



UNCONFIRMED MINUTES  
OF THE ORDINARY MEETING OF COUNCIL  
HELD IN THE  
THE COUNCIL CHAMBERS, YALGOO  
ON 14 DECEMBER 2017  
COMMENCING AT 11.00 AM





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Minutes for the Ordinary Meeting of the Yalgoo Shire Council,  
to be held in the Council Chambers, Yalgoo  
on 14 December 2017, commencing at 11.00 am.

**PLEASE TURN OFF ALL MOBILE PHONES PRIOR TO THE COMMENCEMENT OF THE MEETING**

### **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Deputy President Gregory Payne declared the meeting open at 11.10 am

### **2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

MEMBERS	Cr Gregory Payne, Deputy President Cr Tamisha Hodder Cr Gail Trenfield Cr Percy Lawson Cr Robert Grinham
STAFF	Silvio Brenzi, Chief Executive Officer Elisha Hodder, Executive Assistant
GUESTS	Nil
OBSERVERS	Nil
LEAVE OF ABSENCE	Cr Joanne Kanny, President
APOLOGIES	Nil

### **3. DISCLOSURE OF INTERESTS**

Disclosures of interest made before the Meeting.

Nil

**4. PUBLIC QUESTION TIME**

**4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 QUESTIONS WITHOUT NOTICE**

Nil

**5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**7.0 MEETINGS ATTENDED BY ELECTED MEMBERS**

<b>Date</b>	<b>Details</b>	<b>Attended with whom</b>
12 Dec 17	MRVC	Cr Robert Grinham
8 Dec 17	Gunduwa Meeting – Via Phone lack of venue	Cr Percy Lawson
24 Nov 17	Cue Parliament	President Joanne Kanny Cr Gail Trenfield

## **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**

##### **C2017-1201    Minutes of the Ordinary Meeting**

**That the Minutes of the Ordinary Council Meeting held on 23 November 2017 be confirmed.**

**Moved: Cr Robert Grinham**

**Seconded: Cr Percy Lawson**

**Motion put and carried: 5/0**

## **9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters**

### **9.0 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 (e.g.: matters affecting employee/s or the personal affairs of any person).

#### **9.1 Deputy President Cr Gregory Payne asked the question if Councillors attending meetings and training as part of council business, can a Shire vehicle be used.**

CEO Silvio Brenzi clarified to Council that it is possible for Councillors to use a Shire vehicle to attend meetings and courses away from Yalgoo when a vehicle is available.

#### **9.2 Deputy President Cr Gregory Payne enquired about the policy for staff using Council vehicles, as it was mentioned that Council vehicle have been seen at certain places and were unsure if it was allowed or not.**

CEO Silvio Brenzi informed Council the use of Shire vehicles are normally approved by the CEO.

#### **9.3 Cr Robert Grinham asked if Councillors have concern in regards to Shire vehicle being misused can they email or phone the CEO to inform him.**

CEO Silvio Brenzi explained he would like to be informed if they believe the vehicle are being misused or have concerns about the use of the vehicles.

#### **9.4 Deputy President Cr Gregory Payne asked if the council have a bi-local policy.**

CEO Silvio Brenzi explained that the Shire does not have one. But if council requests a Buy Local policy can be drafted and included in the Policy review.

#### **9.5 Deputy President Cr Gregory Payne raised concerns as to why the Shire has decided to get catering for the end of year Christmas Functions from an external business instead of using local business and that council should be supporting the local businesses.**

CEO Silvio Brenzi explained two quotes were received, one from a Local Business, another from an external business. One was quoted for one function only and the other for two functions. The pricing for two functions from an external business was 50% cheaper than the function of the local supplier. Therefore the cheapest quote was accepted.

## **10. MATTERS FOR DECISION**

### **10.0 MATTERS BROUGHT FORWARD**

Nil

## **10.1 TECHNICAL SERVICES**

### **10.1.1 Progress Report on the Capital Works Program 2017-18**

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments	Nil

#### **Matter for Consideration**

To receive the Progress Report on the 2017-2018 Capital Works Program.

#### **Background**

The Shire in adopting its 2017-2018 Annual Budget has allocated funds amounting to \$3,213,634 for the purpose of acquiring capital assets and undertaking infrastructure works.

#### **Statutory Environment**

Nil

#### **Strategic Implications**

Timely delivering of the various capital projects which will deliver the objectives of the Community Strategic Plan.

#### **Policy Implications**

Nil

#### **Financial Implications**

To deliver the Capital Works Program within the budgeted allocations.

#### **Consultation**

Nil

#### **Comment**

The Capital Works Projects for the 2017-2018 financial year are detailed be:

**CAPITAL WORKS PROGRAMME 2017-18**

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

		2017/18 ANNUAL BUDGET	2017/18 JULY-NOV ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b>By Program</b>					The CEO to provide a verbal update on the status of the capital projects as at 30 November 2017
<b>Governance</b>					
000000-Refurbish Morning Tea /Public Meeting Room	F & E	5,000	0	5,000	Project not commenced
000000- Computus Shelving for Record Management	F & E	4,000	0	4,000	Project not commenced
000000-Admin Mobile Phones,laptop,Computers,Office Equip.	F & E	5,000	0	5,000	Project not commenced
000000-Council Chamber -Table	F & E	4,000	0	4,000	Project not commenced
000000- Admin Centre - Garden Reticulation	L & B	7,000	0	7,000	Project not commenced
000000- Admin Centre -Records Fit Coolroom Panels to Sea Container	L & B	16,800	0	16,800	Project not commenced
000000- Motor Vehicle CEO	P & E	86,030	89,370	(3,340)	CEO to provide comment at the meeting
000000- Motor Vehicle CGTS	P & E	66,485	0	66,485	Project not commenced
<b>Law Order Public Safety</b>					
000000-CCTV Yalgoo Townsite	F & E	60,248	0	60,248	CEO to provide comment at the meeting
<b>Housing</b>					
000000-Staff Housing - Security	L & B	65,000	0	65,000	Project not commenced
000000-Two Units 17 Shemrock Street	L & B	300,000	0	300,000	Project not commenced
<b>Recreation and Culture</b>					
000000 - Furn. & Equip - Art Centre	F & E	15,430	14,984	446	CEO to provide comment at the meeting
000000 - Furn. & Equip - Day Care Centre	F & E	15,596	4,768	10,828	CEO to provide comment at the meeting
000000 - Furn. & Equip - Community Hall	F & E	0	7,936	(7,936)	CEO to provide comment at the meeting
000000 - Arts and Crafts Building	L & B	40,488	63,064	(22,576)	CEO to provide comment at the meeting
000000-Power Supply Mens Shed and Rifle Club	L & B	19,000	17,246	1,754	CEO to provide comment at the meeting
000000-Payne Find Complex - External Painting	L & B	8,000	0	8,000	Project not commenced
000000-Payne Find Complex - Internal Painting	L & B	4,000	0	4,000	Project not commenced
000000 -Community and Youth Centre CLGF 2012-13 Unspent	L & B	44,222	32,064	12,158	CEO to provide comment at the meeting
000000 - Community Hall - Air Conditioner	L & B	10,500	0	10,500	Project not commenced
000000-Ride on Mower	P & E	25,000	25,850	(850)	CEO to provide comment at the meeting
000000- Community/School Oval Shared Use Development	Recreation	937,000	194,713	742,287	CEO to provide comment at the meeting
<b>Transport</b>					
000000- Machinery Shed Depot	L & B	135,000	12,600	122,400	CEO to provide comment at the meeting
000000-Flood Control -Fuel Station	L & B	27,300	11,962	15,338	CEO to provide comment at the meeting
000000- Depot -Electric Boundary Fence and Gate	L & B	25,000	0	25,000	Project not commenced
000000- Catapillar Wheel Loader 950M	P & E	314,350	315,154	(804)	CEO to provide comment at the meeting
000000- Paynes Find Airstrip Fence	Other	45,000	0	45,000	Project not commenced
000000-Solar Lights Paynes Find	Other	12,000	50,581	(38,581)	CEO to provide comment at the meeting
000000-Paynes Find Beautification	Other	18,658	0	18,658	Project not commenced
<b>ROADS TO RECOVERY GRANTS</b>					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	530,119	13,000	517,119	CEO to provide comment at the meeting
<b>RRG SPECIAL GRANT RD WORKS</b>					
000000- Yalgoo/Ninghan Road - Seal to width 4m SLK48.8 to SLK 36.6	Roads	293,500	0	293,500	Project not commenced

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

		2017/18 ANNUAL BUDGET	2017/18 JULY-NOV ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b>By Program</b>					
<b>Transport</b>					
MUNICIPAL FUND					
000000- North Road - Crossing	Roads	10,000	0	10,000	The CEO to provide a verbal update on the status of the capital projects as at 31 August 2017 Project not commenced
<b>Economic Services</b>					
000000-Caravan Park - Sealing of Parking Bays and Driveways	L & B	22,000	0	22,000	Project not commenced
000000 - Storage and POS Facility - Caravan Park	L & B	18,800	18,120	680	Project not commenced
000000- Shelter and Seating Jokker Tunnel	L & B	4,054	0	4,054	Project not commenced
000000- Shelter and Visitors Board at Railway Station	L & B	4,054	0	4,054	Project not commenced
<b>Other Property and Services</b>					
000000-Mens Shed Upgrade	L & B	15,000	30,457	(15,457)	CEO to provide comment at the meeting
		<b>3,213,634</b>	<b>901,869</b>	<b>2,311,765</b>	

## **Voting Requirements**

Simple Majority

CEO Silvio Brenzi explained that not much has changed, and gave a brief verbal update of the report.

Cr Gail Trenfield asked if the Shire works guys can install the fence for the Oval to help cut cost.

CEO Silvio Brenzi explained it is possible to have the Shire guys to carry out the installation of some of the fencing.

Cr Gail Trenfield left the room at 11.49 am

Cr Gail Trenfield returned to the meeting at 11.51 am

## **OFFICER RECOMMENDATION**

**C2017-1202      Progress Report on the Capital Works Program 2017 - 2018**

**That Council receive the Progress Report on the Capital Works Program 2017 – 2018 as at November 2017.**

**Moved: Cr Robert Grinham**

**Seconded: Cr Gail Trenfield**

**Motion put and carried: 5/0**

## 10.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

Nil

## 10.3 FINANCE

### 10.3.1 Accounts for Payment November 2017

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments	Nil

#### Matter for Consideration

Council approve the Accounts for Payment list for the period 1 October 2017 to 31 October 2017 as detailed in the report below.

#### Background

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 such to be recorded 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 –
    - 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.

