



AGENDA  
FOR THE ORDINARY MEETING  
OF COUNCIL  
TO BE HELD IN  
THE COUNCIL CHAMBERS, YALGOO  
ON FRIDAY, 27 MARCH 2020  
COMMENCING 10.00 AM



# SHIRE OF YALGOO

## NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE YALGOO COUNCIL CHAMBERS, YALGOO ON FRIDAY, 27 March 2020 COMMENCING AT 10.00 AM.

**John Read**

Acting Chief Executive Officer



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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,  
To be held in the Council Chambers, Yalgoo  
On Friday, 27 March 2020 commencing at 10.00 am.

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

## **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.



**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 28 February 2020 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

**9. REPORTS OF COMMITTEE MEETINGS**

**9.0 Finance and Audit Committee held on the 27 March 2020.**

**9.1 REPORT ON COMPLIANCE AUDIT RETURN 2019**

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	6 MARCH 2020
ATTACHMENTS :	2019 COMPLIANCE AUDIT RETURN

**MATTER FOR CONSIDERATION**

That the Committee give consideration to the Compliance Audit Return 2019 and recommend to Council that the Compliance Audit Return be adopted and certified by the President and Chief Executive Officer and a copy to be forwarded to the Department of Local Government Sport and Culture Industries by 31<sup>st</sup> March 2020.

**BACKGROUND**

Regulation 14 and 15 of the Local Government (Audit) Regulations 1996 requires that the Council carry out a Compliance Audit for the period 1<sup>st</sup> January to the 31<sup>st</sup> December in each year and be submitted to the Executive Director by the 31<sup>st</sup> March of the following year.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

7.13. Regulations as to audits

requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —

of a financial nature or not; or

(ii) under this Act or another written law.

**Local Government (Audit) Regulations 1996**

14. Compliance audits by local governments

A local government is to carry out a compliance audit for the period 1 January to 31 December in each year. After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation —

certified in relation to a compliance audit return means signed by —

(a) the mayor or president; and

(b) the CEO.

#### **BUSINESS IMPLICATIONS**

Nil

#### **CONSULTATION**

Nil

#### **COMMENT**

The Shire of Yalgoo is required to carry out an Annual Compliance Audit for the period 1<sup>st</sup> January 2019 to 31<sup>st</sup> of December 2019. The Compliance Return for 2019 has been completed online on the Department of Local Government Sport and Culture Industries website and is attached for consideration.

The Compliance Return is to be adopted by Council and certified by the President and the Chief Executive Officer along with a copy of the relevant section of the Minutes be forwarded to the Director General by the 31st March 2020.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **COMMITTEE RECOMMENDATION**

##### **Report on Compliance Audit Return 2019**

**That Council adopt the Audit Committee recommendation that the 2019 Compliance Audit Return be adopted and certified by the President and Chief Executive Officer and forwarded to the Department of Local Government along with the relevant section of the Minutes.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**

## 9.2 REPORT ON 2019-20 ANNUAL BUDGET REVIEW

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	6 March 2020
Attachments :	Statement of Financial Activities , Statement of Surplus/ Deficit, Statement of Closing Funds, Budget Analysis Worksheets

### Matter for Consideration

That council review the 2019-20 Annual Budget Review

### Background

Regulation 33A of the Local Government Act (Financial Management) Regulations 1996 requires that a Local Government between 1<sup>st</sup> February and 31<sup>st</sup> March in each year carry out a review of its Annual Budget for that year. A copy of the review and the determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Council adopted a 10% or \$10,000.00 variance or whatever is the greater for the reporting of material variances identified in the annual budget review

### Statutory Environment

#### 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

- (1a) In subsection (1) —

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

- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

**Business Implications**

Nil

**Consultation**

Dominic Carbone

**Comment**

A review of the Shire’s 2019-20 Annual Budget has been undertaken in accordance with the Financial Management Regulations and the following worksheets have been prepared;

Statement of Financial Activities	(refer attachments)
Statement of Surplus/ Defecate	(refer attachments)
Statement of Closing Funds	(refer attachments)
Budget analysis Worksheets	(refer attachments)

The review of the 2019-20 Annual Budget revealed:

- 1) An increase in operating revenue amounting to \$23,872 comprising of:

REVENUE

Increase in Rates Levied	\$1,995
Decrease in Non Payment Penalty Interest	(\$8,000)
Decrease in Financial Assistance Grants	(\$34,505)
Increase in FESA Grant Received	\$2,076
Increase in Reimbursements WACHS Health Centre Mtce	\$4,470
Increase in Staff Housing Rent	\$8,000
Increase in Rubbish Collection Charges	\$1,250
Increase in Community Bus Hire	\$1,500
Increase in other Revenue Recreation and Culture	\$2,000
Decrease in Sales Arts and Cultural Centre	(\$12,500)
Increase in MRWA Direct Roads Grant	\$56,347
Increase in Emu Cup Funding	\$15,200
Increase in Caravan Park Fees and Charges	\$15,000
Decrease in prospecting Permits	(\$1,400)
Decrease in Reimbursements Plant Operations Costs	(\$29,585)
Increase in Scrap Metal Sales	\$1,860
Increase in Reimbursements Administration	\$2,031
Decrease in Commission Motor Vehicle Licencing	(\$2,000)

Increase Other Minor Variances	\$133
	<hr/>
	\$23,872
	<hr/>

- 2) An increase in operating expenditure amounting to \$33,263 comprising of:

EXPENDITURE

Decrease in Debt Collection Costs	\$2,000
Decrease in Members Travel claims	\$5,000
Decrease in Members Conference Expenses	\$10,000
Decrease in Election Expenses	\$5,464
Increase in Members Donations	(\$3,500)
Increase in Members Expenses Other	(\$5,000)
Decrease in Animal Ranger Expenses	\$4,000
Decrease in Animal Sterilisation Program	\$2,000
Increase in Health Centre Mtce	(\$4,470)
Increase in Ambulance Services	(\$2,040)
Increase in Staff Housing Electricity Costs	(\$1,500)
Decrease in Staff Housing Water Costs	\$7,000
Increase Yalgoo Refuse Site - Additional Fencing, New Pit ,Rehabilitation	(\$33,500)
Increase Paynes Find Refuse Site - Additional Fencing, New Pit	(\$18,750)
Decrease in Town Planning Scheme Expenses	\$5,000
Decrease in Cemetery Expenses	\$1,471
Decrease in Public Conveniences Maintenance	\$7,104
Decrease in Community Bus Expenses	\$2,450
Decrease in Vacant Land Mtce	\$1,000
Increase in Yalgoo Hall Expenses	(\$11,362)
Increase in Community Park Maintenance	(\$8,388)
Increase in Shamrock Park Maintenance	(\$12,077)
Decrease in Railway Station Building and Ground Maintenance	\$5,536
Decrease in Tennis Court Maintenance	\$2,547
Decrease in Yalgoo Hub Covered Area Maintenance	\$4,349
Increase in Golf Course Maintenance	(\$3,150)
Decrease in Water Park Maintenance	\$6,299
Increase in Community Oval and Pavilion Maintenance	(\$36,704)
Increase in Rebroadcasting Equipment Mtce - install single channel	(\$6,050)
Decrease in Library Expenses	\$1,000
Decrease in Celebration Expenditure	\$3,421
Increase in Museum/Goal Maintenance	(\$10,722)
Decrease in Town Street Maintenance	\$124,715
Decrease in Street Trees and Watering	\$36,131
Increase in Road Inspections After Rain	(\$4,939)
Decrease in Vegetation and Weed Control	\$5,000
Increase in Engineering Consultancy	(\$20,000)

Increase in Rural Road Maintenance	(\$95,524)
Decrease in Repairs Grids	\$4,384
Decrease in Paynes Find Airstrip Mtce	\$5,657
Decrease in Wild Dog Bounty	\$5,000
Increase in Caravan Park Operations	(\$28,508)
Decrease in Emu Cup Event	\$19,702
Decrease in Jokers Tunnel Mtce	\$1,508
Decrease in Banners in the Terrace	\$3,500
Decrease in Building Consultants Fees	\$2,500
Increase in Fuel Station Mtce	(\$1,895)
Increase Other Expenses Unclassified	(\$2,000)
Decrease Other Minor Variances	(\$6,922)
	<u>(\$33,263)</u>

3) Gain or loss on sale of assets:

Decrease in Proceeds from Sale of Assets	<u>(\$17,499)</u>
Increase in net loss on sale of assets	<u>(\$17,499)</u>

4) Furniture and Equipment

Additional Expenditure - Air conditioner Administration	(\$7,483)
Savings - Computer Hardware and Systems Upgrade	<u>\$10,000</u>
	<u>\$2,517</u>

5) Land and Buildings

Savings- Solar Panels Staff Housing	\$66,000
Additional Expenditure - Disabled Toilets Self Contained Units Caravan Park	(\$30,000)
Over Expenditure - Concrete Floor machinery Shed Depot	(\$850)
	<u>\$35,150</u>

6) Plant and Equipment

Savings - HCP Vehicle	\$328
Over expenditure - Admin Vehicle	(\$218)
Savings - Kubota Ride on Mower	\$1,920
Savings - Utility Gardener	\$1,319
Savings -Primer Mover	\$37,000
Savings - Backhoe	\$11,000
	<u>\$51,349</u>

7) Roads Infrastructure

	\$2,043
8) Infrastructure Recreation Facilities	
	\$0
9) Infrastructure Other	
	\$0
10) Reserve Funds	
	\$0
10) Book Value of Assets Sold Written Back	
	\$0
11) Surplus Brought Forward	
Additional Accrued Expenses and Employee Entitlements and Adjustment to Provision for Doubtful Debts	(\$43,371)
Net Estimated Variance- Surplus	\$20,798

Council is requested to authorise the following expenditure in accordance with Section 6.8 of the Local Government Act 1995.

(1) Refuse Site Maintenance Yalgoo – new fencing, new pit and rehabilitation	\$33,500
(2) Disabled Toilets – Self Contained Units Caravan Park	\$30,000

Council is requested to give consideration to and adopt the Annual Budget Review

**Voting Requirements**

Absolute Majority

**COMMITTEE RECOMMENDATION**

**Report on 2019-20 Annual Budget Review**

**That the Audit Committee recommends to Council**

- 1.) Adopts the 2019-20 Annual Budget Review together with the variations detailed in the Budget Analysis Worksheet attached to this Report.**
- 2.) A copy of the 2019-20 Annual Budget Review and the determination be provided to the Department of Local Government and Communities.**
- 3.) In accordance with Section 6.8 of the Local Government Act 1995 authorise the following expenditure:**
  - Refuse Site Maintenance Yalgoo – new fencing, new pit and rehabilitation \$33,500**
  - Disabled Toilets – self Contained units caravan park \$30,000**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**

**9.3 REGULATION 17 REVIEW - D. LONG & ASSOCIATES**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>2020</b>
<b>Attachments</b>	

**MATTER FOR CONSIDERATION**

That the Finance & Audit Committee recommend to Council that the Regulation 17 Report prepared by Darren Long & Associates be received and the CEO be requested to implement changes to administration accounting practices in relation to legislative compliance, internal control and risk management, where practical.

**BACKGROUND**

The Shire engaged Darren Long & Associates to undertake the Regulation 17 review and Mr Long has delivered a comprehensive report covering all aspects of financial management, legislative compliance, internal controls and risk management.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Regulation 17 of the Local Government (Audit) Regulations 1996

**STRATEGIC IMPLICATIONS - Nil**

**CONSULTATION - Nil**

**COMMENT**

Mr Long’s findings detailed at Section 19 are as follows:

**“OPINION – Financial Management Review**

The review of the Financial Management Systems & Procedures developed by the Shire of Yalgoo indicates that, except for those matters identified in the findings and recommendation section of this report, they are appropriate and effective for the particular operations and size of the Shire.

In addition the review has concluded that, except where indicated in the report, the Shire has observed the requirements of the Local Government Act 1995 and the Local Government (Financial management) Regulations 1996”

**Review of Legislative Compliance, Internal Controls and Risk Management**

The review of the legislative compliance, internal controls and risk management mechanisms developed by the Shire of Yalgoo indicates a series of weaknesses in various processes, procedures and systems. The matters identified in the findings section of this report range from minor to major in nature. The recommendations detailed in this report present an opportunity for the local government to consider suggested improvements to internal procedures, processes and systems to enhance the overall control environment.”

