



UNCONFIRMED MINUTES

For the Ordinary Council Meeting

Held on the 28th January 2022



Ian Holland

CHIEF EXECUTIVE OFFICER

16th January 2022

Disclaimer:

The Shire of Yalgoo gives notice to members of the public that any decisions made at the meeting, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Contents

1	DECLARATION OF OPENING	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE.....	4
3	DISCLOSURE OF INTERESTS	4
4	PUBLIC QUESTION TIME	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
6	NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS	5
7	APPLICATIONS FOR LEAVE OF ABSENCE	5
8	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED	5
9	CONFIRMATION OF MINUTES.....	5
9.1	Minutes of the Ordinary Council Meeting – 17 th December 2021	5
10	MINUTES OF COMMITTEE MEETINGS	5
11	TECHNICAL REPORTS.....	6
11.1	CAPITAL PROGRESS REPORT	6
11.2	TECHNICAL SERVICES REPORT AS OF 24 th JANUARY 2022	10
12	DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS	12
13	FINANCIAL REPORTS	12
13.1	LIST OF ACCOUNTS	12
13.2	INVESTMENTS AS AT 31 st December 2021	18
13.3	FINANCIAL ACTIVITY STATEMENT AS AT 31 st December 2021	20
14	ADMINISTRATION REPORTS	21
14.1	ALGA Federal Election Priorities.....	21
14.2	MRVC Merger	23
14.3	Covid-19 Preparedness	25
14.4	Hall Tender	27
14.5	Mid West Health System Concerns	28
14.6	Heritage Policy and Plans.....	30
14.7	Review of Shire Policies – Staff Code of Conduct	32
14.8	Review of Shire Policies	34
14.9	Bouncy Castles and Water Slide Equipment	36
15	NOTICE OF MOTIONS	39
16	URGENT BUSINESS	39
17	MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	39
18	NEXT MEETING	39

Minutes – Ordinary Council Meeting – Friday 28th January 2022

19 MEETING CLOSURE..... 39

Minutes – Ordinary Council Meeting – Friday 28th January 2022

1 DECLARATION OF OPENING

The Shire President welcomed those in attendance and declared the meeting open at 10.10 am.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr Gregory Payne
Deputy President	Cr Gail Trenfield
Councilors	Cr Raul Valenzuela
	Cr Gail Simpson
	Cr Tamisha Hodder

Chief Executive Officer	Ian Holland
Executive Support Officer	Diane Hodder

APOLOGIES	Tom Gorman, Deputy CEO
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LEAVE OF ABSENCE

3 DISCLOSURE OF INTERESTS

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

4 PUBLIC QUESTION TIME

NIL

REPONSES TO QUESTIONS TAKEN ON NOTICE

NIL

QUESTIONS TAKEN WITHOUT NOTICE

NIL

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

Minutes – Ordinary Council Meeting – Friday 28th January 2022

- 6 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS**
NIL
- 7 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Stanley Willock notified the CEO that he will not be in attendance at the Ordinary Council meeting 28 January 2022 and has requested a leave of absence for the remainder of the meeting.

COUNCIL RESOLUTION – 2022-01-01

Moved: Cr Gail Simpson Seconded: Cr Tamisha Hodder

That Cr Stanley Willock be granted a Leave of Absence for the 28 January 2022 Ordinary Council Meeting.

CARRIED: 5/0

- 8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**
NIL

9 CONFIRMATION OF MINUTES

9.1 Minutes of the Ordinary Council Meeting – 17th December 2021

RECOMMENDATION

That the minutes of the Council Meeting held on the 17th December 2021 as attached be confirmed as a true and correct record.

COUNCIL RESOLUTION – 2022-01-02

Moved: Cr Raul Valenzuela Seconded: Cr Gail Trenfield

That the minutes of the Council Meeting held on the 17th December 2021 as attached be confirmed as a true and correct record.

CARRIED: 5/0

- 10 MINUTES OF COMMITTEE MEETINGS**
NIL

11 TECHNICAL REPORTS

11.1 CAPITAL PROGRESS REPORT

Applicant:	Shire of Yalgoo
Date:	12 January 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

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

BACKGROUND

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

COMMENT

The Capital Projects detailed in this report are carry overs from the 2020/21 Adopted Budget.

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Progress Report on the Capital Works Program as at 31st December 2021.