**Strategic Implications**

Nil

**Financial Implications**

Nil

**Consultation**

Nil

**Comment**

The list of accounts paid for the period 1 November 2017 to 30 November 2017 are as follows:

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/3/2017	Austral Mercantile Collection Pty Ltd	debt collection fee	799.26
Bill Pmt - Cheque	11/3/2017	Beaurepaires	Repair 2 Loader Tyres REPAIR OF TYRES	550.00
Bill Pmt - Cheque	11/3/2017	BOQ Asset Finance & Leasing Pty Ltd	Copier Leasing	329.50
Bill Pmt - Cheque	11/3/2017	Bunnings Building Supplies Pty Ltd	Cement, Plumbing Gear for Gardens items for Mens Shed	806.48
Bill Pmt - Cheque	11/3/2017	Canine Control	Ranger Service - 25 & 26 October 2017 Murdoch Vet Management & Coordination of the Murdoch Vet Progr	1,963.23
Bill Pmt - Cheque	11/3/2017	Civic Legal	Replacement Road Access & Public Benefit Agreement Urgent 2017 Election Eligibility Issue Review of Rates Exemption Native Title Matter - Wajarri Yamatji People - Fed Breach of Road access and public benefit agreement Submission to WALGA in Relation to the review	20,905.28
Bill Pmt - Cheque	11/3/2017	Courier Australia	WINC State Library	430.50
Bill Pmt - Cheque	11/3/2017	Rocke, David	cleaning of complex	312.50
Bill Pmt - Cheque	11/3/2017	Dominic Carbone & Associates	Consultancy Service	5,390.00
Bill Pmt - Cheque	11/3/2017	Trenfield, Gail	Meeting Fee - 27/10/2017 Communications Allowance	527.61
Bill Pmt - Cheque	11/3/2017	Geraldton Mower & Repair Specialist	REPAIRS TO BRUSHCUTTER Parts for Toro Lawn Mower	260.80
Bill Pmt - Cheque	11/3/2017	Geraldton Toyota	YA778: 60,000 km service Replace Fuel Filter	1,063.88
Bill Pmt - Cheque	11/3/2017	Kanny, Joanne	Meeting Fee - 27/10/2017 Communications Allowance Accommodation, Meals & Travel expensess	3,287.82
Bill Pmt - Cheque	11/3/2017	Market Creations Pty Ltd	Web Hosting Tourism Brochure - Artwork updates	110.00
Bill Pmt - Cheque	11/3/2017	Novus Autoglass Midwest	YA 424: Replace Windscreen	1,957.95
Bill Pmt - Cheque	11/3/2017	PaynesFind Road House & Tavern	Accommodation & Meals - Diane & Elisha	420.40

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/3/2017	Lawson, PERCY (SENIOR)	Meeting Fee - 27/10/2017 Communications Allowance	527.67
Bill Pmt - Cheque	11/3/2017	Pool & Spa Mart	water park pump repairs	994.60
Bill Pmt - Cheque	11/3/2017	Grinham, Robert	Council Meeting Fee - 27/10/2017 Communications Al	745.49
Bill Pmt - Cheque	11/3/2017	St John Ambulance WA Ltd	Ambulance + Volunteer Attendance at the Yalgoo Emu	1,075.25
Bill Pmt - Cheque	11/3/2017	WINC AUSTRALIA PTY LIMITED	Cleaning Supplies OFFICE STATIONERY ORDER	2,395.88
Bill Pmt - Cheque	11/3/2017	Totally Workwear Geraldton	Council Shirts - Neil Grinham work clothes: Silvio	412.12
Bill Pmt - Cheque	11/3/2017	Veolia Environmental Services	Rubbish Service Collection Fee	4,005.94
Bill Pmt - Cheque	11/3/2017	WBHO Civil Pty Ltd	Staff Training - Load Restraint	1,500.00
Bill Pmt - Cheque	11/3/2017	YUIN PASTORAL	water exploration drilling for new oval	15,268.00
Bill Pmt - Cheque	11/3/2017	PAYNE, GREGORY ARTHUR	Meeting Fee - 27/10/2017 Communications Allowance	809.63
Bill Pmt - Cheque	11/3/2017	PERTH CAKE SUPPLIES	Beginners Cake Kit	110.00
Bill Pmt - Cheque	11/3/2017	Westrac Equipment Pty Ltd	YA860: GRADER BLADE PARTS YA860: 1 Inner Air Filter, 2 Outer Air Filters	755.44
Bill Pmt - Cheque	11/3/2017	LGRCEU	Monthly Payroll Deduction October 2017 - Union	20.50
Bill Pmt - Cheque	11/3/2017	CHILD SUPPORT	Monthly Payroll Deductions -Child support	2,271.24
Bill Pmt - Cheque	11/3/2017	HOLCIM	48T PREMIX concrete	2,002.57
Bill Pmt - Cheque	11/3/2017	BP MECHANICAL MAINTENANCE	YA 1000: Service & Repairs YA 499: Service & Repairs YA 457: Service & Repairs YA1614: Service & Repairs	1,101.18

