



AGENDA

FOR THE ORDINARY MEETING

OF COUNCIL

TO BE HELD ON

THURSDAY 21 AUGUST 2014

Commencing 11.00 am

SHIRE OF YALGOO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON
THURSDAY 21 AUGUST 2014 COMMENCING AT 11.00 AM.

Dr Ross Theedom
MEC PHD FAIM GAICD MLGMA
Chief Executive Officer
Shire of Yalgoo

11 August 2014

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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
to be held in the Council Chambers, 37 Gibbons Street, Yalgoo,
on Thursday 21 August 2014 Commencing at 11.00 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

4.2 QUESTIONS WITHOUT NOTICE

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

7.1 PRESIDENT

Date	Details	Attended with whom

7.2 COUNCILLORS

Date	Details	Councillors

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING

Background

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting held on 24 July 2014 be confirmed.

Moved:

Seconded:

Motion put and carried/lost

9. MINUTES OF COMMITTEE MEETINGS

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters

10.0 INFORMATION ITEMS

Sharing of operational information on items that are not confidential, do not require a decision and do not meet the definition of matters for which the meeting may be closed under section 5.23 of the Local Government Act (eg: matters affecting employee/s or the personal affairs of any person).

11. MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD

11.1 WORKS AND SERVICES

11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 Interim Financial Activity Statements and Accounts Paid for the month of June 2014.

File:	
Author:	Heather Boyd
Interest Declared:	No interest to disclose
Date:	8 August 2014
Attachments (White)	P1 Interim Financial Activity Statements - R34 (1) P27 Major Project Progress Reports - C2012-0320 <ul style="list-style-type: none"> • BD008 Staff Housing: Weekes St • CA002: Caravan Park: Major Upgrade • RC003 Covered Sports • RC003 Yalgoo Community Hub: Community and Youth Centre P31 Schedule of Payments - R13(1)

Matter for Consideration

Adoption of the interim monthly financial statements, major project progress report and schedule of payments.

Background

1. The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed and require the Chief Executive Officer to prepare a list of accounts paid.
2. Council, at the ordinary meeting held in March 2012, requested that a status report for major projects be included in the monthly financial reports (decision C2012-0320). Where relevant this additional report is included in the attachments for the information of council.

Statutory Environment

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996

Reg 13(1)—Requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- (b) budget estimates to the end of month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) the net current assets at the end of the month to which the statement relates.

11.3.2 74 Weekes St

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	12 August 2014
Attachments (yellow)	Nil

Matter for Consideration

For Council to note the cost of completing the staff house at 74 Weekes St.

Background

The Weekes St housing project was started in July 2013. Due to delays resulting from a vacancy in senior staff the project has not yet been completed. Council requested at their meeting on 24 July 2014 more information regarding additional funds required to complete the staff house.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

Consultation

Silvio Brenzi, EMWI

Comment

As of 30 June 2014 the amount spent on the Weekes St housing project was \$296,649 which included some costs associated with creating a slab for 75 Weekes St.

The anticipated cost of completing the work on 74 Weekes St is as follows:

Building Services	\$10,000.00
Laundry	\$5,000.00
Fix Out	\$5,500.00
Painting	\$11,000.00
External Carpentry	\$15,000.00
Plumbing	\$2,500.00
Electricity	\$2,000.00
Solar Hot Water	\$5,000.00

Tiling	\$6,500.00
Flooring	\$4,500.00
Blinds	\$3,500.00
Fencing/Concreting	\$20,000.00
Bathroom	\$3,500.00
Security Screens	\$5,000.00
Miscellaneous	\$3,500.00
Total	\$102,500.00

An amount of \$310,000 was allocated from CLGF 12/13 funding to undertaken this project and an additional \$50,000 has been budgeted from a transfer out of reserves.

Additional funds will be identified through savings in programs as well through transfers out of the reserve accounts if required.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Completion of 74 Weekes Street.

That Council notes the cost to complete the staff house at 74 Weekes St.

