,000	
Transport						
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	25,000	27,000	27,000	0	Completed
000000- Storage Shed Depot	L & B	27,000	27,000	11,032	15,968	Project in progress
000000-Skidsteer	P & E	50,000	50,000		50,000	
000000- Dual Axle Box Trailer	P & E	10,000	9,510	9,510	0	Completed
000000- Genset Trailer	P & E	30,000	30,000		30,000	
000000- Slasher Attachment	P & E	8,000	8,000		8,000	
000000-Debris Vacuum	P & E	6,100	6,100		6,100	
000000-Traffic Light Pair	P & E	36,000	36,000		36,000	
000000- Prime Mover	P & E	280,000	280,000		280,000	
000000- Portable Toilet on Trailer	P & E	8,500	8,500	6,569	1,931	Project in progress
000000- Trailer Side Tipper	P & E	200,000	200,000		200,000	
000000-Works Forklift	P & E	50,000	50,000		50,000	
000000-Utility Work Crew	P & E	40,000	45,000	43,854	1,146	Completed
000000-Satelite Phones and Vehicle Tracking	P & E	10,000	9,388	9,388	0	Completed
000000- Street Lighting	Other	50,000	50,000		50,000	
000000- Paynes Find Entry Statements	Other	35,000	35,000	16,348	18,652	Project in progress
ROADS TO RECOVERY GRANTS						
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	760,000	1,020,000	1,049,477	(29,477)	Project in progress
RRG SPECIAL GRANT RD WORKS						
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	300,000	300,000	330,539	(30,539)	Project in progress

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

		2021-22 ANNUAL BUDGET	2021-22 BUDGET REVIEW	2021-22 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	\$	YTD \$	\$	
<u>By Program</u>						The CEO to provide a verbal update on the status of the capital projects as at 30 June 2022
MUNICIPAL FUND						
000000- Sandford River Crossing	Roads	100,000	100,000		100,000	
000000- Casurina Causeway Widen to 2 Lanes	Roads	100,000	100,000		100,000	
000000-Sealing of Road to Nature Based Park	Roads	35,000	35,000		35,000	
000000-Sealing of Road and Parking Area - Yalgoo Lookout	Roads	95,000	95,000	4,908	90,092	Project in progress
000000- Badga Woolshed Seal to Airstrip	Roads	120,000	120,000	9,944	110,056	Project in progress
000000- Fixed Road and Wayfinding Signage	Roads	40,000	38,107	38,107	0	Completed
000000- Jokers Tunnel Sealed Floodway and Impoved Access	Roads	100,000	100,000		100,000	
000000- Sealing Outside primary School	Roads	40,000	40,000		40,000	
000000- Sealing Paynes Find Poineer Cemetery	Roads	10,000	10,000		10,000	
Economic Services						
000000-Caravan Park - 2 Self Contained Accommodation Units	L & B	171,000	171,000	141,956	29,044	Project in progress
000000-Caravan Park - Commercial Washing Machine and Dryer	F & E	40,000	40,000		40,000	
000000-Caravan Park - Theme Bed Linen	F & E	3,000	3,000		3,000	
000000-Caravan Park -BBQ	L & B	11,000	10,735	10,735	0	Completed
000000-Caravan Park -Upgrade Water and Power Supply	L & B	50,000	50,000		50,000	
000000-Heritage Building Renewals	L & B	202,220	202,220		202,220	
Other Property and Services						
000000-Solar Panel - Shire Buildings	L & B	100,000	100,000		100,000	
000000-Motor Vehicle CEO	P & E	70,000	57,000	53,425	3,575	Completed
000000-Motor Vehicle Subaru	P & E	42,000	40,000	39,072	928	Completed
000000-Motor Vehicle Fortunner	P & E	56,000	51,013	51,013	0	Completed
		4,686,320	4,958,264	2,144,911	2,813,354	

11.2 TECHNICAL SERVICES REPORT AS OF 22nd July 2022

Applicant:	Shire of Yalgoo
Date:	22 July 2022
Reporting Officer:	Craig Holland Works Manager
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the Technical Services Report as at the 22nd July 2022

COMMENT

Road Construction and Capital

- 1.5km widening shoulders on Yalgoo/Ninghan Road at SLK 48.79

Road Maintenance

- Maintenance grading done on Noongal Road, Paynes Find Thundelarra Road, Yalgoo Ninghan Road, Yalgoo North Road.

Plant and other infrastructure maintenance

- Major service done on cement truck YA881

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

General gardening maintenance conducted on water park.

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

Pump replaced in sewage tank at Shamrock Units.

4.11 Yalgoo Rubbish Tip

Tip head pushed over on a weekly basis.

4.12 Yalgoo & Paynes Find Airstrip

Yalgoo airstrip okay.

Paynes Find airstrip some gravelling and grading starting next week to repair wash outs.

Purchasing

- Forklift

Staff

- Ian Scott started as head gardener.

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 22nd July 2022.

12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS

12.1 DEVELOPMENT APPROVAL APPLICATION – YALGOO HORIZON DA (Lot 213 Mitchell Rd)

Applicant:	Horizon Power – Hybrid Energy Systems
Date:	8 July 2022
Author:	Paul Bashall PLANWEST (WA) Pty Ltd – Planning Consultant
Disclosure of Interest:	NIL
Attachments:	Copy of Development Approval (DA) application.

SUMMARY

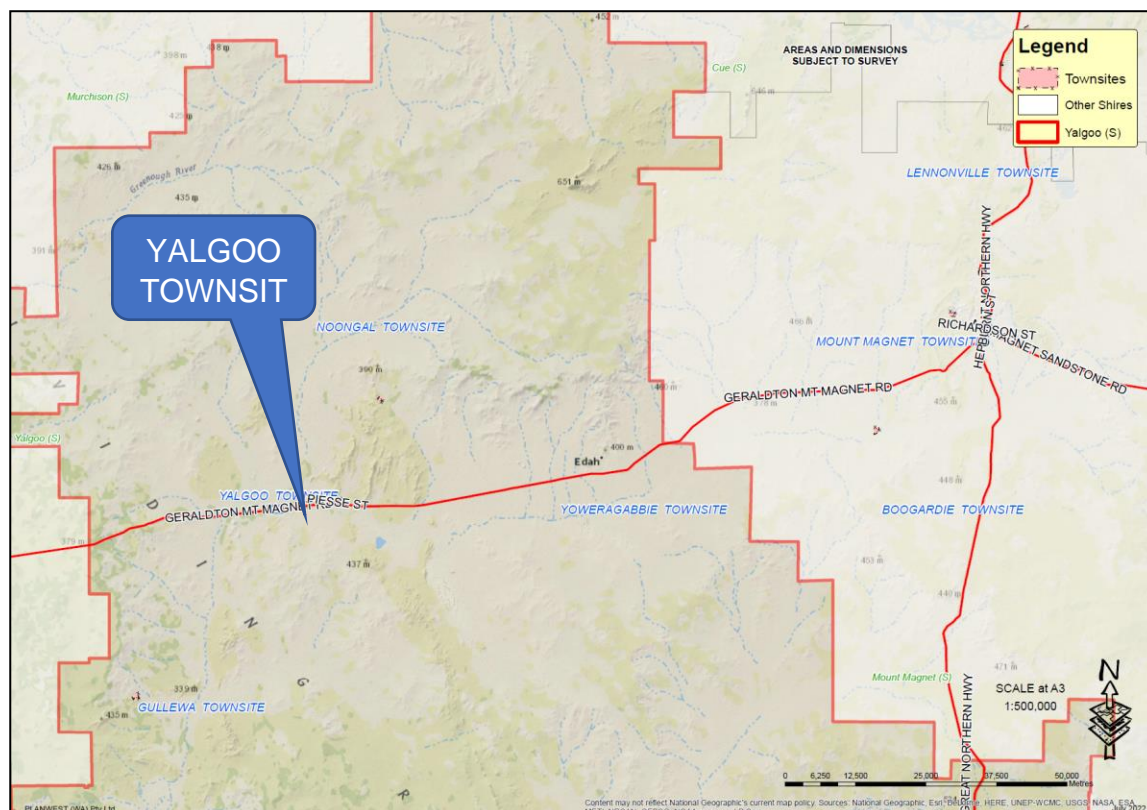
That Council determine a Development Approval (DA) application for a renewable power facility on Lot 213 Mitchell Road, adjacent to the existing power station at Lot 214, Mitchell Road in Yalgoo.