While required improvements are acknowledged, the Shire is limited in the number and experience level of its very small administration/accounting staff. To put it bluntly, at the expense of around \$750,000.00 plus housing, vehicles, etc. per year, the Shire could employ (hopefully) additional suitably qualified and experienced administration staff to remedy the shortcomings of internal control detailed in the report. There has been no report or evidence at all that the shortcomings have actually brought the Shire into risk and financial loss through fraud etc. as a result of the lack of internal controls. However, we do have a duty to improve internal controls in respect of financial management, etc. to the best of our ability.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**REGULATION 17 REVIEW - D. LONG & ASSOCIATES**

**THAT the Finance & Audit Committee recommend to Council that the Regulation 17 Report prepared by D. Long & Associates be received and the CEO requested to implement changes to administration’s accounting practices in relation to legislative compliance, internal control and risk management, where practical.**

**Moved:**

**Seconded:**

**Motion put and carried:**

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

#### **10.1 VINCE CATANIA MLA**

To discuss any issues or concerns you may have with regards to Local, State, Federal Government Departments.

## **11. MATTERS FOR DECISION**

### **11.0 MATTERS BROUGHT FORWARD**

## 11.1 TECHNICAL SERVICES

### 11.1.1 PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2019-20

<b>AUTHOR:</b>	<b>JOHN READ, ACTING CEO</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>19 MARCH 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### MATTER FOR CONSIDERATION

To receive the Progress Report on the 2019-2020 Capital Works Program.

#### BACKGROUND

The Shire in adopting its 2019-2020 Annual Budget has allocated funds amounting to \$2,140,054 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 2019-2020 financial year are detailed be:

**CAPITAL WORKS PROGRAMME 2019-20**

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

	2019-20 ANNUAL BUDGET	2019-20 FEBRUARY 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 29 FEBRUARY 2020
<b>Governance</b>				
000000-Admin Computers Hardware and System Upgrade F & E	40,000	2,510	37,490	in progress
000000-Admin Upgrade Cabling Fibre F & E	10,000	0	10,000	
000000-External Monitor Display F & E	40,000	0	40,000	
000000-Admin Airconditioners F & E	0	7,483	(7,483)	Not budgeted for
000000-Admin Fire Proof Safe F & E	11,000	0	11,000	
000000-Admin Centre New Front Doors including Notice Board L & B	6,000	0	6,000	
000000-Admin Centre Front Rails L & B	2,500	0	2,500	
000000- Motor Vehicle RAV4 P & E	44,000	43,672	328	Completed minor saving
000000- Motor Vehicle Fortunner P & E	44,000	44,218	(218)	Completed minor over expenditure
<b>Housing</b>				
000000-Staff Housing - Solar Panels L & B	66,000	0	66,000	Expenditure withheld

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

		2019-20 ANNUAL BUDGET	2019-20 FEBRUARY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b>By Program</b>					
<b>Recreation and Culture</b>					
000000 - Community Hall Renovations	L & B	100,000	0	100,000	The CEO to provide a verbal update on the status of the capital projects as at 29 FEBRUARY 2020
000000- Kabota ride On Mower	P & E	24,500	22,580	1,920	
000000- Motor Vehicle Works Hilux	P & E	30,000	28,681	1,319	
000000-Art Centre Camers, Lockers, Bookcase	F & E	4,500	901	3,599	
000000- Sports Complex - Kerb , Seal and Footpath to School	Recreation	90,000	60,744	29,256	
<b>Transport</b>					
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	39,000	39,850	(850)	Completed minor over expenditure
000000- Ice Machine Depot	P & E	2,500	0	2,500	
000000- Prime Mover	P & E	267,000	230,000	37,000	Completed with savings
000000- Backhoe	P & E	180,000	169,000	11,000	Completed minor saving
000000- Truck Cab Crew	P & E	73,000	0	73,000	
000000- Fuel Tank	P & E	2,100	0	2,100	
000000- Deisel Air Compressor	P & E	3,200	0	3,200	
000000- Paynes Find Public Toilets	Other	63,656	0	63,656	Works in progress
<b>ROADS TO RECOVERY GRANTS</b>					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	377,293	375,250	2,043	Completed minor saving
<b>RRG SPECIAL GRANT RD WORKS</b>					
000000- Yalgoo/Ningham Road - Seal to width 4m	Roads	300,000	300,000	-	Completed
<b>MUNICIPAL FUND</b>					
000000- Sandford River Crossing	Roads	25,000	0	25,000	

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

	2019-20 ANNUAL BUDGET	2019-20 FEBRUARY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
	\$	YTD \$	\$	
<b><u>By Program</u></b>				The CEO to provide a verbal update on the status of the capital projects as at 29 FEBRUARY 2020
<b>Economic Services</b>				
000000-Caravan Park - Disabled Toilets Chairs and Rails L & B	2,900	1,120	1,780	Works in progress
000000-Caravan Park - Upgrade Water and Power Supply L & B	30,000	0	30,000	Works in progress
000000-Caravan Park - 2 Self Contained Accommodation Units L & B	253,797	0	253,797	Works in progress
000000- Shelter and Seating Jokker Tunnel L & B	4,054	0	4,054	
000000- Shelter and Visitors Board at Railway Station L & B	4,054	0	4,054	
	<b>2,140,054</b>	<b>1,326,009</b>	<b>814,045</b>	

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2019 - 2020**

**That Council receive the Progress Report on the Capital Works Program 2019 – 2020 as at 29 February 2020.**

**Moved:**

**Second:**

**Motion put and Carried/lost:**

**11.1.2 TECHNICAL SERVICES MONTHLY REPORT AS OF THE 19 MARCH 2020**

<b>AUTHOR:</b>	<b>RAY PRATT, WORKS FOREMAN</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>19 MARCH 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

**MATTER FOR CONSIDERATION**

That Council receives the Technical Services Monthly Report as 19 March 2020.

**BACKGROUND**

Nil

**STATUTORY ENVIRONMENT**

Nil

**STATUTORY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

**1 ROAD CONSTRUCTION – CAPITAL**

- Nil

**2 ROAD MAINTENANCE - OPERATIONS**

**2.1 Works as of 23 January 2020**

Grading done to the following roads

- North Road, Burnabinmah Road, Thunderlarra Road, Old Warriadar Road, Ninghan rod, Narndee West Road, Wydgee road and Badja Road.

**3 OTHER INFRASTRUCTURE MAINTENANCE**

**3.1 Plant and Equipment**

- Community Bus had been serviced.
- New Batteries purchased for YA1000 Landcruiser.
- John Deer Grader, new steering tie rod end
- Isuzu new rear break pads
- Toyota Hilux serviced and new windscreen
- Genset fixed
- CAT truck services and windscreen replaced side tipper hydraulics hose replaced.