Moved:

Seconded:

Motion put and carried/lost

11.3.3 Draft Budget Purchase of Plant and Machinery

File:		
Author:	Silvio Brenzi, EMWI	
Interest Declared:	No interest to disclose	
Date:		
Attachments (yellow)	P1	CT630 Prime Mover Spec Sheet
	P3	12M Motor Grader
	P8	CW34NN Multi-Wheel Roller
	P12	CT12-15 Engine Spec Sheet as per the Westrac Quotation

Matter for Consideration

For Council to approve the purchase of the following heavy plant in the adopted 14/15 budget:

1. Caterpillar Prime Mover (Model CT630) Replaces Volvo Prime Mover
2. Caterpillar 12M Wheel Grader (Model 12M) Replaces CAT 140 H Grader
3. Caterpillar Multi-Wheel Roller (Model CW34NN) Replaces Bomag Multi Tyre Roller

Background

Plant and equipment are an essential component of an effective works program. A review of current replacement programs for the Shires existing fleet of equipment has highlighted the requirement to replace ageing equipment. Whilst there are additional items that have exceeded the effective life span, the three listed items above which are included in the 14/15 budget are the oldest and require replacement to enhance reliability of service and reduce overhead costs from excessive maintenance.

The costs involved with the purchase of heavy equipment will require a tender process to be used to meet our statutory purchasing requirements. WALGA have pre-approved suppliers for Local Governments to assist with approved purchasing procedures.

Quotations have been sought to identify trade values and purchase prices for the selected items budgeted for, which are listed above.

It is anticipated to use this process to purchase the 14/15 financial year heavy equipment replacement items.

Statutory Environment

Local Government Act 1995

- s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	Yes
Asset Management Plan	Yes
Workforce Plan	
Policy	
Financial (short term/ annual budget)	Yes

Consultation

President, Neil Grinham
Deputy President Raul Valenzuela
Cr Adam Fawkes
Cr Percy Lawson
Cr Stan Willock
Cr Bob Grinham
Dr Ross Theedom. CEO

Comment

Caterpillar equipment is well known throughout the earthmoving and civil industry as a market leader. A conscious decision has been made to maintain the heavy fleet in a consistent framework that meets the Shires needs of efficiencies in financial and productive outcomes.

We currently own several other pieces of plant that are made by Caterpillar. Their high level of quality is recognized through capital purchase prices usually being higher than opposition/lower quality substitutes.

However, after-sale servicing of heavy machinery is essential to maintain a safe and efficient workforce. Any down time due to breakdowns is expensive and reduces outputs from staff unable to complete their tasks. Westrac, the supplier of Caterpillar Equipment carry out on site servicing and repairs in Yalgoo or out on site. New supplied Caterpillar equipment also has a new feature of 'Product Link'. This transmits GPS locations of the machine and all operating functions to Westrac automatically. This increases serviceability methods and overall life costs savings to maintenance budgets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Approval of Replacement of Items for the Works Depot

That Council approves the purchase of: CAT 12M Grader, CAT Multi-Tyre Roller and Cat Prime Mover from Westrac, a WALGA pre-approved supplier from the adopted 14/15 budget and trade the replacement items on the purchases.

Moved:

Seconded:

Motion put and carried/lost

11.3.4 Adoption of Budgeted Material Variances

File:	
Author:	Heather Boyd, Deputy CEO
Interest Declared:	No interest to disclose
Date:	14 August 2013
Attachments (yellow)	Nil

Matter for Consideration

For Council to adopt the material variances reported on in the 2014/15 Financial Year.

Background

As a part of the reporting to Council of monthly income and expenditure, the Council receives a report on variances of actual income and expenditure to the budgeted amounts. As part of the budgeting process each year, Council must adopt the value of the material variances that will be reported on in the monthly accounts.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Local Government (Financial Management) Regulations 1996

s34. Financial activity statement report:

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Strategic Implications

For decision making by Council on the financial position of Council.

Policy Implications

2.4 - Material Variances

Financial Implications

Control of financial progress in relation to the adopted budget.

Consultation

Comment

Each year Council must adopt a material variance to assist in reviewing the monthly financial statements and the annual budget review. In accordance with Regulation 34 of the Local Government (Financial Management) Regulations, each Council must adopt a percentage over which a budget variance would

be considered material when it reviews the monthly statements of financial activities and accepts the annual budget review.