BACKGROUND

The land on which the proposed facility is to be installed measures 2,500m² with a 50-metre frontage to Mitchell Street on the northern part of Yalgoo townsite. The power station on the adjacent lot (Lot 214) is the same size although the fencing around the facility appears to deviate from the lot boundary. The project consists of 392 540W solar panels occupying a 35 x 35m area. The facility will be within a fenced and locked compound along the existing lot boundary.

Figure 1 shows the location of Yalgoo townsite in respect to the wider region.

FIGURE 1 – LOCATION PLAN

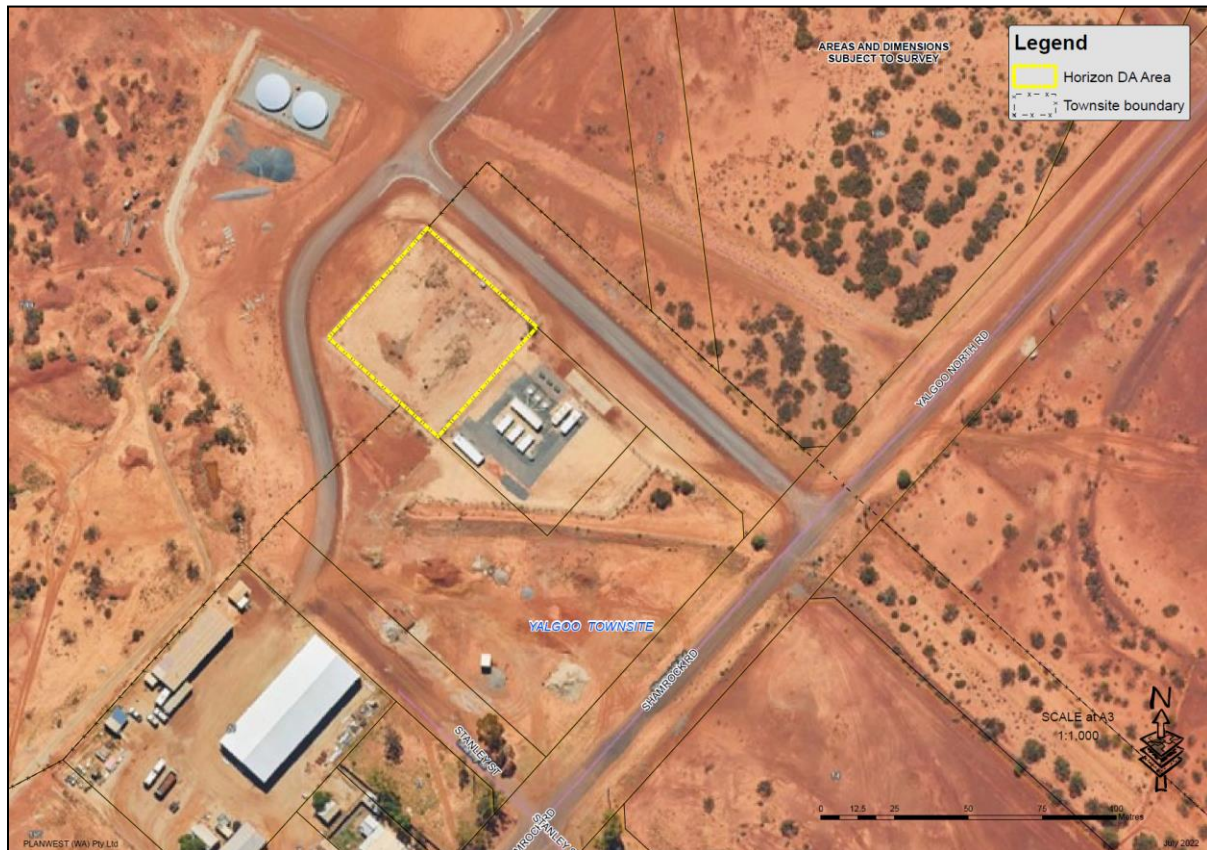


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Source: ESRI, Landgate, Planwest

Figure 2 provides an aerial photograph of the immediate surrounding area.

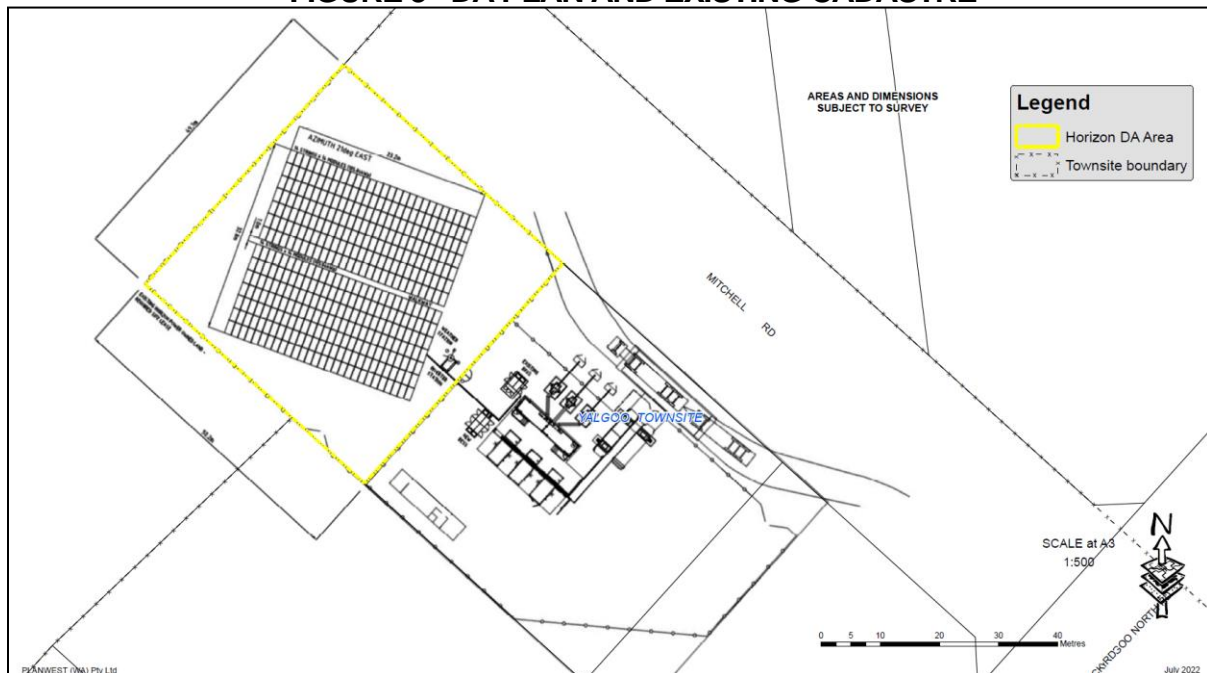
FIGURE 2 – PHOTOGRAPH OF IMMEDIATE AREA



Source: Landgate, Planwest

Figure 3 superimposes the DA plan of the facility onto the existing cadastral boundaries.