COUNCIL RESOLUTION – 2022-01-03

Moved: Cr Raul Valenzuela Seconded: Cr Gail Simpson

That Council receive the Progress Report on the Capital Works Program as at 31st December 2021.

CARRIED: 5/0

Minutes – Ordinary Council Meeting – Friday 28th January 2022

CAPITAL WORKS PROGRAMME

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

		2021-22 ANNUAL BUDGET	2021-22 DECEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					The CEO to provide a verbal update on the status of the capital projects as at 31 December 2021
Governance					
000000-Admin Computers Hardware System Upgrade and Telephone Replacement	F & E	37,500		37,500	
000000-External Monitor Display	F & E	40,000	18,398	21,602	Project in progress
000000-Financial Software	F & E	20,000		20,000	
000000-Tables and Chairs	F & E	5,000		5,000	
000000-Landscape - Admin Office	Other	40,000		40,000	
Law Order Public Safety					
000000- CCTV Yalgoo Townsite	F & E	10,000		10,000	
Housing					
000000-Other Housing - Nurse Accommodation	L & B	350,000		350,000	
Communities Amenities					
000000- Cemetery - Toilet and Water Tank Construction	L & B	102,000	70,000	32,000	Project in progress
Recreation and Culture					
000000 - Community Hall Renovations	L & B	600,000		600,000	
000000-Core Stadium Exercise Equipment	F & E	32,000		32,000	
000000- BBQ Shamrock Park	L & B	11,000	10,735	265	
000000- Sports Complex -Footpath to School	Recreation	7,000		7,000	
000000- Kubota Utility	P & E	30,000		30,000	
000000- Oval Water Treatment	Recreation	23,000	4,545	18,455	Project in progress
000000- Oval Fixed Exercise Equipment	Recreation	18,000		18,000	
000000- Dalgaranga Crater Signage and Viewing Platform	Other	50,000		50,000	

Minutes – Ordinary Council Meeting – Friday 28th January 2022

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

		2021-22 ANNUAL BUDGET	2021-22 DECEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					The CEO to provide a verbal update on the status of the capital projects as at 31 December 2021
Transport					
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	25,000		25,000	
000000- Storage Shed Depot	L & B	27,000		27,000	
000000-Skidsteer	P & E	50,000		50,000	
000000- Dual Axle Box Trailer	P & E	10,000		10,000	
000000- Genset Trailer	P & E	30,000		30,000	
000000- Slasher Attachment	P & E	8,000		8,000	
000000-Debris Vacuum	P & E	6,100		6,100	
000000-Traffic Light Pair	P & E	36,000		36,000	
000000- Prime Mover	P & E	280,000		280,000	
000000- Portable Toilet on Trailer	P & E	8,500		8,500	
000000- Trailer Side Tipper	P & E	200,000		200,000	
000000-Works Forklift	P & E	50,000		50,000	
000000-Utility Work Crew	P & E	40,000		40,000	
000000-Satelite Phones and Vehicle Tracking	P & E	10,000		10,000	
000000- Street Lighting	Other	50,000		50,000	
000000- Paynes Find Entry Statements	Other	35,000	16,348	18,652	Project in progress
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	760,000	28,875	731,125	
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	300,000	5,125	294,875	Project in progress
MUNICIPAL FUND					
000000- Sandford River Crossing	Roads	100,000		100,000	
000000- Casurina Causeway Widen to 2 Lanes	Roads	100,000		100,000	
000000-Sealing of Road to Nature Based Park	Roads	35,000		35,000	
000000-Sealing of Road and Parking Area - Yalgoo Lookout	Roads	95,000		95,000	
000000- Badja Woolshed Seal to Airstrip	Roads	120,000		120,000	
000000- Fixed Road and Wayfinding Signage	Roads	40,000		40,000	
000000- Jokers Tunnel Sealed Floodway and Improved Access	Roads	100,000		100,000	
000000- Sealing Outside primary School	Roads	40,000		40,000	
000000- Sealing Paynes Find Pioneer Cemetery	Roads	10,000		10,000	