It is suggested that council adopts a material variance of 10% or a minimum of \$10,000 (whichever is greater). This is in line with the material variances adopted for 2013/14.

Voting Requirements

Simple Majority

Officer Recommendation

Adoption of Budgeted Material Variances

That Council adopt 10% and a minimum of \$10,000 (whichever is greater) for reporting material variances to be used in assessing statements of financial activity and the annual budget review for the 2014/2015 financial year.

Moved:

Seconded:

Motion put and carried/lost

11.3.5 Adoption of Annual Budget 2014-2015

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	7 August 2014
Attachments (yellow)	P14 Advertisement Differential Rates P15 Fees and Charges P25 Final Draft Statutory Budget P58 Final Draft Detailed Budget as considered at the Council workshop 24 July 2014

Matter for Consideration

Council to consider adopting the 2014-2015 Budget and also approve:

- Differential and minimum rates
- Instalment interest rate and fee, penalty interest rate and early payment incentive prize.
- Schedule of Fees and Charges

Background

A draft detailed budget for 2014/15 was prepared taking into consideration previously approved matters including the policy and statutory matters listed below.

Budget items previously considered by Council	Decision/s
11.3.4 Draft Budget 2014/2015 - Donations	C2014-0408
11.3.6 Elected Members Fees and Allowances 2014/2015	C2014-0702
11.3.3 Differential Rating 2014/2015	C2014-0406 C2014-0407
11.3.6 Draft Budget 2014/15 - Fees and Charges	C2014-0610
11.3.3 Draft Budget 2014/15 - Plant Replacement Schedule	C2014-08
11.3.5 Draft Budget 2014/15 - Rubbish Collection Charge	C2014-0409

The detailed budget was then presented to a council workshop on 24 July 2014 with a list of projects that has been recommended by staff for removal to achieve a balanced budget (see attached Budget Workshop notes – discretionary).

At the workshop further changes were discussed (see attached Budget amendments from Workshop). The final draft Statutory and detailed budgets were then prepared taking into account the suggested changes.

Reserve Accounts

The following transfers to reserves are included in the draft detailed budget. The amounts budgeted to transfer into reserves includes a calculation to reflect interest earned.

Reserve Name	Opening Bal	out of reserve	into reserve	Interest	Close Bal	Comment
Leave Reserve Account	97,549	0		2,926	100,475	Interest Only.
Yalgoo Ninghan Road Reserve	166,699			5,001	171,700	Interest Only
Plant Reserve Account	293,874	250,000	169,691	8,816	222,381	Tfr Out 2015 prime mover only
Building Reserve	564,501	150,000		16,935	431,436	Trf Out: \$50k Weekes St completion \$100k Additional Residences (part of) Tfr In 50% of estimated Building (excl Housing) 2015 Depn
Community Amenities Maint Res	233,271			6,998	240,270	Interest Only
Sport Complex Reserve	107,402	28,000		3,222	82,624	Tfr Out C2013-0608 Tennis Court Resurface
HCP Reserve Account	121,760			3,653	125,413	Interest Only
Yalgoo Morawa Road Reserve	130,261			3,908	134,169	Interest Only
Housing Maintenance Reserve	105,859			3,176	109,035	Interest Only
General Road Reserve	110,984			3,330	114,314	Interest Only
Superannuation back-Pay	80,863	80,863		0	0	Reserve Obsolete
Office Equipment Reserve	3,112			93	3,205	Interest Only
Natural Disaster Triggerpoint (Roads)	11,000			330	11,330	Interest Only
Emergency Road Repairs	7,200			216	7,416	Interest Only
NEW * Road Agreement YA-NI Rd Reserve			186,000	0	186,000	
Program Total	2,034,335	508,863	355,691	58,604	1,939,767	

Statutory Environment

Local Government Act 1995

- Section 6.2–Requires a local government to prepare an annual budget by 31 August.
- Section 6.32–States that a local government in order to make up the budget deficiency is to impose a general rate on rateable land that may be imposed uniformly or differentially.
- Section 6.33(1)–Provides that a local government cannot, without the approval of the Minister, impose a differential general rate that is more than twice the lowest differential general rate imposed.
- Section 6.33(3)–States that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency
- Section 6.35–States a local government before imposing any differential general rate provide at least 21 days public notice of its intention to do so.
- Section 6.45 to 6.47–Allows a local government to levy fees and interest, grant a discount for early payment and to waive or grant concessions in relation to a rate or service charge.
- Section 6.51–Allows a local government to charge interest on a rate or service charge that remains unpaid after it is due and payable.
- Section 6.16–Allows a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Strategic Implications

Strategic allocation of funds to achieve efficiencies and service the aspirations of the Shire community.