### **3.2 Buildings**

- Andrew McSporran repaired fence at 9 Henty Street, due to storm damage.

### **3.3 Town Street**

- General Town Gardening maintenance completed on a weekly basis.

## **4 PARKS AND RESERVES**

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

- General Gardening Maintenance are conducted to the Arts and Culture Centre Gardens

### **4.2 Community Town Oval**

- General Gardening Maintenance and fertilizing are conducted to the Town 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 maintenance conducted to the water park.

### **4.6 Yalgoo Caravan Park**

- General gardening maintenance is done every two weeks.
- Electricians replaced some old power points

### **4.7 Yalgoo & Paynes Find Rubbish Tip**

- Paynes Find Tip ready to be opened.
- Pushed up rubbish at the Yalgoo Tip.

### **4.8 Railway Station**

- No changes or additions to the Railway Station, besides general Gardening maintenance, and septic pump out.
- Poured concrete floor for Jockey Club

**4.9 Yalgoo Nursing Post**

- No changes or additions to the Nursing Post, besides general Gardening maintenance.

**5 INFRASTRUCTURE - CAPITAL**

Nil

**6 PRIVATE WORKS**

Nil

**7 PURCHASING**

- Honda blower was purchased for the Gardening Crew

**8 STAFF**

**8.1 Training & Licences**

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**TECHNICAL SERVICES MONTHLY REPORT AS OF THE 19 MARCH 2020**

**That Council:**

**Receive the Technical Services report as at 19 March 2020.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**

## 11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

### 11.3 FINANCE

#### 11.3.1 ACCOUNTS FOR PAYMENT FEBRUARY 2020

<b>AUTHOR:</b>	<b>DOMINIC CARBONE</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>19 MARCH 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### MATTER FOR CONSIDERATION

Council approve the Accounts for Payment list for the period 1 February 2020 to 29 February 2020 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 February 2020 to 29 February 2020 are as follows:

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1024*2020	Canine Control	07/02/2020	Ranger Service 9 January 2020	1,089.00
1044*2020	Rocke, David	07/02/2020	Cleaning of Community Centre for RFDS Clinic, Reimbursement for YA898 - Service and Repairs	866.38
1056*2020	Five Star Business Equipment & Comms	07/02/2020	Photocopier Maintenance	1,397.18
1059*2020	Trenfield, Gail	07/02/2020	Council Meeting fees January 2020	898.67
1064*2020	REFUEL AUSTRALIA	07/02/2020	December Fuel Charges 2019	10,800.98
1101*2020	Marketforce	07/02/2020	Advertising 2020 Council Meeting Dates in Midwest	507.52
1108*2020	Midwest Chemical & Paper	07/02/2020	SUNDRY SUPPLIES CARAVAN PARK	92.46
1111*2020	Midwest Pest Management	07/02/2020	Termite Maintenance & General Pest Treatment to Staff housing	1,501.00
1137*2020	PaynesFind Road House & Tavern	07/02/2020	Plant Operator Ray Winfield: Accommodation & Meals	544.00
1139*2020	Lawson, PERCY (SENIOR)	07/02/2020	Council Meeting Fees January 2020	648.67
1152*2020	Raul. Valenzuela	07/02/2020	Council Meeting Fee January 2020	648.67
1174*2020	Sun City Plumbing	07/02/2020	Core Stadium - Back Flow Valve Test	160.00
1186*2020	Truck Centre(WA) Pty Ltd	07/02/2020	PURCHASE OF NEW MACK TRUCK	253,420.00
1210*2020	YUIN PASTORAL	07/02/2020	Depot Concrete Floor to Machinery Shed	43,835.00
1220*2020	PAYNE, GREGORY ARTHUR	07/02/2020	Council Meeting Fee January 2020	1,969.98
1240*2020	Westrac Equipment Pty Ltd	07/02/2020	Credit on Parts 1X SEAL - LIP TYPE, 2X SEAL-O RING - YA860 1X SEAL - LIP TYPE, 2X SEAL-O RING - YA860, SUPPLIES AS PER QUOTE 03Q026945	3,402.17
1245*2020	TYREPOWER GERALDTON	07/02/2020	2 x tyres for the volunteer bush fire unit at Paynes Find	758.00
1264*2020	PINPOINT CLEANING SOLUTIONS	07/02/2020	Cleaning of Shire Office & Nursing Post	1,320.00
1311*2020	HODDER, TAMISHA	07/02/2020	Refund- Bus Hire Bond refund and Council Meeting Fees January 2020	748.67
1331*2020	HODDER, SONDR	07/02/2020	Sale of Art Proceeds Paid to Artist	38.00
1398*2020	YALGOO DISTRICTS JOCKEY CLUB	07/02/2020	Annual Donation for Yalgoo Races 2020	10,000.00
1412*2020	PRATT, HELEN	07/02/2020	Sale of Art Proceeds Paid to Artist	7.50
1418*2020	INCITE SECURITY	07/02/2020	Depot Monitoring Service Fee	147.00
1478*2020	SIMPSON, PHYLLIS	07/02/2020	Sale of Art Proceeds Paid to Artist	15.80
1523*2020	PAGE, MAUREEN	07/02/2020	Sale of Art Proceeds Paid to Artist	23.63
1550*2020	LMW (WA) PTY LTD TRADING AS LMW	07/02/2020	Market Value Assessment - 14 Selwyn Street, Yalgoo	990.00
1557*2020	DENNISON, GAYE	07/02/2020	Sale of Art Proceeds Paid to Artist	22.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1567*2020	HODDER, RHIANNON	07/02/2020	Sale of Art Proceeds Paid to Artist	38.81
1569*2020	DIRECT HEATING & COOLING	07/02/2020	Service to Air Conditioners at Nursing Post & Coolroom	991.00
1570*2020	HODDER, GLADYS	07/02/2020	Basket Making Workshop 18.01.2020 Sale of Art Proceeds Paid to Artist	362.50
1596*2020	FLANAGAN, KATIE	07/02/2020	Sale of Art Proceeds Paid to Artist	19.68
1597*2020	HODDER, ELISHA	07/02/2020	Sale of Art Proceeds Paid to Artist	90.00
1603*2020	LO-GO APPOINTMENTS	07/02/2020	CEO recruitment fee and CEO Contracting Service of John Read	19,035.22
1610*2020	SHIRE OF MOUNT MAGNET	07/02/2020	January Vac Swim Program	460.00
1611*2020	WITHERS, YVONNE	07/02/2020	CLEANING DUTIES 5 HOURS PER WEEK @ \$30 COMMENCING	150.00
1612*2020	MIDWEST BOUNCE & FUN	07/02/2020	Hire of Water Slide for Australia Day	500.00
1000*2020	AFGRI Equipment Australia Pty Ltd	21/02/2020	Parts -JD DZ101884 FILTER KIT, JD AT175224 FILTER ELEMENT	973.72
1007*2020	ATOM Supply	21/02/2020	SUNDRY SUPPLIES FOR WORKSHOP, Paynes Find BFB Compressor	309.95
1016*2020	BOC Limited	21/02/2020	Container (Cylinder) Service Charge Depot	288.84
1018*2020	BOQ Asset Finance & Leasing Pty Ltd	21/02/2020	Photocopier rental fee	329.50
1021*2020	Bunnings Building Supplies Pty Ltd	21/02/2020	SUNDRY SUPPLIES FOR CARAVAN PARK, DEPOT GARDENING SUPPLIES AND PACKING BOXES FOR HALL	670.59
1024*2020	Canine Control	21/02/2020	Ranger Service - 24 January 2020 and 12 February 2020	2,178.00
1028*2020	Civic Legal	21/02/2020	legal Fees - Native Title Matter	1,559.25
1064*2020	REFUEL AUSTRALIA	21/02/2020	January 2020 Fuel Charges	15,483.97
1067*2020	Geraldton Toyota	21/02/2020	NEW FORTUNER MOTOR VEHICLE less trade in, 70,000km service - YA1000	49,507.65
1083*2020	J R & A Hersey	21/02/2020	Sundry Items for Workshop	653.01
1093*2020	LGISWA	21/02/2020	Insurance premiums for various Shire properties	6,138.69
1108*2020	Midwest Chemical & Paper	21/02/2020	SUNDRY SUPPLIES CARAVAN PARK	877.99
1137*2020	PaynesFind Road House & Tavern	21/02/2020	Plant Operator Ray Winfield: Accommodation & Meals	856.50
1144*2020	Pool & Spa Mart	21/02/2020	Water Park: Pool Acid & Chlorine	175.50
1146*2020	Protector Fire Services	21/02/2020	Service to Fire Equipment - Paynes Find	953.65
1153*2020	Pratt, Ray	21/02/2020	Reimbursement -Core Stadium: Keys and Battery for breath alyser	113.30
1161*2020	S & H Cranes P/L	21/02/2020	Crane Hire - Paynes Find Ablution Block	1,232.00