Minutes – Ordinary Council Meeting – Friday 28th January 2022

	2021-22 ANNUAL BUDGET	2021-22 DECEMBER ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS	
	\$	YTD \$	\$		
<u>By Program</u>				The CEO to provide a verbal update on the status of the capital projects as at 31 December 2021	
Economic Services					
000000-Caravan Park - 2 Self Contained Accommodation Units	L & B	171,000	93,903	77,097	Project in progress
000000-Caravan Park - Commercial Washing Machine and Dryer	F & E	40,000		40,000	
000000-Caravan Park - Theme Bed Linen	F & E	3,000		3,000	
000000-Caravan Park -BBQ	L & B	11,000	10,735	265	
000000-Caravan Park -Upgrade Water and Power Supply	L & B	50,000		50,000	
000000-Heritage Building Renewals	L & B	202,220		202,220	
Other Property and Services					
000000-Solar Panel - Shire Buildings	L & B	100,000		100,000	
000000-Motor Vehicle CEO	P & E	70,000		70,000	
000000-Motor Vehicle Subaru	P & E	42,000		42,000	
000000-Motor Vehicle Fortuner	P & E	56,000		56,000	
		4,686,320	258,664	4,427,656	

11.2 TECHNICAL SERVICES REPORT AS OF 24th JANUARY 2022

Applicant:	Shire of Yalgoo
Date:	24 January 2022
Reporting Officer:	Craig Holland Works Manager
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the Technical Services Report as at the 24TH JANUARY 2022

COMMENT

Road Construction and Capital

Yalgoo-Ningham Road – NIL

Yalgoo-Morawa Road – NIL

Road Maintenance

Maintenance Grade: Yalgoo-Morawa Road: back slopes, Yalgoo North Road, Barnong Road, Wurarga Road.

Badja Woolshed: load & cart gravel onto airstrip road, water cart used for dust suppression.

Plant and other infrastructure maintenance

Parks, Reserves and Properties

Town Street – general clean, verges slashed.

Art & Culture Centre – general gardening maintenance carried out, fertilizer applied.

Community Oval & Core Stadium – general gardening maintenance, liquid fertilization to help in breaking down salt.

Community Park, Gibbons St – general gardening maintenance conducted on a weekly bases – mowing, pruning and watering, fertilizer applied.

Community Park, Shamrock St – general gardening maintenance conducted on a weekly bases – mowing, pruning and watering, fertilizer applied.

Water Park & Rage Cage – blocked return pipe needs to be dug up winter time.

Yalgoo Caravan Park – general gardening maintenance is done every two weeks, foot path light replaced.

Railway Station – general gardening maintenance conducted on a weekly bases – mowing, pruning and watering, new reticulation pump installed.

Minutes – Ordinary Council Meeting – Friday 28th January 2022

Yalgoo Rubbish Tip – rubbish pushed on a weekly basis.

Airstrip Paynes Find – checked and in good condition.

Airstrip Yalgoo – checked and in good condition.

Private Works – Squires Earthmoving: backhoe hire.

Staff:

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Technical Services Report as of 24th January 2022

COUNCIL RESOLUTION – 2022-01-04

Moved: Cr Raul Valenzuela

Seconded: Cr Gail Trenfield

That Council receive the Technical Services Report as of 24 January 2022

CARRIED: 5/0

12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS
NIL

13 FINANCIAL REPORTS

13.1 LIST OF ACCOUNTS

Applicant:	Shire of Yalgoo
Date:	12 January 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

Council approval is sought for the payments made in the period 1st December 2021 to 31st December 2021 as detailed in the List of Accounts below.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

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

Local Government (Financial Management) Regulations 1996

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

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

Minutes – Ordinary Council Meeting – Friday 28th January 2022

- 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.

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council approve the list of accounts paid for the period 1st December 2021 to 31st December 2021 amounting to **\$337,977.25** and the list be recorded in the minutes.

COUNCIL RESOLUTION – 2022-01-05

Moved: Cr Gail Trenfield Seconded: Cr Gail Simpson

That Council approve the list of accounts paid for the period 1st December 2021 to 31st December 2021 amounting to **\$337,977.25** and the list be recorded in the minutes.