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/3/2017	SEIVY'S MECHANICAL SERVICES	FIRE TNDER SERVICE - YA898	534.75
Bill Pmt - Cheque	11/3/2017	Gearing Butchers	food supply For Vets	159.48
Bill Pmt - Cheque	11/3/2017	SHIRE OF YALGOO	Unit hire for Radio MAMA: Yalgoo Emu Cup & Family Monthly Payroll Deductions Monthly Payroll Deduction: Staff Housing Rent	1,260.00
Bill Pmt - Cheque	11/3/2017	INTEGRITY SAMPLING WA	RANDOM TESTING 11/09/17	3,827.56
Bill Pmt - Cheque	11/3/2017	HODDER, TAMISHA	Meetinf Fee - 27/10/2017 Communications Allowance	527.67
Bill Pmt - Cheque	11/3/2017	MID WEST CHAMBERS OF COMMERCE & INDUSTRY	2017 October Mid West Economic Summit	400.00
Bill Pmt - Cheque	11/3/2017	SMITH, PETER	48 x MICROCHIPPING PROCEDURES	2,640.00
Bill Pmt - Cheque	11/3/2017	MDF SERVICES PTY LTD	YA479: Service & Repairs YA1613: Service & Repairs	959.05
Bill Pmt - Cheque	11/3/2017	ALL PUMPS & WATERBORING	WATER PARK: REPAIRS TO WATER PUMP	6,305.20
Bill Pmt - Cheque	11/3/2017	IKHWAN CAFE	MORNING TEA FOR MEETING	657.00
Bill Pmt - Cheque	11/10/2017	BOC Limited	industrial Gas for workshop	105.73
Bill Pmt - Cheque	11/10/2017	Geraldton Trophy Centre	Engraving of 8 Councillors Gold Plaques and supply	416.90
Bill Pmt - Cheque	11/10/2017	Landgate	Mining Tenements GRV Interim Valuations	166.00
Bill Pmt - Cheque	11/10/2017	Linaire Hodge.	Accommodation Resources for Nature Play	490.12
Bill Pmt - Cheque	11/10/2017	Midwest Chemical & Paper	CARAVAN PARK - CLEANING SUPPLIES	327.56
Bill Pmt - Cheque	11/10/2017	Grinham, Neil	Communications allowance - October 17 Taxi Fares -	1,218.25
Bill Pmt - Cheque	11/10/2017	Novus Autoglass Midwest	YA778 - Supply and Fit Windscreen	560.10
Bill Pmt - Cheque	11/10/2017	PINPOINT CLEANING SOLUTIONS	Monthly Clean Shire Buildings - October 17 19b Stanley - General Clean	3,805.00

<b>ID</b>	<b>Cheque Date</b>	<b>Creditor's Name</b>	<b>Invoice Details</b>	<b>Total Amount Due</b>
Bill Pmt - Cheque	11/10/2017	CUMMINGS, GLENN	food supplies for Melbourne Cup Lunch set to box	393.00
Bill Pmt - Cheque	11/10/2017	LEGEND RESOURCES PTY LTD	TENEMENT DEATH 9.09.17	30.94
Bill Pmt - Cheque	11/10/2017	FRONTLINE FIRE & RESCUE	RESPIRATOR-MEDIUM FILTER CLASS A CONCENTRATE 20L P	649.39
Bill Pmt - Cheque	11/10/2017	WCP RESOURCES LTD	Tenement Death	600.61
Bill Pmt - Cheque	11/10/2017	RAGGED RANGE MINING PTY LTD	Tenement Death	281.36
Bill Pmt - Cheque	11/10/2017	MAGPIE SQUAWK	ADVERTISING FOR THE YALGOO EMU CUP & FAMILY FUN DA	45.00
Bill Pmt - Cheque	11/10/2017	SHIRE OF MINGENEW	Reimbursement for Local Government Week Dinner	72.86
Bill Pmt - Cheque	11/17/2017	BOQ Asset Finance & Leasing Pty Ltd	Photo Copier lease	329.50
Bill Pmt - Cheque	11/17/2017	Bunnings Building Supplies Pty Ltd	various supplies for caravan park	145.72
Bill Pmt - Cheque	11/17/2017	Canine Control	Ranger Service - 9 November 2017 Finalise the Murd	949.03
Bill Pmt - Cheque	11/17/2017	Five Star Business Equipment & Comms	photo copier reading	895.04
Bill Pmt - Cheque	11/17/2017	REFUEL AUSTRALIA	October Fuel Charges 2017	17,525.66
Bill Pmt - Cheque	11/17/2017	Geraldton Toyota	YA800 - 40,000km Service	641.73
Bill Pmt - Cheque	11/17/2017	Hitachi Construction Machinery(Australia)	YA465 - SERVICE KIT	689.59
Bill Pmt - Cheque	11/17/2017	Home Additions & Improvements	supply and fit sign to yalgoo bus	2,100.00
Bill Pmt - Cheque	11/17/2017	Midwest Chemical & Paper	cleaning supplies for Caravan Park Kimcare hand wash 1000ml	419.14
Bill Pmt - Cheque	11/17/2017	PaynesFind Road House & Tavern	Accommodation & Meals for Midwest Traffic Controll	573.00
Bill Pmt - Cheque	11/17/2017	WINC AUSTRALIA PTY LIMITED	Various Office Supplies & cleaning supplies - Admi	674.74

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/17/2017	Totally Workwear Geraldton	Ray Pratt - Work Trousers Work Uniform - Linaire Credit on account	40.07
Bill Pmt - Cheque	11/17/2017	W & E Rowe Contractors	Carting Creek Sand	32,175.00
Bill Pmt - Cheque	11/17/2017	Western Independent Foods	biscuits for Caravan park Units	12.42
Bill Pmt - Cheque	11/17/2017	Westrac Equipment Pty Ltd	2017 Caterpillar 950M Wheel Loader	346,669.40
Bill Pmt - Cheque	11/17/2017	Atyeo's Environmental Health Services PL	duties within shire	4,559.30
Bill Pmt - Cheque	11/17/2017	M & B BUILDING PRODUCTS	Galv Screw (pack 100)	59.70
Bill Pmt - Cheque	11/17/2017	WBS GROUP PTY LTD	Open Sided Machinery Shed	13,860.00
Bill Pmt - Cheque	11/17/2017	HILLE, THOMPSON & DELFOS	Town Oval Project - Survey	3,113.00
Bill Pmt - Cheque	11/24/2017	Austral Mercantile Collection Pty Ltd	debt collection fee - rates sundry debtors expense	737.70
Bill Pmt - Cheque	11/24/2017	Crowe's Electrical	correcting non-compliance order repairs to public amenities repairs to switch board and fit locks 74 Weeks St - set up TV system and fit shelf repairs to fly zapper and relocate to Hall Men's Shed Electrical installation	5,102.23
Bill Pmt - Cheque	11/24/2017	Five Star Business Equipment & Comms	copier reading	737.17
Bill Pmt - Cheque	11/24/2017	Trenfield, Gail	Council Meeting Fee - 23/11/17 Arts Committee Meet	763.67
Bill Pmt - Cheque	11/24/2017	Kanny, Joanne	Council Meeting Fee - 23/11/2017 Travel Allowance:	2,147.77
Bill Pmt - Cheque	11/24/2017	Lawson, PERCY (SENIOR)	Council Meeting Fee - 23/11/2017 Advance Payment -	763.67
Bill Pmt - Cheque	11/24/2017	Pratt, Ray	food supply for MEEDAC BBQ	21.50
Bill Pmt - Cheque	11/24/2017	BRENZI, Silvio	Council Meeting Fruit	36.65
Bill Pmt - Cheque	11/24/2017	W & E Rowe Contractors	CARTING CREEK SAND/RED SILT	30,789.00