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1168*2020	Spotlight P/L	21/02/2020	ART & CRAFT SUPPLIES & TOYS	2,896.69
1171*2020	WINC AUSTRALIA PTY LIMITED	21/02/2020	Cleaning Supplies & Sundry Items for Office, Sundry items for Art Centre	425.28
1174*2020	Sun City Plumbing	21/02/2020	Caravan Park pump installation	3,799.95
1182*2020	ThinkWater Geraldton	21/02/2020	PARKS & GARDENS SUNDRY ITEMS	449.40
1191*2020	Veolia Environmental Services	21/02/2020	Rubbish Collection Service	4,089.14
1225*2020	WALGA	21/02/2020	10 x 2020 Desk Pads	89.40
1235*2020	ELLIS & SONS CONSTRUCTION	21/02/2020	Staff Housing: repair to gate, Admin: Reinstate locking system to back door	1,316.70
1240*2020	Westrac Equipment Pty Ltd	21/02/2020	Parts for Grader: YA860	154.62
1252*2020	E & MJ ROSHER	21/02/2020	PARTS FOR LAWN MOWER	747.66
1255*2020	TOLL TRANSPORT PTY LTD	21/02/2020	Freight Charge - Westrac , State Library & Winc	133.87
1267*2020	HARVEY NORMAN COMPUTER SUPERSTORE	21/02/2020	CAMERA FOR ART CENTRE	991.00
1328*2020	SEREMIN PTY LTD	21/02/2020	Refund Rates paid paid to wrong Shire	2,602.57
1372*2020	DARREN LONG CONSULTING	21/02/2020	Consultancy Fees - Monthly Bank Reconcilliation & Annual Financial Statements	8,305.00
1374*2020	MIDWEST TURF SUPPLIES	21/02/2020	Railway Station - Irrigation Work	4,008.65
1389*2020	SHIRE OF PERENJORI	21/02/2020	Contibution - CESM Shared Costs	1,827.34
1412*2020	PRATT, HELEN	21/02/2020	Reimbursement- King Single Bed for Unit	230.00
1423*2020	EVENT ART TENTS - EMMALINE JAMES	21/02/2020	School Holiday Progam, Art Centre Workshops	758.58
1434*2020	MURCHISON EARTHMOVING & REHABILITATION PTY LTD	21/02/2020	MOBILISE AND DEMOBILISE DRILL, MOBILISE SHOTFIRER	16,500.00
1476*2020	ART & SOUL BY THE SEA	21/02/2020	Art Centre: Workshop Supplies	401.70
1487*2020	MCDONALDS WHOLESALERS	21/02/2020	SUNDRY ITEMS CARAVAN PARK	305.49
1490*2020	CARNAMAH, PATRICIA	21/02/2020	YA415 - Bus Hire Bond Refund	170.00
1560*2020	WINC	21/02/2020	SUNDRY ITEM CARAVAN PARK	187.95
1603*2020	LO-GO APPOINTMENTS	21/02/2020	CEO Contracting Service of John Read	11,277.64
1611*2020	WITHERS, YVONNE	21/02/2020	CLEANING DUTIES 5 HOURS PER WEEK @ \$30 COMMENCING CLEANING DUTIES 5 HOURS PER WEEK @ \$30 COMMENCING	1,150.00
1613*2020	ENVIRONMENTAL DESIGN	21/02/2020	CONSULTANCY FEES- PAYNES FIND ABLUTIONS: ARCH DESIGN WORKING DRAWING YALGOO COMMUNITY HALL:	2,140.00
1614*2020	MID WEST DIVERSE CONTRACTING	21/02/2020	Core Stadium: Kerbing works	31,185.00

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1615*2020	TOMPSETT, ELLEN	21/02/2020	REFUND OF MDL RENEWAL PAID ON THE 17/12/2019	29.90
<b>TOTAL</b>				535,975.63

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION MMN**

**ACCOUNTS FOR PAYMENT FEBRUARY 2020**

That Council approve the list of accounts paid for the period 1 February 2020 to 29 February 2020 to \$535,975.63 and the list be recorded in the Minutes.