Policy Implications

Policy 7.6 – Budget Timetable, outlines the steps and timetable leading to the adoption of the Budget.

Financial Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire to operate within for the 2014-15 financial year. The budget, when adopted, will show a net surplus of \$0.

Consultation

Councillors, staff and community.

The proposed differential rates were advertised for public comment in advertisements placed in The West Australian on 7 May 2014. Ratepayers and electors were invited to provide submissions, to be received by 12.00pm Monday 28 May 2014. No submissions were received.

11.4 ADMINISTRATION

11.4.1 Caravan Park

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	8 August 2014
Attachments (yellow)	P92 Caravan Park Stats

Matter for Consideration

That Council note the statistics on visitor numbers at the Yalgoo Caravan Park.

Background

Council have requested information on tourists that stay at the Yalgoo Caravan Park. These statistics have only been kept accurately since February 2014 when the caravan park managers were employed.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

Consultation

Comment

The statistics for visitors has only been accurately recorded since the appointment of permanent full-time caravan park managers. Prior to this date the statistics were collected from accommodation receipt books and only recorded back to the start of the 13-14 financial year. Assumptions have been made on figures prior to February 2014.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Yalgoo Caravan Park Statistics

That Council notes the statistics on visitor numbers using the Yalgoo caravan park facilities.

Moved:

Seconded:

Motion put and carried/lost

11.4.2 Community Hub Project

File:	
Author:	Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	Nil

Matter for Consideration

That Council recognises that the Community Hub project will not to be undertaken until funding can be secured.

Background

The former Chief Executive Officer (CEO) of the Shire of Yalgoo strongly advocated the development of a Community Hub for residents and visitors to the town. As an initial step, the CEO engaged consultants, using a Country Local Government Fund (CLGF) grant, to design the building. On 17 April 2014, the Shire of Yalgoo received two copies of the Community Hub Design Development Report from Parry and Rosenthal Architects.

Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Local Government Finance Regulations 1996

s.5.2 (A) The CEO is to ensure that the resources of the local government are effectively and efficiently managed.

Business Implications

Strategic Community Plan	1.1.3 Build Multi-purpose Community Hub
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	Nil

Consultation

Neil Grinham – President

Heather Boyd – Executive Manager Corporate

Silvio Brenzi – Executive Manager Works and Infrastructure

Comment

The new CEO, on commencement, has been reviewing and listening to the views on the Community Hub project from a number of Councillors, Executive and staff. The CEO has been trying to establish the basis for the development of the project and more particularly the actual need for a building of this

design and size. With a population in Yalgoo of approximately 140, there does not appear to be the need for such a large project. In addition, there are a range of underutilised buildings in Yalgoo that could be modified to provide all of the required facilities, at a much lower cost. To demonstrate this, the table below highlights the various areas within the proposed Hub and the existing or easily developed options using current available buildings that are available instead of constructing a new building.