FIGURE 3 –DA PLAN AND EXISTING CADASTRE



Source: DA Application, Planwest

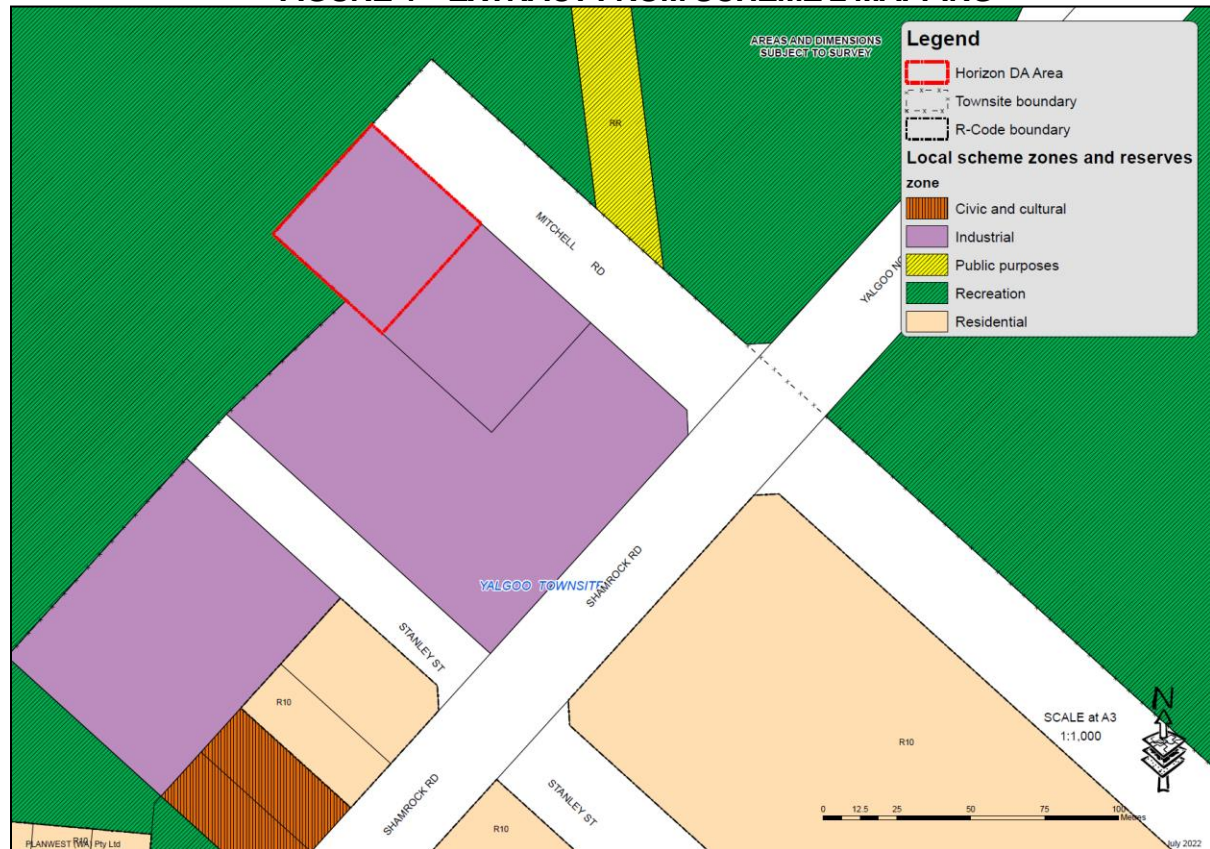
Access to the site is via Mitchell Road which is constructed and connects to the main artery through the town (Shamrock Road).

STATUTORY ENVIRONMENT

The Local Planning Scheme No 2 (the Scheme) was gazetted on 5th October 2011.

Figure 4 below provides an extract from the Scheme maps.

FIGURE 4 – EXTRACT FROM SCHEME 2 MAPPING



Source: DPLH, Planwest

The Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* exempt certain classes of development; however, this proposal is not exempt. As the Figure shows, the land the subject of the DA is zoned 'Industrial' and is separated from the closest residentially zoned land by about 130 metres.

The solar array, as a component of the power station, is not considered to change the impact of the power station on the surrounding sensitive uses.

STRATEGIC IMPLICATIONS

The Council prepared a Local Planning Strategy in 2010 that was endorsed by the WA Planning Commission in March 2011.

The Strategy is an important document that details the aspirations and future projects of the Shire of Yalgoo, as determined by the Council. The document is used to assist preparation of future budgets and support grant applications.

The Strategy has no specific recommendations that impact the current DA.

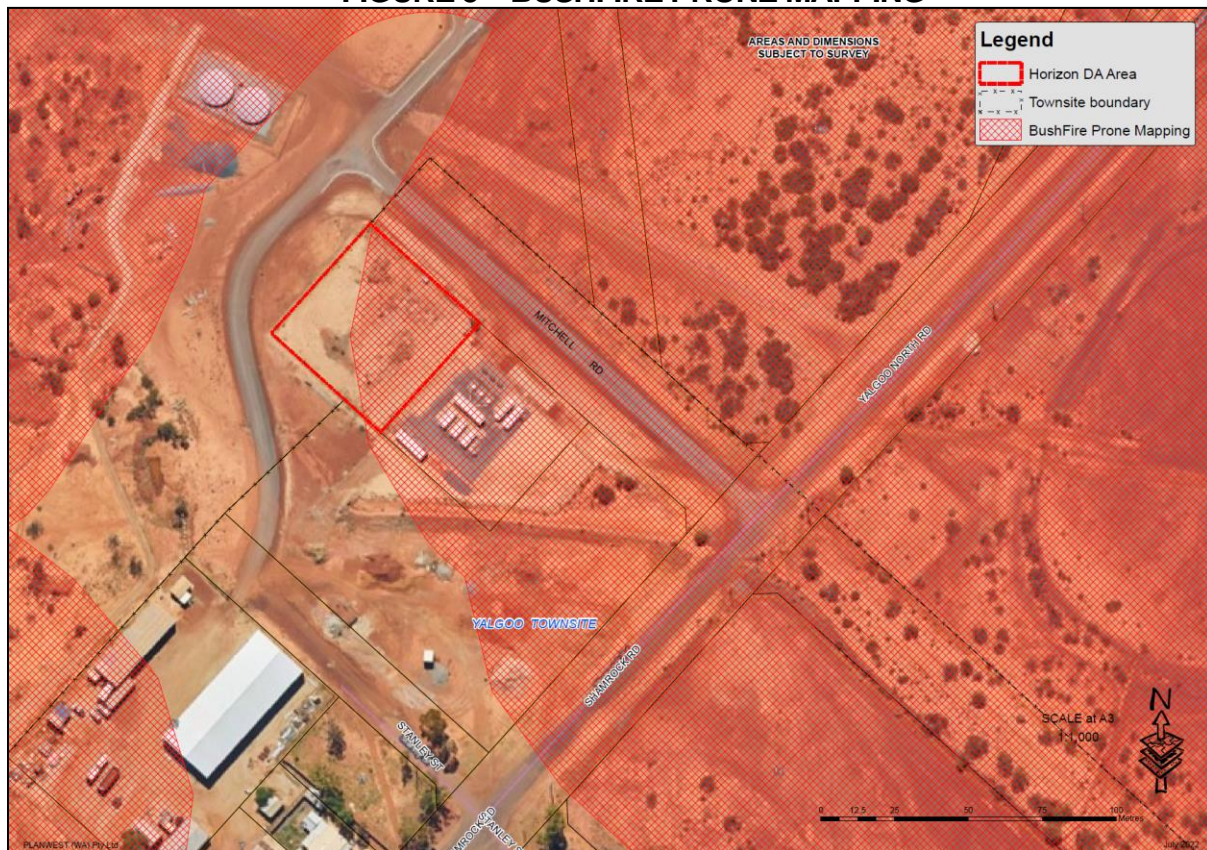
CONSULTATION – Planwest (WA) Pty Ltd

COMMENT

The proposed development is not inconsistent with the intent of the zone to provide essential services. The addition of the solar array is a step closer to adopting renewable energy principles.