CARRIED: 5/0

Minutes – Ordinary Council Meeting – Friday 28th January 2022

SHIRE OF YALGOO
LIST OF ACCOUNTS PAID AND PAYABLE
FOR THE PERIOD 1 DECEMBER 2021 TO 31 DECEMBER 2021

	DATE	MUNICIPAL FUND PAYEE	PARTICULARS	AMOUNT PAID \$
1	03-12-21	ATYEO'S ENVIRONMENTAL HEALTH SERVICES	CONSULTANCY FEES - EHO	9,056.51
2	03-12-21	BATTERY MART	BATTERY YA804 HILUX UTE	210.10
3	03-12-21	BOQ ASSET FINANCE AND LEASING PTY LTD	RENTAL PHOTOCOPIER ADMIN	329.50
4	03-12-21	BRIDGED GROUP PTY LTD	IT SUPPORT	693.00
5	03-12-21	BUNNINGS BUILDINGS SUPPLIES PTY LTD	SUPPLIES - HALLOWEEN DISCO	207.05
6	03-12-21	CANINE CONTROL	RANGER SERVICES OCTOBER AND NOVEMBER 2021	2,641.36
7	03-12-21	CLOUD PAYMENT GROUP	DEBT COLLECTION FEES	957.52
8	03-12-21	COMPLETE OFFICE SUPPLIES	STATIONERY	1,575.03
9	03-12-21	DATACOM SOLUTIONS	PAYROLL SERVICE NOVEMBER 2021	332.20
10	03-12-21	DFES	2ND INSTALMENT ESL	5,385.60
11	03-12-21	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY FEES- FINANCE AND ADMIN	6,050.00
12	03-12-21	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER MAINTENANCE	1,175.63
13	03-12-21	GERALDTON MOWER AND REPAIR SPECIALIST	MOWER BLADES AND DIAMOND EDGE LINE	466.20
14	03-12-21	GORMAN THOMAS	REIMBURSEMENT - PHONE COVER AND CHARGER, TRAVEL EXPENSES STAFF TRAINING	370.97
15	03-12-21	GRANTS EMPIRE	CONSULTANCY FEES - GRANT APPLICATION SOCIAL HOUSING	2,112.00
16	03-12-21	HODDER TAMISHA	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021	1,055.34
17	03-12-21	HOPPYS PARTS R US	PARTS - YA778 AIR FILTER	31.58
18	03-12-21	ILLION TENDER LINK	ADVERTENDER FOR CONSTRUCTION OF TWO RESIDENCES	212.30
19	03-12-21	K9 K10 ELECTRICAL WA	SECURITY MONITORING - ADMIN CENTRE	170.32
20	03-12-21	KMART GERALDTON	HALLOWEEN DECORATIONS, GIFTS AND TOYS COMMUNITY XMAS FUNCTION AND SUPPLIES COUNCIL XMAS FUNCTION	1,296.00
21	03-12-21	LANDGATE	VALUATIONS UV MINING TENEMENTS	133.60
22	03-12-21	LITTLE HOTELIER	CARAVAN PARK ONLINE BOOKING FEE	174.90
23	03-12-21	MARKETFORCE	ADVERTISING TENDER 2 RESIDENCES	354.72
24	03-12-21	MCDONALDS WHOLESALERS	CATERING SUPPLIES FOR HALLOWEEN	216.19
25	03-12-21	MIDWEST CHEMICAL AND PAPER	CARAVAN PARK SUPPLIES	231.44
26	03-12-21	MITCHELL & BROWN COMMUNICATIONS	SATELITE SCANNER/FINDER	110.00
27	03-12-21	MURCHISON CLUB HOTEL	ACCOMMODATION AND MEAL CEO AND PRESIDENT	253.00
28	03-12-21	NORTH REGIONAL TAFE	CERTIFICATE 3 BUSINESS STUDY BOOKS - RHIANNON HODDER	97.00
29	03-12-21	OCLC (UK) LTD	ANNUAL SOFTWARE LICENCE AND SUPPORT - AMLIB LIBRARY	1,684.47
30	03-12-21	PAYNE GREGORY	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021	2,835.98