**Moved:**

**Seconded:**

**Motion put and carried / lost**

### 11.3.2 INVESTMENTS AS AT 29 FEBRUARY 2020

<b>AUTHOR:</b>	<b>DOMINIC CARBONE</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>19 MARCH 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### MATTER FOR CONSIDERATION

That Council receive the Investment Report as at 29 February 2020.

#### 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 29 February 2020.

SHIRE OF YALGOO CASH HOLDINGS AS AT 29 FEBRUARY 2020								
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	\$150,328.24
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$1,477,376.40
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,336.64
NAB	N/A	Term Deposit	323-9716	3 months	07.01.2020	06.04.2020	1.55%	\$64,947.44
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,108.46
<b>TOTAL</b>								<b>\$1,786,097.18</b>

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	323-9717	3 Months	07.01.2020	06.04.2020	1.55%	\$168,210.40
Bendigo	N/A	Term Deposit	323-9719	3 months	07.01.2020	06.04.2020	1.55%	\$466,924.72
Bendigo	N/A	Term Deposit	323-9720	3 months	07.01.2020	06.04.2020	1.55%	\$1,122,901.28
<b>TOTAL</b>								<b>\$1,758,036.40</b>

INVESTMENT REGISTER						
01 FEBRUARY 2020 TO 29 FEBRUARY 2020						
NATIONAL AUSTRALIA BANK						
ACCOUNT N <sup>o</sup>	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 29.02.2020	INVESTMENT TRANSFERS	CLOSING BALANCE 29.02.2020
86-538-7363	Ongoing	Variable	\$41,307.37	\$29.27	0	\$41,336.64
323-9716	06.04.2020	1.55%	\$64,336.35	\$611.09	0	\$64,947.44
24-831-4222	Ongoing	Variable	\$52,071.54	\$36.92	0	\$52,108.46
323-9717	06.04.2020	1.55%	\$166,627.70	\$1,582.70	0	\$168,210.40
323-9719	06.04.2020	1.55%	\$462,531.39	\$4,393.33	0	\$466,924.72
323-9720	06.04.2020	1.55%	\$1,112,335.83	\$10,565.45	0	\$1,122,901.28

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**INVESTMENTS AS AT 29 FEBRUARY 2020**

That the Investment Report as at 29 February 2020 be received.

Moved:

Seconded:

Motion put and carried/lost

### 11.3.3 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 29 FEBRUARY 2020

<b>AUTHOR:</b>	<b>DOMINIC CARBONE</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>19 MARCH 2020</b>
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• <b>STATEMENT OF COMPREHENSIVE INCOME ENDING THE 29 FEBRUARY 2020;</b></li> <li>• <b>FINANCIAL ACTIVITY STATEMENT; ENDING 29 FEBRUARY 2020;</b></li> <li>• <b>SUMMARY OF CURRENT ASSETS AND CURRENT LIABILITIES AS OF 29 FEBRUARY 2020;</b></li> <li>• <b>STATEMENT OF CURRENT FINANCIAL POSITION AS AT 29 FEBRUARY 2020</b></li> <li>• <b>DETAILED WORKSHEETS;</b></li> <li>• <b>OTHER SUPPLEMENTARY FINANCIAL REPORTS:</b> <ul style="list-style-type: none"> <li>○ <b>RESERVE FUNDS;</b></li> <li>○ <b>LOAN FUNDS;</b></li> <li>○ <b>TRUST FUND</b></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;

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**

**R34 (1) FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 29 FEBRUARY 2020.**

**That Council:**

**Adopts the Financial Activity Statement for the period ended 29 February 2020.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## 11.4 ADMINISTRATION

### 11.4.1 REPORT ON MATTERS OUTSTANDING AS AT 20 MARCH 2020

<b>AUTHOR:</b>	<b>JOHN READ, ACTING CEO</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>20 February 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### 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
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	<p>Part of the Policies are presented to the February 2020 Meeting for Council to adopt.</p> <p>The remained will be presented to Council at its Ordinary Council Meeting held in March 2020, following the CEO’s meeting with Consultant Margaret Hemsley in Perth on the 6/3/2020 to review the Comprehensive Policies.</p>

<b>MATTERS OUTSTANDING</b>			
<b>MEETING DATE</b>	<b>ITEM REFERENCE</b>	<b>RESOLUTION</b>	<b>CURRENT STATUS</b>
31 January 2019  31 May 2019	House Safety of Lot 220, 82 Piesse Street Yalgoo	That Council Requests the CEO to investigate the safety of the house owed by Timothy Simpson and Gloria Merry at lot 220, 82 Piesse Street, Yalgoo.  Council accepted the report of the EHO and requested the CEO and EHO to meet with the owner to address the problem areas	Further inspections planned with EHO.
27 September 2019	Paynes Find Public Toilet Facility	CEO to obtain quotations for the new toilet facility at the Paynes Find Community Centre	Quote from Ellis Construction accepted and within budget, Roly Brands has completed plans of the building. Construction now underway. Old Building going to Maranalgo Station, South of Paynes Find
14 February 2020	Construction of two new chalets at the Yalgoo Caravan Park	Council has budgeted for the Construction of two Rammed Earth self-contained Chalets at the Yalgoo Caravan Park.	Roly Brando of Environmental Design has completed the drawing, design specification and scope of works for the two chalets. Fire risk assessment has been completed. CEO to now invite tenders for their construction.
31 January 2020	ALGA Convention 2020	That Council determine any matter it wishes to raised with appropriate Federal Ministers of Parliament during the Australian Local Government Association (ALGA) convention to be held in Canberra on 14 – 18 June 2020 to be attended by a Murchison Zone delegation.	Councillors to discuss and matters forwarded to the CEO to presented as an agenda item at the Ordinary Council Meeting held in May 2020.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**REPORT ON MATTERS OUTSTANDING AS AT 20 MARCH 2020**

**That Council:**

**Receives Report Nº 11.4.1 Report on Matters Outstanding as at 20 March 2020.**

**Moved:**

**Seconded:**

**Motion put and carried / lost**

#### 11.4.2 GRV RATING MINING INFRASTRUCTURE – SUBMISSIONS RECEIVED

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>17 March 2020</b>
<b>Attachments</b>	<b>Submission Received by EMR Golden Grove dated 11 March 2020</b> <b>Submission received by Silver Lake Resources dated 27 February 2020</b> <b>Shire's Response to Silver Lake Resources and EMR Golden Grove submission</b>

#### MATTER FOR CONSIDERATION

That Council receive the submissions received from Silver Lake Resources and EMR Golden Grove in respect of the Shire’s proposed GRV rating of mining infrastructure and respond in accordance with the attached letters. The submissions and the Shire’s responses are to be forwarded to the Department of Local Government.