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/24/2017	YUIN PASTORAL	drilling two additional bores water exploration drilling & bore equipping	20,845.00
Bill Pmt - Cheque	11/24/2017	PAYNE, GREGORY ARTHUR	Council Meeting Fee - 23/11/2017 Communications AI	809.63
Bill Pmt - Cheque	11/24/2017	ELLIS & SONS CONSTRUCTION	Yalgoo Caravan Park Renovations	13,420.00
Bill Pmt - Cheque	11/24/2017	HARVEY NORMAN ELECTRICS GERALDTON	furniture for art centre	1,969.00
Bill Pmt - Cheque	11/24/2017	MIDWEST TRAFFIC CONTROLLERS	Paynes Find - rural road maintenance	2,931.50
Bill Pmt - Cheque	11/24/2017	DFES	2017/18 ESL Quarter 2	7,821.50
Bill Pmt - Cheque	11/24/2017	HODDER, TAMISHA	Council Meeting Fee - 23.11.2018 Communications AI	1,616.78
Bill Pmt - Cheque	11/24/2017	BIO DIVERSE SOLUTIONS	mapping & docs for lifting the bushfire prone area	2,860.00
Bill Pmt - Cheque	11/24/2017	PRACTICAL PRODUCTS	DOUBLE GLASS DOOR VERTICAL FRIDGE - MODEL:TCE1000	6,512.00
Bill Pmt - Cheque	11/24/2017	BICKLEY, LISA	activity expenses	490.00
Bill Pmt - Cheque	11/24/2017	FAIR GAME	ACCOMMODATION COSTS	480.00
Bill Pmt - Cheque	11/24/2017	HERITAGE TANKS AUSTRALIA PTY LTD	250,000 LTR WATER TANKS	29,660.00
Bill Pmt - Cheque	11/24/2017	ONEDEX COMMUNICATIONS PTY LTD	Paynes Find - installation costs for 6 solar light	19,365.50
Bill Pmt - Cheque	11/24/2017	MCG ARCHITECTS PTY LTD	TRAVEL-SITE VISIT 30/10/17 IN RELATION TO EMERGENC	2,200.00
Bill Pmt - Cheque	11/30/2017	Austral Mercantile Collection Pty Ltd	Debt Collection Fees	169.40
Bill Pmt - Cheque	11/30/2017	Australian Taxation Office	Activity Statement: July - September 2017	31,295.40
Bill Pmt - Cheque	11/30/2017	Beaurepaires	Tyres - YA479, YA465, YA457	3,923.00
Bill Pmt - Cheque	11/30/2017	Dominic Carbone & Associates	Financial Consultancy Service	3,960.00

ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
Bill Pmt - Cheque	11/30/2017	Geraldton Toyota	Purchase of new Toyota Landcruiser	97,523.93
Bill Pmt - Cheque	11/30/2017	PaynesFind Road House & Tavern	Accommodation and Meals: Onedex	2,537.20
Bill Pmt - Cheque	11/30/2017	WINC AUSTRALIA PTY LIMITED	A4 Parchment Paper A4 CERTIFICATE FRAMES	158.49
Bill Pmt - Cheque	11/30/2017	ThinkWater Geraldton	Pump and fitting as per Quote# B4707 for Capital W Controller & 200watt panel for sunpump: caravan Pa Bore Testing on New Oval	23,888.05
Bill Pmt - Cheque	11/30/2017	Truck Centre(WA) Pty Ltd	YA 795: SERVICE & MINOR REPAIRS	2,987.92
Bill Pmt - Cheque	11/30/2017	Western Independent Foods	biscuits for units at Caravan Park	12.42
Bill Pmt - Cheque	11/30/2017	Yalgoo Hotel Motel	Lunch & Drinks for Animal Sterilisation Program Accommodation & meals - Bill Atyeo LUNCHES FOR COUNCILLORS 23 NOV '17	882.20
Bill Pmt - Cheque	11/30/2017	YUIN PASTORAL	Exploration Drilling: Morawa Road/Oval	26,972.00
Bill Pmt - Cheque	11/30/2017	Westrac Equipment Pty Ltd	YA807: REPAIRS TO CATERPILLAR	4,307.29
Bill Pmt - Cheque	11/30/2017	WURTH	Consumables for Depot Consumables for Depot	283.96
Bill Pmt - Cheque	11/30/2017	LGRCEU	Monthly payroll Deduction - November 2017 - Union	41.00
Bill Pmt - Cheque	11/30/2017	CHILD SUPPORT	Monthly Payroll Deduction - November 2017 - Child Support	1,363.84
Bill Pmt - Cheque	11/30/2017	SHIRE OF YALGOO	Monthly Payroll Deduction - November 2017 - Debt Repayment	100.00
Bill Pmt - Cheque	11/30/2017	SHEFFIELD WIRE PRODUCTS	3 X 400 X 400 X 1000MM PLATE ACTIVATED RAGE TRAPS	1,221.00
Bill Pmt - Cheque	11/30/2017	GRANTS EMPIRE	RES Application & Lotterywest Application: Emu Cup	2,442.00
Bill Pmt - Cheque	11/30/2017	PRITCHARD BOOKBINDERS	COUNCIL MINUTES BINDING	535.70
Bill Pmt - Cheque	11/30/2017	MIDWEST TIMES	public notice advertising	118.24
<b>TOTAL</b>				<b>881,779.60</b>

**Voting Requirements**

Simple Majority

Deputy President Gregory Payne questioned the payment of Neil Grinham Uniforms.