The site is partly affected by the State's Bushfire Prone mapping area as shown in **Figure 5**.

FIGURE 5 – BUSHFIRE PRONE MAPPING



Source: DPLH, DFES, Planwest

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As the Figure shows, the Bushfire Prone area includes land within 100m of vegetated area – in this case the vegetation is located on the north side of Mitchell Street. There are no components of the proposed development that would be at risk because of this Bushfire mapping. The more likely source of a potential danger would be the power station, however, as this is existing, it has no bearing on the current DA application.

There are no issues raised resulting from the approval of this development.

VOTING REQUIREMENTS - Simple Majority

OFFICERS RECOMMENDATION

That Council approves the Development Approval application dated 7th July 2022, subject to no conditions, however several advice notes should be added.

ADVICE NOTES

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

13 FINANCIAL REPORTS

13.1 LIST OF ACCOUNTS - May

Applicant:	Shire of Yalgoo
Date:	22 July 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

Council approval is sought for the payments made in the period 1st May 2022 to 31st May 2022 as detailed in the List of Accounts below. Deferred from the June Ordinary Meeting for clarification.

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

Deferred from the Ordinary June Meeting due to a compilation error.

OFFICERS RECOMMENDATION

That Council approve the list of accounts paid for the period 1st May to 31st May 2022 amounting to **\$614,157.90** and the list be recorded in the minutes.

13.2 LIST OF ACCOUNTS - June

Applicant:	Shire of Yalgoo
Date:	22 July 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

Council approval is sought for the payments made in the period 1st June 2022 to 30th June 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
 - 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 –

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

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council approve the list of accounts paid for the period 1st June to 30th June 2022 amounting to \$477,098.16 and the list be recorded in the minutes.

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SHIRE OF YALGOO LIST OF ACCOUNTS PAID AND PAYABLE FOR THE PERIOD 1 MAY 2022 TO 31 MAY 2022

	MUNICIPAL FUND		
	ALSO INCLUDED IN APRIL 2022 LIST OF ACCOUNTS PAID AND PAYABLE		
1	2/05/2022	ALL TOILETS WA	SINGLE OFFROAD PORTABLE TOILET TRAILER AND DEPOT ULTRA FRESH 7,551.16
2	2/05/2022	ATOM SUPPLY	30 TRAFFIC CONES AND DEPOT SUPPLIES 765.49
3	2/05/2022	ATYEO'S ENVIRONMENTAL HEALTH SERVICES	CONSULTANCY FEES ENVIRONMENTAL HEALTH SERVICES 3,829.95
4	2/05/2022	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2022 49,190.00
5	2/05/2022	BABA MARDIA	TRAFFIC MANAGEMENT BADGA ROADWORKS 4,145.90
6	2/05/2022	BAI COMMUNICATIONS PTY LTD	POWER RECOVERY BROADCAST STATION 199.82
7	2/05/2022	BEAUREPAIRES	TYRES Y453,YA465, 464.96
8	2/05/2022	BELL NOELETTA	ART SALE PROCEEDS 15.00
9	2/05/2022	BOC LIMITED	OXYGEN AND CYLINDER RENTAL 124.27
10	2/05/2022	BOLTS R US	CIRCULAR SAW WORKSHOP 492.47
11	2/05/2022	BRIDGED GROUP PTY LTD	IT SUPPORT 1,430.00
12	2/05/2022	BUNNINGS BUILDING SUPPLIES PTY LTD	MATERIALS ART CENTRE 169.32
13	2/05/2022	CANINE CONTROL	RANGER SERVICE APRIL 2022 2,641.36
14	2/05/2022	CANNING BRIDGE AUTO LODGE	ACCOMMODATION GAYE DENNISON RATES TRAINING 840.00
15	2/05/2022	COCKBURN CEMENT LTD	BULK CEMENT CULVERT REPAIRS AND ROAD MAINTENANCE CEMENT 16,467.00
16	2/05/2022	COMPLETE OFFICE SUPPLIES PTY LTD	OFFICE SUPPLIES 743.73
17	2/05/2022	DARREN LONG CONSULTING	CONSULTANCY BANK RECONCILIATIONS 12,650.00
18	2/05/2022	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY FINANCE AND ADMIN 6,517.50
19	2/05/2022	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	MAINTENANCE PHOTOCOPIER 937.92
20	2/05/2022	HAWKINS DELTA	DEPARTMENT OF TRANSPORT TRAINING 154.80
21	2/05/2022	HERSEY'S SAFETY PTY LTD	FENCE DROPPERS 1,280.40
22	2/05/2022	JACKSONS DRAWING SUPPLIES PTY LTD	ART SUPPLIES SCHOOL HOLIDAY PROGRAM 553.65
23	2/05/2022	KMART GERALDTON	MATERIALS ART CENTRE EASTER COMPETITION 145.00
24	2/05/2022	LANDGATE	VALUATIONS MINING TENEMENTS AND DATA EXTRACT 522.75
25	2/05/2022	LUSCOMBE SYNDICATE	SUPPLIES CARAVAN PARK 151.41
26	2/05/2022	MARKETFORCE	ADVERTISING TENDER YALGOO COMMUNITY HALL 347.45
27	2/05/2022	MID WEST FUNERALS	REFUND - BOND HALL HIRE 150.00
28	2/05/2022	MIDWEST FIRE PROTECTION SERVICES & EYE SPY SECURITY	MAINTENANCE ELECTRIC GATE DEPOT 2,708.64
29	2/05/2022	PACIFIC BIOLOGICS PRT LTD	100 PROLINK XR BRIQUETS BUCKETS 1,510.30