Minutes – Ordinary Council Meeting – Friday 28th January 2022

SHIRE OF YALGOO
LIST OF ACCOUNTS PAID AND PAYABLE
FOR THE PERIOD 1 DECEMBER 2021 TO 31 DECEMBER 2021

	DATE	PAYEE	PARTICULARS	AMOUNT PAID \$
31	03-12-21	RAUL VALENZUELA	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021	527.67
32	03-12-21	REBUS RESTROOMS	INSTALLATION OF TOILET AT CEMETARY	55,000.00
33	03-12-21	REFUEL AUSTRALIA	FUEL OCTOBER AND NOVEMBER 2021	36,785.17
34	03-12-21	ROCK DAVID	CLEANING OF PAYNES FIND COMMUNITY CENTRE PURCHASE PARTS FIRE TRUCK YA898	1,256.74
35	03-12-21	SIMPSON GAIL	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021	527.67
36	03-12-21	SPOTLIGHT PTY LTD	SUPPLIES RAFFA BASKET MAKING WORKSHOP AND BALLOONS AND STREAMERS	382.60
37	03-12-21	SUN CITY PRINT	STATIONERY MANUAL PURCHASE ORDER BOOKS	273.90
38	03-12-21	THE GOOD GUYS GERALDTON	VACUUM CLEANER CARAVAN PARK	649.00
39	03-12-21	TOLL TRANSPORT	FREIGHT CHARGES	48.96
40	03-12-21	TRENFIELD GAIL	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021 AND DREAM CATCHER WORKSHOP	2,977.67
41	03-12-21	VEOLIA ENVIRONMENTAL SERVICES	RUBBISH COLLECTION SERVICE	8,178.28
42	03-12-21	WALGA	HEADS OF AGENCIES BREAKFAST GREGORY PAYNE	65.00
43	03-12-21	WESTCOAST SEAFOOD	REFRESHMENTS COUNCIL MORNING TEA AND AUSTRALIA DAY	252.00
44	03-12-21	WILLOCK STANLEY	COUNCIL MEETING FEES AND ALLOWANCES NOVEMBER 2021	527.67
45	03-12-21	WILLOUGHBY CONSTRUCTIONS	PROGRESS PAYMENT CARAVAN PARK CHALET CONSTRUCTION AND ACCOMMODATION COSTS	12,725.90
46	03-12-21	YALGOO HOTEL MOTEL	ACCOMMODATION AND MEALS	5,437.80
47	16-12-21	ATOM SUPPLY	CARAVAN PARK SUPPLIES AND SAFETY STEP	952.59
48	16-12-21	BEACHLANDS PLUMBING	PLUMBING REPAIRS TO WATER BASIN,CISTERN AND LEACH DRAIN	4,178.96
49	16-12-21	BEAUREPAIRES	TYRES	1,035.55
50	16-12-21	BELL NOELETTA	REIMBURSEMENT- SALE OF ART	57.75
51	16-12-21	BLAZE MINERALS	EARLY PAYMENT RATES INCENTIVE PRIZE	1,000.00
52	16-12-21	BOC LIMITED	OXYGEN AND CYLINDER RENTAL	144.96
53	16-12-21	BOLTS R US	BOLTS	4.87
54	16-12-21	BUNNINGS BUILDINGS SUPPLIES PTY LTD	SUPPLIES -POLYPIPE,ADAPTERS AND PRIMING FLUID	140.54
55	16-12-21	CANINE CONTROL	RANGER SERVICES NOVEMBER AND DECEMBER 2021	2,641.36
56	16-12-21	CIVIC LEGAL	LEGAL FEES - TRANSFER OF LAND,REVIEW WORKS DEED,NATIVE TITLE AND AUST GEM RESOURCES	10,458.80
57	16-12-21	CLEAN PACK SOLUTIONS	CARAVAN PARK CLEANING SUPPLIES	181.72
58	16-12-21	CLOUD PAYMENT GROUP	DEBT COLLECTION FEES	94.60
59	16-12-21	COMPLETE OFFICE SUPPLIES	STATIONERY	49.67