#### BACKGROUND

Local Government’s in Western Australia have had the ability to rate mining infrastructure located at mining operations for decades and more formally over the past nine to ten years when the Local Government Act 1995 was amended to allow the rating of administration buildings, accommodation buildings, recreational buildings and amenities and warehouses/workshops located within 100 metres of the other buildings. The State Government over the past few years has introduced Policy Statements and guidelines which apply to the procedure to be followed in the process of obtaining formal Ministerial approval to rate the infrastructure.

Part of this procedure is for the Shire to formally advise the mining companies concerned Council’s intention to rate the infrastructure and inviting them to submit a submission regarding this proposal. All five mining companies have been advised accordingly and submissions closed (after giving them more then the required 28 days to respond) on 12 March 2020. Two submissions were received from Silver Lake Resources Limited and EMR Golden Grove, attached.

#### STATUTORY ENVIRONMENT

Local Government Act 1995 Sections 6.28 and 6.29

#### STRATEGIC IMPLICATIONS

The additional rating revenue derived from this rating source will assist the Shire of Yalgoo meet its corporate objectives pursuant to its Community Strategic Plan, as reviewed from time to time.

#### CONSULTATION

- Stephen Fern, Principal Valuer, Landgate.
- Golden Grove Ltd, Asia Iron Pty Ltd (Extension Hill), Minjar Resources (Golden Dragon Project), EMR Golden Grove and Silver Lake Resources Limited (Deflector Gold Project).

#### COMMENT

I have formally advised the Director General of the Department of Local Government full details of Council’s proposed rating of the mining infrastructure including Councils resolutions in this regard over the past few months, seeking Ministerial approval to rate. I am advised that it is not possible to retrospectively rate from 1/1/2020 as requested, but from the Ministers approval date.

Once the submissions from Silver Lake and EMR Golden Grove and Council’s responses are forwarded to and considered by the Department of Local Government, I expect Ministerial approval to follow.

## VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION

#### GRV RATING OF MINING INFRASTRUCTURE – SUBMISSIONS RECEIVED.

That Council:

1. receive the submissions received from Silver Lake Resources Limited and EMR Golden Grove in respect of the Shire's proposed GRV rating of mining infrastructure and respond in accordance with the letters attached/tabled.
2. forward copies to the Department of Local Government of:
  - a). the letters sent to all five mining companies concerned inviting them to submit a submission by 12/3/2020;
  - b) the submissions received by Silver Lake Resources Limited and EMR Golden Grove; and
  - c) the Shire of Yalgoo's responses to those submissions (attached/tabled).

Moved:

Seconded:

Motion put and carried:

**11.4.3 LEASE EXTENSION OF YALGOO 24 HOUR FUEL STATION**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>15 March 2020</b>
<b>Attachments</b>	<b>LEASE DOCUMENT</b>

**MATTER FOR CONSIDERATION**

That Council agree to extend the Lease with Geraldton Fuel Company Pty Ltd in respect of the Yalgoo 24 hour fuel station for a further five years.

**BACKGROUND**

The current lease with Geraldton Fuel Company is about to expire and it is recommended that it be renewed for a further five (5) years under the same terms and conditions, with the exception that Geraldton Fuel Company are offering an increased discount on fuel to the Shire of Yalgoo from .5c to .7 cents per litre.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS** - Nil

**CONSULTATION** - Nil

**COMMENT**

The existing lease arrangement with Geraldton Fuel Company Pty Ltd has for many years worked well providing a convenient fuel service to the public as well as a discounted fuel supply to the Shire of Yalgoo. The annual lease rent is \$6,500.00 payable monthly in advance and subject to annual CPI adjustment.

**VOTING REQUIREMENTS**

Simple Majority

<b>OFFICER RECOMMENDATION</b>		
<b><u>LEASE EXTENSION OF YALGOO 24 HOUR FUEL STATION</u></b>		
<b>That Council authorises the A/CEO and Shire President to apply and Shire Common Seal and sign the Lease extension document allowing Geraldton Fuel Company Pty Ltd to lease the Yalgoo 24 Hour Fuel Station for a further five (5) years as per the terms and conditions of the lease document attached/abled.</b>		
<b>Moved:</b>	<b>Seconded:</b>	<b>Motion put and carried:</b>

**11.4.4 ORGANISATIONAL POLICY MANUAL REVIEW**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>15 March 2020</b>
<b>Attachments</b>	<b>Organisational Policy Manual</b>

**MATTER FOR CONSIDERATION**

Council is requested to formally adopt the reviewed Organisational Policy Manual

**BACKGROUND**

This Policy Manual has been reviewed with the assistance of Margaret Hemsley of LG People, a consultancy organisation who specialises in local government policy reviews, community strategic plans, etc.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS** - Nil

**CONSULTATION** - Margaret Hemsley, LG People.

**COMMENT**

The Policy is a comprehensive document covering:

Council/Governance	Accounting/ Audit	Administration/Organisational
Financial Management	Building development	Public facilities
Environmental Health	Fire Control	Natural Resources Management
Organisational Policies	Personnel & Housing	Plant & Equipment
Works & Services		

As part of the review I noticed that it has been Council Policy for many years that staff housing rent be \$50 per week for houses and units occupied by Shire staff. This amount can only be considered very reasonable in todays Mid West / Yalgoo real estate market. Apparently around two years ago the previous CEO reduced this to \$25 per week of his own accord, which action, in the absence of a formal Council decision, is ultra vires (out of the scope of the CEO’s authority).

**VOTING REQUIREMENTS**

Absolute Majority

<b>OFFICER RECOMMENDATION</b>		
<b><u>ORGANISATIONAL POLICY MANUAL</u></b>		
That Council formally adopt the tabled/attached reviewed Organisational Policy Manual document as Council Policy.		
<b>Moved:</b>	<b>Seconded:</b>	<b>Motion put and carried:</b>

**11.4.5 CORONA VIRUS**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>16 March 2020</b>
<b>Attachments</b>	<b>Nil</b>

**MATTER FOR CONSIDERATION**

That Council receive the A/CEO’s report concerning the Corona Virus

**BACKGROUND**

The Corona Virus is currently having a devastating effect on communities globally and is causing a major global economic recession. The Australian federal government has imposed requirements nationally in an effort to slow the spread and effect of large numbers of persons with the virus inundating our health systems. Such measures include all persons flying into Australia must subject themselves to a 14 day isolation period and no public events where more than 500 people are gathered can be held, etc.