CEO Silvio Brenzi explained that it was an invoice from May 2017 for uniforms for both Neil and Silvio.

Deputy President Gregory Payne questioned the payment of \$1218.25 to Neil Grinham Taxi Fares.

CEO Silvio Brenzi explained the amount paid to Neil was his communications allowance owed to him, also his reimbursement for his taxi fares whilst in Perth on Council Business in October 2017.

Cr Gail Trenfield asked about the payment to Glenn Cummings and what it meant in the description of "food supplies for Melbourne Cup Lunch set to box"

CEO Silvio Brenzi informed Council that Glen Cumming (Tamihana) purchased the groceries for the 2017 Melbourne Cup out of his own pocket and was reimbursed by Council as a BBQ is put on every year for the Shire staff. CEO Silvio Brenzi also reassured Council he would look into the last part of the description as it did not make sense to him also. This was clarified as "Set Top Box" for the Shire house @27 Stanley Street Yalgoo.

**OFFICER RECOMMENDATION****C2017-1203     Accounts for Payment November 2017**

**That Council approve the list of accounts paid for the period 1 November 2017 to 30 November 2017 amounting to \$881,779.60 and the list be recorded in the Minutes.**

**Moved: Cr Percy Lawson****Seconded: Cr Tamisha Hodder****Motion put and carried: 5/0**

### 10.3.2 Investments as at 30 November 2017

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments	Nil

#### Matter for Consideration

That Council receive the Investment Report as at 30 November 2017.

#### Background

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

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
  - (a) make provision in respect of the investment of money referred to in subsection (1); and
  - [(b) *deleted*]
  - (c) prescribe circumstances in which a local government is required to invest money held by it; and
  - (d) provide for the application of investment earnings; and
  - (e) generally provide for the management of those investments.

##### Local Government (Financial Management) Regulations 1996

##### 19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
  - (a) the nature and location of all investments; and
  - (b) the transactions related to each investment.

##### 19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —
  - authorised institution** means —
    - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
    - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
  - foreign currency** means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following –
- (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 12 months;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency.

**Strategic Implications**

Nil

**Consultation**

Nil

**Comment**

The worksheet below details the investments held by the Shire as at 30 November 2017:

SHIRE OF YALGOO INVESTMENTS AS AT 30 November 2017								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N <sup>o</sup>	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$2,302,452.65
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,022.86
NAB	N/A	Term Deposit	89-977-1574	3 month 1 day	27.09.2017	28.12.2017	2.51%	\$61,617.66
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$51,712.87
<b>TOTAL</b>								<b>\$2,456,806.04</b>
<b>RESERVE FUNDS</b>								
NAB	N/A	Term Deposit	97-511-445	3 months	28.09.2017	28.12.2017	2.51%	\$159,597.38
NAB	N/A	Term Deposit	89-972-5236	90 days	28.09.2017	27.12.2017	2.10%	\$443,016.41
NAB	N/A	Term Deposit	11-186-3992	2 months 29 days	28.09.2017	27.12.2017	1.75%	\$1,056,833.09
<b>TOTAL</b>								<b>\$1,659,446.88</b>
<b>TRUST</b>								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$21,738.51
<b>TOTAL</b>								<b>\$21,738.51</b>

INVESTMENT REGISTER						
01 JULY 2017 TO 30 November 2017						
NATIONAL AUSTRALIA BANK						
ACCOUNT N <sup>o</sup>	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 30.11.2017	INVESTMENT TRANSFERS	CLOSING BALANCE 30.11.2017
86-538-7363	Ongoing	Variable	\$40,929.28	\$93.58	0	\$41,022.86
89-977-1574	28.12.2017	2.51%	\$61,392.89	\$224.77	0	\$61,617.66
24-831-4222	Ongoing	Variable	\$51,594.90	\$117.97	0	\$51,712.87
97-511-4454	28.12.2017	2.51%	\$158,650.69	\$946.69	0	\$159,597.38
89-972-5236	27.12.2017	2.10%	\$440,410.14	\$2,606.27	0	\$443,016.41
11-186-3992	27.12.2017	1.75%	\$1,050,564.24	\$6,268.85	0	\$1,056,833.09

## **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION**

**C2017-1204      Investments as at 30 November 2017**

**That the Investment Report as at 30 November 2017 be received.**

**Moved: Cr Gail Trenfield**

**Seconded: Cr Robert Grinham**

**Motion put and carried: 5/0**

### 10.3.3 Financial Activity Statement for the Period ended the 30 September 2017

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments (Green Cover) Pages 1 - 37	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income ending the 30 September 2017;</li> <li>• Financial Activity Statement; ending 30 September 2017</li> <li>• Summary of Current Assets and Current Liabilities as of 30 September 2017;</li> <li>• Statement of Current Financial Position as at 30 September 2017;</li> <li>• Detailed worksheets;</li> <li>• Other Supplementary Financial Reports:                             <ul style="list-style-type: none"> <li>○ Reserve Funds;</li> <li>○ Loan Funds;</li> <li>○ Trust Fund</li> </ul> </li> </ul>

#### Matter for Consideration

Adoption of the Monthly Financial Statements.