Agenda – Ordinary Council Meeting – Friday 29th July 2022

SHIRE OF YALGOO				
LIST OF ACCOUNTS PAID AND PAYABLE				
FOR THE PERIOD 1 MAY 2022 TO 31 MAY 2022				
		MUNICIPAL FUND		
0	2/05/2022	PAYNE GREGORY	MEETING FEES AND ALLOWANCES APRIL 2022	1,850.67
1	2/05/2022	PAYNES FIND ROAD HOUSE & TAVERN	ACCOMMODATION RAY WINFIELD	1,504.20
2	2/05/2022	PROFESSIONAL PC SUPPORT	SETUP AUTOMATE DAILY BACKUPS OF SYSTEMS	38.50
3	2/05/2022	PROMPT SAFETY SOLUTIONS	CONSULTANCY OSH SERVICE	2,420.00
4	2/05/2022	REFUEL AUSTRALIA	FUEL MARCH 2022	22,819.72
5	2/05/2022	ROWE CONTRACTORS	PROGRESS PAYMENT YALGOO MORAWA WIDENING	449,066.62
6	2/05/2022	SHIRE OF PERENJORI	CONTRIBUTION CESM SERVICE	3,462.77
7	2/05/2022	SIMPSON CHARMAINE	REFUND - BOND BUS HIRE	100.00
8	2/05/2022	SIMPSON GAIL	ART SALE PROCEEDS	75.00
9	2/05/2022	SIMPSON MARGARET	ART SALE PROCEEDS	225.00
0	2/05/2022	ST JOHN AMBULANCE WA LTD	SERVICE TO FIRST AID KITS	1,261.60
1	2/05/2022	TAYLOR RODNEY	FREIGHT CHARGES	45.00
2	2/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	733.78
3	2/05/2022	TRENFIELD GAIL	MEETING FEES AND ALLOWANCES APRIL 2022	1,013.67
4	2/05/2022	VEOLIA ENVIRONMENTAL SERVICES	RUBBISH COLLECTION SERVICE	4,089.14
5	2/05/2022	WALGA	TRAINING COVID E LEARNING	330.00
6	2/05/2022	WESTRAC EQUIPMENT PTY LTD	PARTS AND REPAIRS YA807,YA853	3,741.11
7	2/05/2022	YALGOO COMMUNITY POST OFFICE	POSTAGE	2,675.30
8	2/05/2022	YALGOO GENERAL STORE	PURCHASES ART CENTRE,WORKSHOP	2,005.57
		CREDIT CARD		
		NIL		
			TOTAL	614,157.90

End of May List of Accounts

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
1	15/06/2022	Delta Hawkins	Bus Hire Bond Refund	1	100.00
EFT1	01/06/2022	Abrolhos Steel	890 * 890 Metal posts	1	204.67
2	15/06/2022	Tanya Henkel	Review and update of the Shire of Yalgoo Built Heritage Strategy	1	11,000.00
EFT2	01/06/2022	The Scrapbook House	Card making kit - Tim Holtz Distress Ink	1	2,213.00
EFT3	15/06/2022	ATOM Supply	Eye wash portable unit gravity fed 55L	1	1,060.16
3	09/06/2022	Horizon Power	Streetlight Tariff Charges	1	900.49
EFT4	15/06/2022	Bridged Group Pty Ltd	Sophops XG virtual firewall enterprise guard - up to 2 cores & 4GB RAM	1	346.50
4	09/06/2022	Horizon Power	Electricity Charges -Unit A/Lot 18 Shamrock Road	1	328.06
EFT5	15/06/2022	Broadcast Australia Pty Ltd	Licence Fee-TV RADIO - Re-Broadcasting Power Recovery	1	646.12
5	09/06/2022	Horizon Power	Electricity Charges - Lot 27 Stanley Street	1	226.58

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT6	15/06/2022	Dominic Carbone & Associates	Consultancy Service- Financial and Admin.	1	4,455.00
6	09/06/2022	Horizon Power	Electricity Charges - Lot 75 Weekes Street	1	459.44
EFT7	15/06/2022	Refuel Australia	Caltex AD Blue 10L	1	684.54
7	09/06/2022	Horizon Power	Electricity Charges - 12 Weekes Street	1	260.02
EFT8	15/06/2022	Geraldton Mower & Repair	Governor Spring speed clip rover wheel retain wash sparkplug rover blade&bolt set element air cleaner	1	638.00
8	09/06/2022	Horizon Power	Electricity Charges - Lot 189 Shamrock Road - Core Stadium	1	832.20
EFT9	15/06/2022	Geraldton Toyota	YA1000 - 80,000km Service	1	1,198.62
EFT10	15/06/2022	Great Northern Rural Services.	3.60M Gate (3600 x 1150) with 100*150 mesh	1	167.20
10	23/05/2022	Water Corporation	Water use/service charge	1	208.54

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT11	15/06/2022	Jason Signmakers	CHS STEEL POST GALV 60OD XL 3.2M Custom Coreflute sign - Road closed to all trucks GP - 60 STREET SIGN BRACKET POST CAP GALVANISHED 60 OD STEEL (JSM08-CAP-007) TD1 RING BRACKET TD2 RING BRACKET	1	892.55
11	23/05/2022	Water Corporation	Water use/service charge	1	360.23
EFT12	15/06/2022	Landgate	Mining Tenement Roll	1	4,218.40
EFT13	15/06/2022	Pool & Spa Mart	Chemicals	1	186.50
13	23/05/2022	Water Corporation	Water use/service charge	1	19.10
EFT14	15/06/2022	Raul. Valenzuela	Council Meeting Fee - 29 April 2022	1	1,055.34
14	23/05/2022	Water Corporation	Water use/service charge	1	76.55
EFT15	15/06/2022	SKD Security & Keys Distributors	Bilock keys as requested for BEH 2033	1	239.54

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
15	23/05/2022	Water Corporation	Water use/service charge	1	47.77
EFT16	15/06/2022	Spotlight P/L	Artscentre arts and craft materials	1	552.40
EFT17	15/06/2022	Winc Australia Pty Limited	Stationary - Avy Quickvue Files	1	165.64
17	23/05/2022	Water Corporation	Water use/service charge	1	52.39
EFT18	15/06/2022	Sun City Print	3x 250 Post Cards	1	858.00
18	23/05/2022	Water Corporation	Water use/service charge	1	52.38
EFT19	15/06/2022	Truck Centre(WA) Pty Ltd	Filter, Filter P/STR Gran, Filter, Filter kits, Air Filter	1	725.46
19	23/05/2022	Water Corporation	Water use/service charge	1	2.73
EFT20	15/06/2022	WA Local Government Association (WALGA)	Training	1	65.00
20	23/05/2022	Water Corporation	Water use/service charge	1	208.51
EFT21	15/06/2022	Westrac Equipment Pty Ltd	Repair parking brake	1	2,621.64

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
21	23/05/2022	Water Corporation	Water use/service charge	1	44.95
EFT22	15/06/2022	Tamisha Hodder	Council Meeting Fee - 27 May 2022	1	1,055.34
22	23/05/2022	Water Corporation	Water use/service charge	1	45.60
EFT23	15/06/2022	Gregory Arthur Payne	Council Meeting Fee - 27 May 2022	1	2,841.07
23	23/05/2022	Water Corporation	Water use/service charge	1	44.95
EFT24	15/06/2022	Datacom Solutions (Au) Pty Ltd	April 2022 EasiPay Payroll Services	1	249.25
24	23/05/2022	Water Corporation	Water use/service charge	1	44.95
EFT25	15/06/2022	WURTH	XL Riggers Gloves	1	233.13
25	23/05/2022	Water Corporation	Water use/service charge	1	133.85

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT26	15/06/2022	Local Government Professionals	Workshop Registration - Grant Writing & Business Case Workshop - August 2022	1	680.00
26	23/05/2022	Water Corporation	Water use/service charge	1	44.95
EFT27	15/06/2022	Toll Transport Pty Ltd	Shire Freight Charge	1	277.31
EFT28	15/06/2022	Darren Long Consulting	Consulting fees -bank reconcilliation	1	6,490.00
28	23/05/2022	Water Corporation	Water use/service charge	1	44.95
EFT29	15/06/2022	Midwest Turf Supplies	Major Service to Reticulation in Town	1	6,796.00
29	23/05/2022	Water Corporation	Water use/service charge	1	45.95
EFT30	15/06/2022	Stanley Willock	Council Meeting Fee - 27 May 2022	1	527.67
30	23/05/2022	Water Corporation	Water use/service charge	1	274.69