Hub Area	Existing/Proposed Area	Comments
Gallery Managers Office	n/n	Not necessary. Yalgoo only requires a small venue with no requirement for office space.
Gallery	Railway Station/ Anglican Church (?)	Short term Railway Station. Use empty available room.
Alfresco Area	n/n	Not necessary. More appropriately located at Convenience Store and/or Hotel
Kitchen	Shire Hall	Not necessary. Shire Hall has kitchen
Pantry	Shire Hall	Not needed. At Shire Hall
Male Toilets		Not needed. Facilities at other venues.
Female Toilets		Not needed. Facilities at other venues.
UAT	?	
Cleaners Store	n/n	Not necessary
Laundry	n/n	Not necessary. Proposal to build commercial laundry in Yalgoo or surrounds
Arts and Crafts	MEEDAC/Railway Station	Activity fits with MEEDAC functions and sewing/textile activities. Can be accommodated at Railway Station if future need
Art Store	n/n	Not needed
Offices	Shire Hall	Accommodation appropriate for current needs. Potential to bring Shire staff back to Administration Office
Office Store	Shire Hall	Existing
Reception/Admin	Not necessary	Shire office undertakes admin function for all areas
Youth Room	Shire Hall	Part of computer room
Youth Store	Shire Hall	Part of computer room
Hall and Stage	Shire Hall	Duplication of functional area
General Store		Part of hall
TAFE/Sewing and Textiles Room	Shire Hall/MEEDAC	Sewing room/textiles at MEEDAC. TAFE room can be housed with hall computer room
TAFE Store	Shire Hall/MEEDAC	At MEEDAC
Mums and Bubs	Shire Hall	Current room used for this activity
Kindergarten Toilet		Use hall facilities
Kindergarten Store		Use hall facilities
Outdoor Play	Shire Hall/ Shamrock St Park	Consideration is being given to the creation of an area at the hall and also the Shamrock St Park.

n/n – Not Needed

In terms of costs, it is estimated that the Community Hub would cost approximately \$3.25 million to build. This estimate is based on a building cost of \$2750 per square metre (BMT Quantity Surveyors estimate - based on Perth Commercial Construction Cost (Upper Limit) plus 20% loading for remote area building) and a net area of 1177.5 square metres (Design Development Report). Given the use of rammed earth, it is reasonable to utilise the upper limit, especially as Yalgoo's experience shows this construction method to be significantly more expensive than other building types.

With the closure of the CLGF fund and Royalties for Regions being more regionally focused and significantly reduced due to 2014 budget cuts, the highly competitiveness nature of all remaining grant funding schemes and the very small size of the Yalgoo population to use the Community Hub, it is unlikely that the Shire would be able to gain the necessary resources to build the hub. Even if funds were available, these are usually on a dollar for dollar basis which means that the Shire would need to find \$1.625 million, a figure that it would need to raise over a number of years (at least 3-5 years) due to its small rates base and limited annual grants. During this time construction costs would be increasing at or above CPI due to our remote location so that it is more likely that the necessary Shire contribution would be nearer to \$2 million. Added to this, there would be significant maintenance costs, which would impose a significant impost on available operational funds. As we have a number of other buildings needing maintenance, this budget item would consume additional funds and draw these funds away from other important needs.

As indicated earlier, there are a number of buildings available that are currently underutilised. The Railway Station and the Shire Hall are two such buildings. Plans exist for a number of modifications to the Shire Hall to create a computer/youth room and to enhance the Mums and Bubs area. At the Railway Station there are a number of empty rooms that could house some of the activities identified in the Community Hub. There is also the Anglican Church that, with some modification could provide a space for an Art Gallery for local residents. This building would require some capital expenditure but would ensure a building of heritage status is restored and used effectively, at minimal cost.

Given the significant cost, lack of available grant funds at present and the cost of ongoing maintenance of new and existing buildings, the CEO recommends that the Community Hub be placed on hold until funds are secured and that in the meantime maintenance on existing buildings occur to enable all functions outlined in the Community Hub project to be developed for the community.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Community Hub Project

That Council endorse the shelving of the Community Hub project until appropriate funding is secured.

Moved:

Seconded:

Motion put and carried/lost

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from www.auslii.edu.au on 8 November 2010.

Local Government Act 1995

5.23. 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;
 - (b) the personal affairs of any person;
 - (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;
 - (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;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (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;
 - (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;
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

- (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.

5.92. 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.

5.93. 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 (Rules of Conduct) Regulations 2007

6. Use of information

- (1) In this regulation —
 - 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 to clearly show that the information in the document is not to be disclosed;
 - non-confidential document** means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is 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.