#### Background

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

#### 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*

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.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

#### Strategic Implications

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

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue, and overall results against budget targets.

**Policy Implications**

2.4 Material Variance

**Financial Implications**

The Financial Activity Statements reflect the financial situation of the Shire as at year to date.

**Consultation**

Nil

**Comment**

The Shire prepares the monthly financial statements in the statutory format along with the other supplementary financial reports comprising of:

- Statement of Comprehensive Income;
- Statement of Financial Position;
- Reserve Funds;
- Loan Funds; and
- Trust Fund.

The areas where material variances have been experienced (10% or \$10,000 above or below budget) are commented on in the material variance column.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**C2017-1205 R34(1) Financial Activity Statement for the Period ended the 30 September 2017**

**That Council:**

**Adopts the Financial Activity Statement for the period ended 30 September 2017.**

**Moved: Cr Robert Grinham    Seconded: Cr Percy Lawson**

**Motion put and carried: 5/0**

## 10.4 ADMINISTRATION

### 10.4.1 Report on Matters Outstanding s at 8 December 2017

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	8 December 2017
Attachments	Nil

#### Matter for Consideration

That Council note the report on outstanding matters.

#### Background

The report is compiled from resolutions of Council relating to reports presented to Council, Notice of Motions, and Urgent Business.

#### Statutory Environment

Nil

#### Business Implications

Nil

#### Consultation

Nil

#### Comment

Matters outstanding are detailed below with comments in relation to status.

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
18 Aug 16	Establishment of an Emergency Services Training Centre in Yalgoo.	That Council engage the services of a suitable consultant to undertake a review of the Business Case for the construction of a Volunteer Emergency Services Training and Operations Centre/VESTOC in Yalgoo	CEO is about to set a timeframe for an architect to come out to Yalgoo. Architect has supplied 1 quote obtaining another.
27 Oct 16	Employees Collective Enterprise Agreement	Council resolved to authorise CEO to obtain necessary approvals.	The EBA has been reviewed by WALGA to reflect State legislation. The final document has been received, distributed to staff, and voted on. An application has been made to the Industrial Relations Commission for registration of the EBA and is awaiting a response.

<b>MATTERS OUTSTANDING</b>			
<b>MEETING DATE</b>	<b>ITEM REFERENCE</b>	<b>RESOLUTION</b>	<b>CURRENT STATUS</b>
31 Mar 17	Under-taking a Review of the Shire of Yalgoo Policies	That the CEO under-take a review of the Shire Policies over the next three months	Currently under review. Consultant has been appointed. Will also include new policy for Worksafe advice.
28 July 2017	Review of Local Laws	Council authorised the CEO to implement a review of Local Laws	Currently under review. To be completed this financial year.
25 Aug 2017	Termination of Centacare Playgroup Programme	Council to continue to provide the service for a period up to 6 months and a further report to be presented to Council in relation to the ongoing delivery of the Playgroup Programme and its funding.	Report to Council on or before February 2018.
25 Aug 2017	Draft Consultation Plan for Telstra Site 6612005	Council authorised the CEO to prepare a draft Consultation Plan for Telstra Site No. 6612005	Development application received.
27 Oct 2017	Application for a prospecting licence	Council authorises the CEO to locate a suitable prospecting area close to the Yalgoo townsite and make application to the Mining Registrar for registration under section 19 of the Mining Act.	Letter was sent on the 17 November 2017. Awaiting a response from the Mining Registrar.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**C2017-1206    Report on Matters Outstanding as at 8 December 2017**

**That Council:**

**Receives Report N<sup>o</sup> 10.4.1 Report on Matters Outstanding as at 8 December 2017.**

**Moved: Cr Robert Grinham**

**Seconded: Cr Gail Trenfield**

**Motion put and carried: 5/0**

## **Adjournment: Lunch 12.30 pm- 1.17 pm**

The Shire Deputy President, Cr Gregory Payne requested a motion be moved to adjourn the Ordinary Meeting at 12.30 pm for lunch.

The motion was move by Cr Robert Grinham and seconded by Cr Gail Trenfield  
The motion was put to a vote and carried 5/0

Closed for lunch at 12.30 pm

The Shire Deputy President, Cr Gregory Payne declared the Ordinary Council Meeting reopen at 1.17 pm

Returning to the meeting were:

Cr Gregory Payne, Deputy President

Cr Tamisha Hodder

Cr Gail Trenfield

Cr Percy Lawson

Cr Robert Grinham

Silvio Brenzi, CEO

Elisha Hodder, Executive Assistant

### 10.4.2 Ordinary Meetings of Council Dates 2018

File:	
Author:	Silvio Brenzi, CEO
Interest Declared:	No interest to disclose
Date:	7th December 2017
Attachments	Nil

#### Matter for Consideration

For Council to set dates, times and locations for Council and Committee meetings in the calendar year 2018.

#### Background

Council is required under the Local Government Act to give local public notice of dates and times of Council meetings and those committee meetings which are open to the public.

Council generally meets on the last Friday of the month. The December meeting day/date generally changes each year depending on the Christmas shutdown period and other matters. Meetings in May and September are held at Paynes Find.

#### Statutory Environment

*Local Government Act 1995*

s.5.3 – Council meeting not to be more than 3 months apart

*Local Government (Administration) Regulations 1996*

12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,  
are to be held in the next 12 months.