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT31	15/06/2022	Quest Innaloo	Accommodation for Delta Hawkins 3/4 to 9/4/22	1	990.00
31	23/05/2022	Water Corporation	Water use/service charge	1	237.03
EFT32	15/06/2022	Rowe Contractors	Morawa Road0.4m width x 2070m length extra sealing	1	22,625.66
32	23/05/2022	Water Corporation	Water use/service charge	1	46.39
EFT33	15/06/2022	Mcdonalds Wholesalers	caravan park consumables	1	494.95
33	23/05/2022	Water Corporation	Water use/service charge	1	9.64
EFT34	15/06/2022	Office of The Auditor General	Shire Of Yalgoo - Audit Fees 2019-20 Financial Year	1	56,980.00
34	23/05/2022	Water Corporation	Water use/service charge	1	1.53

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT35	15/06/2022	Bolts-R-Us	Milwaukee M18 3/4 one key wrench	1	698.50
EFT36	15/06/2022	Gail Simpson	Council Meeting Fee - 27 May 2022	1	1,055.34
EFT37	15/06/2022	Luscombe Syndicate	Water Refresh 24 x 600ml	1	204.36
EFT38	15/06/2022	Willoughby Constructions	General Maintenance	1	2,200.00
EFT39	15/06/2022	Geraldton Glass Service	Lot 8 Henty Street - Reglaze Glass Sliding Door	1	682.00
EFT40	15/06/2022	Jacksons Drawing Supplies Pty Ltd	Resin mastercast 121 non-toxic 2 part kit 4LTR (2L resin+ hardener) nett #special order#14817 Paint acrylic matisse flow S2 500ml permanent light violet	1	744.65
EFT41	15/06/2022	Prompt Safety Solutions	Consultancy fees - Safety Solutions	1	2,750.00
EFT42	15/06/2022	Midwest Windscreens	Cat 12M DG Door Glass CXP35 Tint Door Glass	1	1,034.50

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT43	15/06/2022	Hersey'S Safety Pty Ltd	Bindi Pro Killer Spray Hose On 4LT	1	334.40
EFT44	15/06/2022	Local Government Works Association of WA	Registration to 25th Annual LGWA Works & Parks Conference for Craig Holland	1	962.50
EFT45	15/06/2022	Cloud Payment Group	Solicitors Professional fee - Enter judgement	1	3,692.95
EFT46	15/06/2022	Little Hotelier	Caravan Park Booking System- TheBookingButton Subscription	1	174.90
EFT47	15/06/2022	Thomas Gorman	Staff Reimbursement - Abrolhos Steel	1	204.67
EFT48	15/06/2022	Complete Office Supplies Pty Ltd (COS)	Office supplies	1	721.93
EFT49	15/06/2022	Ocean Air Custom Airconditioning Solutions	Air Conditioner -Administration building	1	15,685.00
EFT50	15/06/2022	Instant Racking	Longspan Board shelves 4 levels - 2000mm high	1	1,550.00

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT51	15/06/2022	Seek Limited	Caravan Park Job Advert	1	627.00
EFT52	30/06/2022	Geraldton Pet Meat Supplies	Boneless roo meat Dog Bunting	1	3,047.00
EFT53	30/06/2022	E & Mj Rosher	Blade H30t Spring plate Bolt Blade	1	1,029.42
EFT54	30/06/2022	Leeuwin Ocean Adventure	Gap payment for trainee Delta Hawkins to participate on STS Leeuwin voyage 22 - 12 Departing Exmouth 22 July 2022 and arriving in Dampier 28 July 2022	1	525.00
EFT55	30/06/2022	Alga Conference Congress	Staff conference	1	2,648.00
EFT56	30/06/2022	ATOM Supply	Dispenser hand towel interleaved dual lock livi	1	58.07
EFT57	30/06/2022	Atyeo's Environmental Health Services PL	Consulting service - EHO	1	8,316.49
EFT58	30/06/2022	Australian Golden Outback	2022/23 Membership	1	350.00

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT59	30/06/2022	BOC Limited	R040G oxygen indust G size	1	128.42
EFT60	30/06/2022	Bunnings Building Supplies Pty Ltd	RapidFence Perimeter & Pool Fence Panel Brackets - 4 Pack	1	387.20
EFT61	30/06/2022	Canine Control	Ranger services Saturday 14 May 2022	1	2,641.36
EFT62	30/06/2022	Civic Legal	Legal fees	1	309.34
EFT63	30/06/2022	Cockburn Cement Ltd	Cement powder pallets	1	9,990.75
EFT64	30/06/2022	Dominic Carbone & Associates	Consultancy Fees - Financial and Admin	1	4,620.00
EFT65	30/06/2022	Gail Trenfield	Council Meeting Fees - 09 June 2022	1	777.67
EFT66	30/06/2022	Refuel Australia	Fuel charges	1	77,251.88

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT67	30/06/2022	Geraldton Toyota	Carry out 18 months/30,000km service	1	1,079.99
EFT68	30/06/2022	Great Northern Rural Services.	gall gudgeon bracket L 25 mm	1	14.69
EFT69	30/06/2022	Hoppys Parts R Us	Key wrench set 9PCE T/Proof	1	93.95
EFT70	30/06/2022	Jason Signmakers	Grader Ahead Banner	1	366.28
EFT71	30/06/2022	Raul. Valenzuela	Council Meeting Fees - 24 June 2022	1	999.67
EFT72	30/06/2022	Winc Australia Pty Limited	Thermal rolls for EFTPOS machines	1	38.90
EFT73	30/06/2022	Totally Workwear Geraldton	New clothing for depot.	1	689.89
EFT74	30/06/2022	WA Local Government Association (WALGA)	eLearning Subscription - Understanding Local Government, Conflicts of Interest, Serving on Council, Meeting Procedures, Understanding Financial Reports and Budgets.	1	4,400.00

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT75	30/06/2022	Westrac Equipment Pty Ltd	Parts and repairs for vehicle	1	2,069.21
EFT76	30/06/2022	Yalgoo Hotel Motel	3x Accomodation - Meals	1	1,868.00
EFT77	30/06/2022	Tamisha Hodder	Council Meeting Fee - 24 June 2022	1	763.67
EFT78	30/06/2022	WURTH	1 Box 20 Standard safety glasses	1	103.13
EFT79	30/06/2022	Stanley Willock	Council Meeting Fee - 09 June 2022	1	763.67
EFT80	30/06/2022	Monsignor Hawes Heritage Inc.	1 x CorporateMembership Renewal Fee	1	100.00
EFT81	30/06/2022	Rowe Contractors	Yalgoo/Ninghan road works	1	120,000.00
EFT82	30/06/2022	Debbie Crothers	Art Centre 2 day Polymer Clay Workshop - 11th, 12th June 2022 plus materials	1	2,207.00
EFT83	30/06/2022	Cleverpatch	NAIDOC Art Materials	1	882.27
EFT84	30/06/2022	Craig Holland	Cat S42H+ 32BK Phone	1	936.00

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT85	30/06/2022	Office of The Auditor General	Shire of Yalgoo - audit fees for road grants	1	1,650.00
EFT86	30/06/2022	Gail Simpson	Council Meeting Fee - 24 June 2022	1	763.67
EFT87	30/06/2022	Cekas Pest Management	white ant treatment	1	1,100.00
EFT88	30/06/2022	Vizona	12m Octagonal Pole Post - top column - flange mount Install light poles at core	1	3,261.50
EFT89	30/06/2022	Bai Communications Pty Ltd	Power recovery	1	646.12
EFT90	30/06/2022	Tutt Bryant	Switch push button on drum roller	1	146.44
EFT91	30/06/2022	Kim Edmeades	Household items for 18a Shamrock Reimbursement Expenses for shire house	1	224.00
EFT92	30/06/2022	Kick Solutions	3x250 Business Cards for Cr Raul Valenzuela, Elisha Hodder, Rhiannon Hodder.	1	319.00