Minutes – Ordinary Council Meeting – Friday 28th January 2022

SHIRE OF YALGOO
LIST OF ACCOUNTS PAID AND PAYABLE
FOR THE PERIOD 1 DECEMBER 2021 TO 31 DECEMBER 2021

	DATE	PAYEE	PARTICULARS	AMOUNT PAID \$
60	16-12-21	DATACOM SOLUTIONS	PAYROLL SERVICE OCTOBER 2021	268.40
61	16-12-21	DENNISON GAYE	REIMBURSEMENT - ITEMS FOR XMAS FUNCTIONM	180.90
62	16-12-21	DOMINIC CARBONE AND ASSOCIATES	CONSULTANY FEES- FINANCE AND ADMIN	1,650.00
63	16-12-21	GERALDTON MOWER AND REPAIR SPECIALIST	BAR AND CUTTER	51.80
64	16-12-21	GERALDTON PARTY HIRE	WATER SLIDE HIRE XMAS PARTY	1,200.00
65	16-12-21	GERALDTON TOYOTA	SERVICE YA1000 AND SEAT COVERS AND FLOOR MATS YA800	2,057.19
66	16-12-21	GG PUMPS AND ELECTRICAL PTY LTD	CAMLOCK	63.20
67	16-12-21	GORMAN THOMAS	REIMBURSEMENT - WATER FOR COVID CLINIC	68.15
68	16-12-21	HERSEY'S SAFETY PTY LTD	HOSE CLAMPS,FLOOD LIGHT GLOBE AND STRAW HATS	420.07
69	16-12-21	HISCONFEE	CARAVAN PARK LINEN	41.58
70	16-12-21	HODDER ALANA	REIMBURSEMENT- SALE OF ART	15.00
71	16-12-21	HODDER ELISHA	AMOUNT PROCESSED BUT NOT PAID ACCOUNTS PAYABLE LEDGER TO BE UPDATED \$15.00	0.00
72	16-12-21	HODDER RHIANNON	REIMBURSEMENT- SALE OF ART	142.50
73	16-12-21	HODDER SONDRRA	REIMBURSEMENT- SALE OF ART	15.00
74	16-12-21	HODDER TAMISHA	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	527.67
75	16-12-21	HOLIDAY INN	ACCOMMODATION STAFF TRAINING - TOM GORMAN	433.50
76	16-12-21	HOPPYS PARTS R US	WORKSHOP SUPPLIES AND FIRE PUMP SOCKET AND HOSE TAIL	111.25
77	16-12-21	HW AND ASSOCIATES	CONSULTANCY FEE - FUNDING FOR 2 MODULAR HOUSES	660.00
78	16-12-21	JASON SIGNMAKERS	DEPOT- STENCIL NUMBERS 0-9	186.89
79	16-12-21	LANDMARK PRO	2 BBQ'S	23,617.00
80	16-12-21	LUSCOMBE SYNDICATE	CARAVAN PARK SUPPLIES	405.73
81	16-12-21	METROCOUNT TRAFFIC DATA SPECIALISTS	FIELD KIT, BATTERY PACK AND ROAD NAILS	2,629.00
82	16-12-21	MIDWEST FIRE AND SAFETY	AMOUNT PROCESSED BUT NOT PAID ACCOUNTS PAYABLE LEDGER TO BE UPDATED \$4701.40	0.00
83	16-12-21	MIDWEST FIRE PROTECTION SERVICES AND EYE SPY SECURITY	SUPPLY AND INSTALL DEPOT FIRE EQUIPMENT	1,766.30
84	16-12-21	MIDWEST PEST MANAGEMENT	ANNUAL TERMITE INSPECTION COUNCIL BUILDINGS AND EXTERIOR SPRAYING TO SHIRE HOUSES AND UNITS	6,352.50
85	16-12-21	MIDWEST TURF SUPPLIES	CORE STADIUM - INSTALL DELTA WATER CONDITIONER FOR IRRIGATION	21,274.50
86	16-12-21	PAGE MAUREEN	REIMBURSEMENT- SALE OF ART	75.00
87	16-12-21	PINPOINT CLEANING SOLUTIONS	STAFF TRAINING CARAVAN PARK	701.80
88	16-12-21	PRATT HELEN	REIMBURSEMENT- SALE OF ART	7.50