15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Council Chambers in Gibbons Street on Thursday, 25 September 2014 commencing at 11.00 am at the Community Centre Paynes Find

16. MEETING CLOSURE

Common Acronyms

Acronym	Detail
AA	Administration Assistant
ACEA	Admin Coordinator Executive Assistant
AFAC	Australasian Fire Authorities Council
AGDRP	Australian Government Disaster Recovery Payment
AGM	Annual General Meeting
AIIMS	<i>Australasian Inter-Service Incident Management System</i>
AMMS	<i>Accredited Mass Management Scheme</i>
ASKAP	<i>Australian Square Kilometre Array Pathfinder</i>
ATU	Aerobic Transfer Unit
BA	Broadcast Australia
BCA	<i>Building Code Australia</i>
BCITF	<i>Building and Construction Industry Training Fund</i>
BFS	Bush Fire Service
BFTA	Bush Fire Threat Analysis
CALD	Culturally and Linguistically Diverse
CANWA	Community Arts Network of WA
CAR	Compliance Audit Report
CCYP	Commissioner for Children & Young People
CDC	Certificate of Design Compliance
CEMO	Community Emergency Management Officer
CEO	Chief Executive Officer
CERM	Community Emergency Risk Management
CLGF	Country Local Government Fund (Royalties for Regions)
CPTDM	Caravan Park & Tourism Development Manager
CRC	Community Resource Centre
CRS	Coordinator Regional Services
CSRFF	Community Sporting and Recreation Facilities Fund
Das	Development Applications
DAFWA	Department of Agriculture & Food
DAIP	Disability & Access Inclusion Plan
DAP	Development Assessment Panel
DCA	Department for Culture and the Arts
DCD	Department for Communities
DCEO	Deputy Chief Executive Officer
DCP	Department of Child Protection
DEMC	District Emergency Management Committee
DET	Department of Education
DFES	Department of Fire & Emergency Services - formerly FESA
DHW	Department of Housing
DIA	Department of Indigenous Affairs
DISCEX	Discussion Exercise
DITRDLG	Department of Infrastructure, Transport, Local Government (Federal)
DLAG	Drug & Liquor Action Group
DLGC	Department of Local Government & Communities
DoHA	Department of Health & Ageing
DoL	Department of Lands
DON	Director of Nursing
DRD	Department of Regional Development
DoT	Department of Transport
DoW	Department of Water
DPAW	Department of Parks and Wildlife (previously CALM & DEC)

Acronym	Detail
DPI	Department for Planning and Infrastructure
DSR	Department of Sport & Recreation
DTWD	Department of Training & Workforce Development
EA	Executive Assistant
EC	Events Corp
ECC	Emergency Coordination Centre
EMC	Executive Manager Corporate
EMWA	Emergency Management Western Australia
EMWI	Executive Manager Works & Infrastructure
ERM	Emergency Risk management
EWP	Elevated Work Platform
FaHCSIA	Families, Housing, Community Services & Indigenous Affairs
FAG	Financial Assistance Grant
FAO	Finance & Admin Officer
FCWP	Forward Capital Works Plan
FHRO	Finance & HR Officer
FRS	Fire and Rescue Service
GPG	General Purpose Grant
GRAMS	Geraldton Regional Aboriginal Medical Service
GTS	Greenfield Technical Services – consulting civil engineers
GRV	Gross Rental Value
HCP	Healthy Community Program
HMA	Hazard Management Agency
HSM	Health Services Manager
IAP	Incident Action Plan
ICC	Indigenous Coordination Centre
ICPAWA Inc	Isolated Children's Parents' Association of WA
ICV	Indigenous Community Volunteers
ILRG	Identified Local Road Grant
ILUA	Indigenous Land Use Agreement
IMG	Incident Management Group
IMT	Incident Management Team
IPWEA	Institute of Public Works/Engineering WA
ISA	Integrated Service Arrangement – replacing MRWA TNCs in 2011 or 2012
ISG	Incident Support Group
LAA	Land Administration Act 1997 (WA)
LC	Landcorp
LCD	Land Conservation District
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGAP	Local Government Assistance Program
LGEEP	Local Government Energy Efficiency Program
LGGC	Local Government Grants Commission
LGMA	Local Government Managers' Association
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
LWA	Lotteries West
MCZ	Murchison Country Zone
MEEDAC	Midwest Employment and Economic Development Aboriginal Corporation
MEG	Murchison Executive Group (CEOs)
MEITA	Morawa Education, Industry and Training Alliance