Agenda – Ordinary Council Meeting – Friday 29th July 2022

Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
EFT93	30/06/2022	Beachlands Plumbing	Allied pumps sewerage station	1	33,778.28
EFT94	30/06/2022	Prompt Safety Solutions	Consultancy Fees - WHS Contractor Management Service	1	4,400.00
EFT95	30/06/2022	Hersey'S Safety Pty Ltd	Mastec Wheelie Bin Green 240LT	1	1,337.05
EFT96	30/06/2022	Cloud Payment Group	Debt Collection Service - Rates	1	4,312.70
EFT97	30/06/2022	Western Communications	Parts for caravan park	1	1,547.70
EFT98	30/06/2022	Hotwash WA	Pure Water clean 37 windows at shire office	1	1,243.00
REPORT TOTALS					
			TOTAL		
1		Bank Name	Municipal Bank		477,098.16
TOTAL					477,098.16

13.3 INVESTMENTS AS AT 31ST MAY 2022

Applicant:	Shire of Yalgoo
Date:	22 July 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the investments report as at 31st May 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 30th June 2022 be received.

Agenda – Ordinary Council Meeting – Friday 29th July 2022

This Worksheet details the investments held by the Shire as at 30th June 2022.

SHIRE OF YALGOO CASH HOLDINGS AS AT 30 JUNE 2022

INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$661,684.23
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$4,207,855.38
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,086.22
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,142.14
TOTAL								\$4,946,767.97

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
TOTAL								\$2,110,586.81

INVESTMENT REGISTER

01 JUNE 2022 TO 30 JUNE 2022

NATIONAL AUSTRALIA BANK

ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 30.06.2022	INVESTMENT TRANSFERS	CLOSING BALANCE 30.06.2022
171336282	Ongoing	Variable	\$52,131.57	\$10.57	0	\$52,142.14
24-831-4222	Ongoing	Variable	\$25,072.96	\$13.26	0	\$25,086.22
4058198	22.12.2022	3.20%	\$472,429.22	\$1,750.87	0	\$474,180.09
4058196	22.12.2022	3.20%	\$1,136,138.97	\$4,210.65	0	\$1,140,349.62
4058197	22.12.2022	3.20%	\$169,571.83	\$505.62	0	\$170,077.45
4058195	22.12.2022	3.20%	\$324,776.00	\$1,203.65	0	\$325,979.65

13.4 FINANCIAL ACTIVITY STATEMENT AS AT 30th MAY 2022

Applicant:	Shire of Yalgoo
Date:	25 July 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

Note: Financial Statements for the period entered 30 June 2022 to be provided to members prior to or at the meeting

SUMMARY

Adoption of the Monthly Financial Statements for the period 1st July 2021 to the 30th June 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

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VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council adopts the Financial Activity Statement for the period ended 30th June 2022.

14 ADMINISTRATION REPORTS

14.1 Chief Executive Officer ALGA Attendance and General Report

Applicant:	Shire of Yalgoo
Date:	20 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	2022 NGA Communique WALGA Convention

SUMMARY

That Council receive the Chief Executive Officers general report.

ALGA NGA

The Shire President and Chief Executive Officer recently attended the Australian Local Government Association National General Assembly.

Valuable insight was gained into the problems experienced by other local governments which for the majority are similar to our own but it was also reinforced that communities across the National see some issues and choose to respond very differently.

One key takeaway was that across the sector 3% of total funds are spent on Disaster Mitigation and 97% is spent on recovery. So as to reduce impacts in the future and improve the efficiency of taxpayer money the 2022/23 budget proposes floodway and cement stabilization expenditure. This work is proposed to happen after upcoming DRFAWA work has completed.

The Shires motion on Rail Crossing Safety put forward on behalf of the Murchison WALGA zone was passed unanimously and was spoken to well by Cr Price of Cue and the Shire President. It was disappointing that not enough time was allocated to work through more proposed motions.

As a sector we learnt from leading economists that local government is the most productive level of government but only collects 4% of national taxation revenue.

Annual Collections/Return that have been or are close to completion for 2021/22:

- National Asbestos Reporting
- Freedom of Information
- Equal Employment Opportunity
- DWER Waste Reporting
- Disability Access and Inclusion Plan

Yalgoo Police

A thank you and farewell is extended to Sergeant Gill OIC Yalgoo Police Station. He will shortly be commencing a new position in the Wheatbelt. The Sergeant chaired another successful Local Emergency Management Arrangements Committee recently for which Telstra Communications issues and Foot and Mouth Planning have been elevated to the district level.

Truck Parking Bay

A Truck Bay next to the Highway recently proposed by Main Roads WA has not been successful under a grant round however MRWA will continue to seek funding for the project.

Council Forums

Councillors are encouraged to read through the following Department of Local Government link to inform discussions on the development of forums and workshops that are open to informal discussion. While decisions are not made they can be invaluable opportunities to ask questions of officers and brainstorm ideas. As the state government moves to introduce reforms and model standing orders we may be required to operate like a metropolitan Council with more than just the decision making meeting. https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-5-council-forum-guideline.pdf?sfvrsn=bc1818aa_1

Aboriginal Cultural Heritage

Phased co-design of Aboriginal Cultural Heritage Regulations continues. Significant work is still required that will impact the Mid West. While the ACH Act will provide significant protections, the speed at which it was enacted has resulted in many practical situations that still have to be worked through. Input through working groups and WALGA is ongoing. Maintenance definitions are very south west centric and draft regulations have not yet been provided surrounding ancestral remains and how historic burials will impact pastoral homesteads.

Due to an unassessed lodged claim over the Paynes Find Well the Shire is currently unable to install a bushfire water tank that utilises this water source. A tank acquired through a DFES grant will be installed near the community centre and fed by bore.

WALGA Convention

Councillors are notified that the WALGA Local Government Convention will be held on Monday 3rd and Tuesday 4th of October 2022 at Crown Perth. This years theme is Embracing Change. Registrations will be considered closer to the adoption of the 2022/23 Budget. It is unclear at this stage if motions will be considered.

Scheme Amendment

The Shires Tourist Accommodation Scheme Amendment has been submitted to the Environmental Protection Authority for comment.

Precinct Plans

Administration aims to present a number of simple project/precinct plans alongside the final determination of the 2022/23 budget. These so far include the seating and outside area of Core Stadium, a verandah fence and clothesline at the Yalgoo Art Centre, the water tank lookout and streetscape of blocks along the highway through Yalgoo.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Chief Executive Officers general report.

14.2 Yalgoo Heritage Strategy

Applicant:	Shire of Yalgoo
Date:	20 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Yalgoo Heritage Strategy – https://www.yalgoo.wa.gov.au/profiles/yalgoo/assets/clientdata/document-centre/council-agendas/2022/attachment_14_2_shire_of_yalgoo_heritage_strategy_2022.pdf (400Mb)

SUMMARY

That Council consider for adoption the 2022 Shire of Yalgoo Built Heritage Strategy.

COMMENT

Heritage Consultant Tanya Henkel has revised the Shire of Yalgoo Heritage Strategy. The Shire was successful in receiving \$10,000 towards this project from the WA State Government.

While allowing the Shire to meet its obligations under the Heritage Act 2018 this Strategy will also help to inform the Shires own priorities as it redevelops its Asset Management Plan. This work will be further developed by administration and consultants to provide a heritage related local planning policy, reviews of the Municipal Inventory and assist with Heritage funding of relevant Shire and registered properties.