#### Business Implications

Strategic Community Plan	Nil
Corporate Business Plan	Nil
Long Term Financial Plan	Nil
Asset Management Plan	Nil
Workforce Plan	Nil
Policy	Nil
Financial (short term/ annual budget)	Cost of advertising in accordance with the regulation.

#### Consultation

- Jo Kanny, President

**Comment**

Council is requested to give consideration to the Scheduled meetings to be conducted in the 2018 calendar year as detailed below.

It is proposed that the Ordinary Council meetings be held on Fridays with a start time of 10.00am to allow more time before the lunch break generally at 12.30pm. An 11.00am start time will be required on meeting dates that are precluded by a committee meeting.

January’s meeting date is suggested to be on the Wednesday (31st) to allow enough time in the month to prepare financials after returning from the Christmas- New Year break.

The date scheduled at this stage for the electors’ general meeting is on the basis that the financial statements need to be audited, audit certificate be received and Council adopts an Annual Report for the financial year before an electors’ general meeting can be held. Therefore the Electors’ meeting is set the week prior to the ordinary meeting for December.

Month	Date	Day	Time	Council	Audit	Committee	Location
January	31	Wed	10am	Ordinary			Yalgoo
February	23	Friday	10am	Ordinary			Yalgoo
March	23	Friday	11am	Ordinary			Yalgoo
March	23	Friday	10am		Audit		Yalgoo
April	27	Friday	10am	Ordinary			Yalgoo
May	25	Friday	11am	Ordinary			Paynes Find
May	25	Friday	10am			Finance	Yalgoo
June	29	Friday	10am	Ordinary			Yalgoo
July	27	Friday	11am	Ordinary			Yalgoo
July	27	Friday	10am			Finance	Yalgoo
August	31	Friday	10am	Ordinary			Yalgoo
September	28	Friday	10am	Ordinary			Paynes Find
October	26	Friday	10am	Ordinary			Yalgoo
November	27	Friday	11am	Ordinary			Yalgoo
November	27	Friday	10am		Audit		Yalgoo
December	14	Friday	10am	Electors’			Yalgoo
December	21	Friday	10am	Ordinary			Yalgoo

## Voting Requirements

Simple Majority

Silvio explained the three recommendations.

Cr Gail Trenfield informed council that she had discussed with President Cr Joanne Kanny about dates for the first council meeting to be held in January 2018. Cr Gail Trenfield advised it should be on the 25<sup>th</sup> of January 2018 before Australia day so that Council is aware of the plans for the Australia Day event..

Cr Gail Trenfield pointed out the date listed down in the first recommendation (Friday 27 November 2018) should actually be Friday 30 November 2018. As the 27 November 2018 is a Tuesday.

Cr Percy Lawson moved the following amendment that the January meeting be held on the Thursday 25<sup>th</sup> January 2018 and that the 2018 November meetings be corrected to be held on Friday 30<sup>th</sup> November 2018.

The amendment was duly seconded by Cr Gail Trenfield there be no further debate on the matter the Deputy President put the officer's recommendation as recommended

### OFFICER RECOMMENDATION #1

#### C2017-1207    Ordinary Council Meeting Dates for 2018

That Ordinary meetings of Council in 2018 be held in the Shire of Yalgoo Council Chambers (with the exception of the two meetings noted below to be held at the Paynes Find Community Centre) and the Electors' meeting, commencing on the following dates and times:

- Wednesday, 31 January at 10.00 am    **Changed to the 25 January 2018**
- Friday, 23 February at 10.00am
- Friday, 23 March at 11.00am
- Friday, 27 April at 10.00am
- Friday, 25 May at 11.00am    (Paynes Find)
- Friday, 29 June at 10.00am
- Friday, 27 July at 11.00am
- Friday, 31 August at 10.00am
- Friday, 28 September at 10.00am    (Paynes Find)
- Friday, 26 October at 10.00am
- Friday, 27 November at 11.00 am    **Corrected to the 30 November 2018**
- Friday, 14 December at 10.00am – Electors'
- Friday, 21 December at 10.00am

Moved: Cr Robert Grinham

Seconded: Cr Gail Trenfield

Motion put and carried: 5/0

### OFFICER RECOMMENDATION #2

#### C2017-1208    Audit Committee Provisional Dates for 2018

That the Audit Committee of Council intends to meet at 10:00am in the Shire of Yalgoo Council Chambers on the following dates in 2018:

- Friday 23 March 2018
- Friday 30 November 2018

Moved: Cr Bob Grinham

Seconded: Cr Percy Lawson

Motion put and carried: 5/0

**OFFICER RECOMMENDATION/COUNCIL DECISION #3**

**C2017-1209     Finance Committee Provisional Dates for 2018**

That the Finance Committee of Council intends to meet at 10:00am in the Shire of Yalgoo Council Chambers on the following dates in 2018:

- Friday 25 May 2018
- Friday 27 July 2018

**Moved: Cr Gail Trenfield**

**Seconded: Cr Tamisha Hodder**

**Motion put and carried: 5/0**

## **11. NOTICE OF MOTIONS**

### **11.1 PREVIOUS NOTICE RECEIVED**

**Nil**

## **12. URGENT BUSINESS**

**Nil**

## **13. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**Nil**

### **13.0 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](http://www.auslii.edu.au) on 8 November 2010.

#### **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;
  - (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.

**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 (Rules of Conduct) Regulations 2007**

**s6. 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.

**14. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held in the Council Chambers Shire of Yalgoo Thursday 25 January 2018 commencing at 10.00 am.

**15. MEETING CLOSURE**

There being no further business, the Deputy President Cr Gregory Payne declared the Ordinary meeting closed at 1.40 pm

**DECLARATION**

These minutes were confirmed at the Ordinary Council Meeting held on the \_\_\_\_\_.

Signed: \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed.