Acronym	Detail
MGM	Mount Gibson Mining (Extension Hill Haematite)
MMG	Minerals and Mining Group (Golden Grove Mine)
MMGHSRMG	Murchison Mid West Gascoyne Human Services Regional Managers Group
MOU	Memorandum of Understanding
MRBA	Meekatharra Rangelands Biosecurity Association
MRVC	Murchison Regional Vermin Council
MRWA	Main Roads WA
MSC	Model Subdivision Conditions Schedule
MWAC	Municipal Waste Advisory Council
MWDC	Mid West Development Commission
MWGAAS	Mid West Group of Affiliated Agricultural Societies
MWIP	Mid West Investment Plan
MWIRSA	Mid West Industry Road Safety Alliance
MWLGEMN	Mid West Local Government Emergency Management Network
MWRC	Mid West Regional Council – consisting of 7 Shires
NTA	Native Title Act 1993 (Cth)
NBN	National Broadband Network
NDES	National Digital Economy Strategy
NDCSG	Northern Districts Community Support Group
NRIS	National Register Inquiry System
OASG	Operations Area Management Group
OCM	Ordinary Council Meeting
OMI	Office of Multicultural Interests
OPR	Oakajee Port and Rail
PE	Project Executive
PGA	Pastoralists and Graziers Association
PIA	Post Incidence Analysis
PLB	Pastoral Lands Board
PMS	Pastoral/Photographic Monitoring Sites
POC	Plant Operating Costs
PSA	Public Service Authority
PSG	Project Steering Committee
PWOC	Public Works Overhead Costs
R-Codes	Residential Design Codes
R2R	Roads to Recovery (Commonwealth)
R4R	Royalties for Regions (State)
RAV	Restricted Access Vehicle
RCM	Rangeland Condition Monitoring – a self monitoring system to be implemented 2015
RDA	Regional Development Australia
RDAF	Regional Development Australia Fund
RDAMWG	Regional Development Australia Mid West Grants
REVISE	Retired Educator Volunteers for Isolated Students Education
RFT	Request for Tender
RGS	Regional Grant Scheme
RLCIP	Regional and Local Community Infrastructure Program
RRG	Regional Roads Group
RRWA	Remote and Regional Western Australia
RSPCA	Royal Society for the Prevention of Cruelty to Animals
ROMAN	Road Management – software system
SAO	Senior Administration Officer
SAT	State Administrative Tribunal (Salaries & Allowances)

Acronym	Detail
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SIDE	Schools In Distance Education
SLICP	<i>State Land Information Capture Program</i>
SLK	Straight line kilometres
SMUG	Shires of Murchison & Upper Gascoyne
SOP	Standard Operating Procedure
SOTA	Schools Of The Air
SoY	Shire of Yalgoo
SWMP	(Regional) Strategic Waste Management Plan
STED	Septic Tank Effluent Disposal System
TNC	Term Network Contract – from MRWA for State roads maintenance
TQUAL	Tourism Quality Projects
TIRF	Tourism Infrastructure Regional Development Fund
TWA	Tourism WA
UV	Unimproved Value
VAST	Viewer Access Satellite Television
VESTOC	Volunteer Emergency Services Training & Operations Centre
VET	Vocation, Education & Training
VPD	Vehicles per day
VPN	Virtual Private Network
WAAA	West Australian Agriculture Authority
WACHS	WA Country Health Service
WACRN	Western Australian Community Resource Network
WARDT	Western Australian Regional Development Trust
WAEC	West Australian Electoral Commission
WAERN	West Australian Emergency Response Network
WALGA	WA Local Government Association
WALGEMAG	Western Australian Local Government Emergency Management Advisory Group
WALGGC	West Australian Local Government Grants Commission
WANDRRA	West Australian Natural Disaster Relief and Recovery Arrangements
WAPC	Western Australian Planning Commission
WARDT	Western Australian Regional Development Trust
WARMS	Western Australian Rangeland Monitoring System – regional rangelands information
WPA	Wool Producers Australia
WWTP	Waste Water Treatment Plan
YPS	Yalgoo Primary School