**STATUTORY ENVIRONMENT** - Local Government Act 1995, Health Act

**STRATEGIC IMPLICATIONS** – Minimal affect to the Shire of Yalgoo is anticipated.

**CONSULTATION** - Nil

**COMMENT**

To date no case of corona virus infection has been identified in the Mid West Region. The Shire of Yalgoo has closed workshops and the public attending the Yalgoo Arts & Cultural Centre in the interests of protecting our elderly. The planned Yalgoo Race Ball and the Yalgoo Races (1 and 2 May 2020) has been cancelled as we are advised that the governing body in Perth has declared that no race meeting will be held where the public attend until further notice. Recently all meetings in person have been changed to teleconferences across the Mid West Region.

The impact of the virus is expected to cause many Australian businesses to fail, particularly those involved in the tourism, travel and major events industries. Significant unemployment is likely to occur as certain organisations and businesses are forced to close down. In certain work areas of large employee population numbers, people may be forced to cease attending work and self isolate themselves.

**VOTING REQUIREMENTS** - Simple Majority

<b>OFFICER RECOMMENDATION</b>		
<b><u>CORONA VIRUS</u></b>		
<b>THAT Council receive the A/CEO’s report regarding the current status of the Corona Virus.</b>		
<b>Moved:</b>	<b>Seconded:</b>	<b>Motion put and carried:</b>

**11.4.6 FLOOD DAMAGE - FEBRUARY 2020 – DFES CLAIM FOR REINSTATEMENT**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>2020</b>
<b>Attachments</b>	<b>Nil</b>

**MATTER FOR CONSIDERATION**

That Council receive the A/CEO’s report regarding the Shire of Yalgoo’s claim for a grant through the Disaster Recovery Funding Arrangements (DRFA) via DFES to reinstate those roads damaged by the February 2020 storm event causing flood damage.

**BACKGROUND**

Between the 24 and 28 February 2020 the Shire of Yalgoo sustained heavy rain and winds as a result of severe storm activity in our area. While not being totally widespread, certain roads have been badly damaged through flood damage. These include the Dalgara Mt Magnet Road and the Uanna Hill Road.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS** - Nil

**CONSULTATION** – Core Business Australia

**COMMENT**

The damage has been fully assessed with photographs and GPS locations recorded of those areas where the damage to our roads has occurred. This work has been undertaken by Ray Pratt the Shire’s Works Foreman and also a Core Business representative. This road reinstatement assessment information forms a claim that has been put to DRFA/DFES for its approval as part of DFES declaring the storm damage as a natural disaster event. It is expected that the extent of damage as assessed by Core Business will be in the order of around \$500,000.00. Under the classification of Immediate Works, repair work can be completed in a three month period of the event occurring and 100% (no Shire financial contribution) DRFA funding is available. It is intended that the Shire workforce be fully engaged in this repair work, working 12 hour days, including some weekends and engaging a dozer to push gravel ahead of works. With all of our construction plant engaged, the work is expected to be completed in an eight week period. This funding and work will have significant financial and road repair benefits to the Shire of Yalgoo.

**VOTING REQUIREMENTS** - Simple Majority

<b>OFFICER RECOMMENDATION</b>		
<b><u>FLOOD DAMAGE – FEBRUARY 2020 – DFES CLAIM FOR REINSTATEMENT</u></b>		
<b>THAT Council receive the A/CEO’s report regarding the Shire’s application for road flood damage reinstatement work through the Disaster Recovery Funding Arrangements and DFES.</b>		
<b>Moved:</b>	<b>Seconded:</b>	<b>Motion put and carried</b>

**11.4.7 SHIRE OF YALGOO PROSPECTING LICENSES**

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>17 March 2020</b>
<b>Attachments</b>	<b>Nil</b>

**MATTER FOR CONSIDERATION**

Council to consider engaging its solicitors Civic Legal to prepare a Local Law governing the requirements of the Shire Yalgoo in administering and managing the public entering and metal detecting /prospecting on its Prospecting Licenses (PL’s), including fines/penalties for illegal entry without permit and camping .

**BACKGROUND**

The Shire’s PL’s, after being pending for approximately 12 months, have recently been granted by the Department of Mines. The PL’s have been offered to the public to prospect/metal detect for gold in the interests of promoting visitors/tourists to Yalgoo and patronage at the Shire’s Caravan Park.

**STATUTORY ENVIRONMENT** - Local Government Act 1995, Mining Act

**STRATEGIC IMPLICATIONS**

The initiative of providing the PL’s is aligned with the Shire’s Community Strategic Plan in promoting tourism to the Shire of Yalgoo and fostering patronage to the Shires Yalgoo Caravan Park.

**CONSULTATION** - Nil

**COMMENT**

Tabled is the newly prepared Shire of Yalgoo Prospecting Permit book which sets out the rules that apply to persons prospecting on the Shire’s PL’s. A \$10.00 fee applies in obtaining a permit, which allows two people to prospect the areas for a seven day period. The rules include strictly no camping, littering, lighting camp fires, etc. The permit holders are also requested to hand in documentation after prospecting the area regarding the hours spent prospecting, which will assist the Shire in meeting the Department of Mines’ expenditure requirements, which currently amounts to approximately \$8,000.00 per PL per year.

Signage is recommended to be installed at the entry points to the PL’s advising the public that only permit holders are permitted to enter the PL’s and also advising of no camping, littering, camp fires, etc. and that fines apply for non compliance.

**VOTING REQUIREMENTS** - Simple Majority

<b>OFFICER RECOMMENDATION</b>		
<b><u>SHIRE OF YALGOO PROSPECTING LICENSES</u></b>		
<b>THAT Council engage its solicitors Civic Legal to prepare a Local Law governing the requirements of the Shire of Yalgoo in managing and administering the public metal detecting/prospecting on its Prospecting Licenses, including obtaining a permit to enter the property and fines/penalties that apply for illegal camping in the tenement areas and illegal entry without a permit.</b>		
<b>Moved:</b>	<b>Seconded:</b>	<b>Motion put and carried</b>

**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](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.

## **15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held at the Council Chambers, Yalgoo on the 24 April 2020 commencing at 10.00 am.

## **16. MEETING CLOSURE**

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