Prior to adoption Council should consider the recommended actions on pages 7, 9, 10, 13, 15, 18, 22 & 23.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council adopt the as presented Shire of Yalgoo Built Heritage Strategy 2022.

14.3 Plant Replacement Schedule

Applicant:	Shire of Yalgoo
Date:	21 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Draft Plant Replacement Schedule

SUMMARY

That Council provide comment on and endorse the attached plant replacement schedule for inclusion in the Shires Asset Management Plan and to assist in the redevelopment of the Long Term Financial Plan.

COMMENT

The attached schedule has been developed based on useful life estimates of the Local Government & Municipal Knowledge Base and the Shires existing Plant Replacement Policy.

The importance of a schedule rather than just a guiding policy allows a Council to spread out costs or plan for years with increased costs. While there are also benefits of running certain plant until it is worthless the ongoing nature of local government means that it can be very beneficial to renew plant while it is still in good condition.

For example a 10 year old low loader could see many more useful years after a full replacement of all of its bearings and brakes plus ongoing maintenance, however the downtime and cost of those repairs over the plants life will likely cost more than its timely replacement with new plant.

Unless plant reserves are further developed the Council could find itself expending large capital sums for the replacement of major key pieces of machinery in the same year.

A recent practical example is the replacement of the Shires 2009 Multi Tyred Roller. The CEO will provide a worked example of the costs involved in its current condition at the meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

Agenda – Ordinary Council Meeting – Friday 29th July 2022

That Council endorse the attached plant replacement schedule.

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14.4 Yalgoo Mining Forum 2022

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

SUMMARY

That Council endorse the proposed third annual Yalgoo Mining Forum.

COMMENT

Administration proposes that the next Yalgoo Mining Forum be held on Monday the 10th October 2022 at Core Stadium.

All Councillors are encouraged to attend and the Shire will present on its road and community programs.

Like previous years companies will have the opportunity to present on their operation to the Shire and their peers. The invitation will request that each company inform the Shire with any active or developing plans or projects that decrease the mines or businesses environmental impact.

The Shire will also provide information on when companies can attend Local Emergency Management Committee Meetings and changes to hot working reporting.

It was suggested at last years forum that a request be sent to mines that have previously attended, asking if they would like to host this years forum. This point should be considered however it is not proposed by administration due to the site safety paperwork that may be required for attendees and that this is a Shire initiative to accommodate and seek feedback for Shire ratepayers.

Last years forum showcased Thundelarra Station was well attended. The aim of the forum is to encourage communication between the local government and mining companies and also provide an opportunity for networking in a non commercial setting.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council endorse the proposed Yalgoo Mining Forum to be held in Yalgoo early October 2022.

14.5 Donation Request – Wheatbelt Christian Fellowship

Applicant:	Shire of Yalgoo
Date:	21 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Letter – Wheatbelt Christian Fellowship

SUMMARY

That Council give consideration of a donation to the Wheatbelt Christian Fellowship.

COMMENT

The Shire of Yalgoo has been presented with a request from the Wheatbelt Christian Fellowship that is supported by the Yalgoo Primary School.

Rev Geoff Schie represents the Wheatbelt Christian Fellowship a faith based organisation that is dedicated to visiting remote areas by aviation, and who assist the Yalgoo Primary School. In 2018 and 2021 the Shire provided donations to help meet ongoing costs of flying to the region to assist in teaching.

The School and Community appear very receptive of Geoff and his program with assistance in the area religion and music. This is noticeable during the end of year concert as well as the fellowships assistance throughout the school year.

It should be noted that the school is responsible under the School Education Act 1999 to ensure religious education is non denomination and aligns with the Australian Curriculum.

The requested donation of \$4000 is currently manageable and within the Draft Budget - Members Donation.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.56

POLICY/FINANCIAL IMPLCATIONS

Policy 7.7 Donation and Sponsorship states the following:

1. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.
2. Sponsorship of individuals will not be considered, unless it is determined by Council that –
 - The person is representing the Shire as a community,
 - Is acting for the Shire's benefit to some extent, and
 - Is authorised by a non-profit and non-government organisation which benefits the community.

Policy Schedule 7.7 (b) – Criteria for Assessment of Requests

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

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Donation requests will not be considered where;

- The applicant is a private and for profit organisation or association
- The applicant is an individual person
- The applicant is in relation to general fundraising

Priority will be given where;

- The applicant is a registered not for profit organisation and has a base or visible presence in the shire of Yalgoo.
- The applicant is a community group based in the Shire of Yalgoo or has visible presence within the Shire of Yalgoo or has a significant impact on residents of the Shire of Yalgoo.
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Yalgoo residents.
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event, entry to the event is free of charge to Shire of Yalgoo residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council approve the donation of \$4000 to the Wheatbelt Christian Fellowship in 2022/23 for its support of education at the Yalgoo Primary School.

14.6 Mid West Development Commission Local Government Board Nomination

Applicant:	Shire of Yalgoo
Date:	21 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Letter from MWDC CEO Nils Hay

SUMMARY

That Council consider nominating up to two Councillors for the Board of the Mid West Development Commission.

COMMENT

In November 2021 Cr Stan Willock wished to be nominated as a representative of the Mid West Development Commission Board. Unfortunately at that time he was unable to complete the application process.

In accordance with the Regional Development Commission's Act 1993, nominees for the vacancy must be members of the Council of a Local Government in the region and are to be endorsed for nomination by the governing Council. All Local Governments in the Mid West region are invited to nominate up to two Councillors, who are willing and able to be candidates, for appointment.

If another Councillor wishes to nominate please raise the point during discussion of this item.

STATUTORY ENVIRONMENT

Local Government Act 1995

Regional Development Commission's Act 1993

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council endorse Cr Willock as a nominee for the Board of the Mid West Development Commission.

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14.7 Core Stadium – Name Change

Applicant:	Shire of Yalgoo
Date:	22 July 2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	To be tabled

SUMMARY

That Council consider community feedback on the renaming of Core Stadium.

COMMENT

At the June Ordinary Council Meeting the following resolution was passed:

COUNCIL RESOLUTION – C2022 – 06 - 09

Moved: Cr Raul Valenzuela

Seconded: Cr Stanley Willock

That Council provide in principle support to rename Core Stadium and request Administration to seek community feedback prior to the July Ordinary Meeting.

CARRIED: 4/1

Administration has advertised in the Bulldust and on the Shire Facebook Page. Local Surveys have also been conducted. The results of this community engagement will be tabled during the meeting.

So far a number of suggestions have been received as to new name proposals. As this item is written prior to the collection of all surveys the report outlines options for a change as overwhelming sentiment not to change would require nothing to be actioned.

Should responses wanting the name to be changed be considered substantial when compared to other Shire engagement it is proposed that Council conduct a workshop to determine how a new name could be selected.

Should there be consideration of names, sponsors or languages other than English it is suggested that the function room/centre be named separately to the whole facility. That way the named Function Room or named Sport Facility/Oval can be unambiguously and functionally identified by its name.

A response has also been sought from Core Business as the removal of signage owned by the company may need to be considered.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council hold an internal workshop to propose the process the Shire may take to determine a new name for Core Stadium.

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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 at the Paynes Find Community Centre, Payne Find on Friday 26th August 2022 commencing at 11.00 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
- 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

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the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.

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

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

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

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

Local Government Act 1995

s5.23. Meetings generally open to the public

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

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

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

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

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

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

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

s5.92 Access to information by council, committee members

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

s5.93. Improper use of information

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

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

Local Government (Model Code of Conduct) Regulations 2021

s.21 Disclosure of Information

- (1) In this clause —

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

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

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