Minutes – Ordinary Council Meeting – Friday 28th January 2022

SHIRE OF YALGOO
LIST OF ACCOUNTS PAID AND PAYABLE
FOR THE PERIOD 1 DECEMBER 2021 TO 31 DECEMBER 2021

	DATE	PAYEE	PARTICULARS	AMOUNT PAID \$
89	16-12-21	PROMPT SAFETY SOLUTIONS	OSH QUARTERLY FEE	2,420.00
90	16-12-21	RAUL VALENZUELA	COUNCIL MEETING FEES AND ALLOWANCES SEPTEMBER 2021	1,794.85
91	16-12-21	REWENA BREAD HOUSE	CAKES AND PUDDINGS	70.00
92	16-12-21	ROWE CONTRACTING	DOZER HIRE YALGOO MORAWA ROAD	31,762.50
93	16-12-21	SIMPSON MARGARET	REIMBURSEMENT- SALE OF ART	450.00
94	16-12-21	SIMPSON PHYLLIS	REIMBURSEMENT- SALE OF ART	3.00
95	16-12-21	TMT ELECTRICAL	ELECTRICAL REPAIRS - REPLACE OVEN, INSTALL MOTOR DEPOT GATE, ADDITIONAL OUTLETS CORE STADIUM, REPLACE PUMP FOR IRRIGATION SYSTEM	10,569.08
96	16-12-21	TOLL TRANSPORT	FREIGHT CHARGES	482.90
97	16-12-21	WA ELECTORAL COMMISSION	ELECTION COST 2021 LOCAL GOVERNMENT ORDINARY ELECTIONS	9,851.55
98	16-12-21	WESTERN INDEPENDENT FOODS	CARAVAN PARK SUPPLIES	347.10
99	16-12-21	WESTRAC EQUIPMENT PTY LTD	PARTS FOR YA807, YA853, CAT KEYS, GRADER BLADES	6,005.86
100	16-12-21	WILLETTON CHRISTIAN CHURCH	DONATION TO WHEATBELT CHRISTIAN FELLOWSHIP	4,000.00
101	16-12-21	WOOLEEN STATION	ACCOMMODATION - IAN HOLLAND	249.00
102	16-12-21	WURTH	WORKSHOP SUPPLIES	1,088.62
103	17-12-21	TRENFIELD GAIL	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	777.67
104	17-12-21	BELL NOELETTA	REIMBURSEMENT- SALE OF ART	45.00
105	17-12-21	HOPPYS PARTS R US	FIRE PUMP SOCKET AND HOSE TAIL	547.57
106	17-12-21	MIDWEST FIRE PROTECTION SERVICES AND EYE SPY SECURITY	SERVICE AND SUPPLY FIRE EQUIPMENT	4,701.40
107	17-12-21	PAYNE GREGORY	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	1,850.98
108	17-12-21	RAUL VALENZUELA	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	606.67
109	17-12-21	SHIRE OF PERENJORI	CESM CONTRIBUTIONS	5,957.06
110	17-12-21	SIMPSON GAIL	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	527.67
111	17-12-21	WILLOCK STANLEY	COUNCIL MEETING FEES AND ALLOWANCES DECEMBER 2021	527.67
		CREDIT CARD		
112	31-12-21	CROWN BURSWOOD	ACCOMMODATION GREGORY PAYNE	336.14
113	31-12-21	KMART	SUPPLIES COUNCIL XMAS FUNCTION	25.00
114	31-12-21	COLES	SUPPLIES COUNCIL XMAS FUNCTION	111.27
115	31-12-21	ALDI	SUPPLIES COUNCIL XMAS FUNCTION	158.84
116	31-12-21	CELEBRATIONS	SUPPLIES COUNCIL XMAS FUNCTION	505.00
117	31-12-21	QUEENS IGA	SUPPLIES COUNCIL XMAS FUNCTION	301.51
118	31-12-21	BENDIGO BANK	CARD FEE	4.00
			TOTAL	337,977.25

13.2 INVESTMENTS AS AT 31st December 2021

Applicant:	Shire of Yalgoo
Date:	12 January 2022
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the investments report as at 31st December 2021.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.14 Power To Invest

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

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

Shire Delegated Authority

POLICY/FINANCIAL IMPLCATIONS

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That the Investment Report as at 31st December 2021 be received.

COUNCIL RESOLUTION – 2022-01-06

Moved: Cr Gail Simpson Seconded: Cr Gail Trenfield

That the Investment Report as at 31st December 2021 be received.

CARRIED: 5/0

Minutes – Ordinary Council Meeting – Friday 28th January 2022

This Worksheet details the investments held by the Shire as at 31st December 2021.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 DECEMBER 2021								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N ^o	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$44,186.79
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$3,961,623.79
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,079.25
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,134.16
TOTAL								\$4,083,023.99

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	3479107	193 days	01.07.2021	10.01.2022	0.30%	\$169,571.83
Bendigo	N/A	Term Deposit	3483811	193 days	01.07.2021	10.01.2022	0.30%	\$472,429.22
Bendigo	N/A	Term Deposit	3483825	193 days	01.07.2021	10.01.2022	0.30%	\$1,136,138.97
Bendigo	N/A	Term Deposit	3724716	193 days	01.07.2021	10.01.2022	0.30%	\$324,776.00
TOTAL								\$2,102,916.02

INVESTMENT REGISTER						
01 DECEMBER 2021 TO 31 DECEMBER 2021						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNT TO 31.10.2021	INVESTMENT TRANSFERS	CLOSING BALANCE 31.10.2021
171336282	Ongoing	Variable	\$52,131.57	\$2.59	0	\$52,134.16
24-831-4222	Ongoing	Variable	\$25,072.96	\$6.29	0	\$25,079.25
3567670	10.01.2022	0.30%	\$472,429.22	\$0.00	0	\$472,429.22
3567677	10.01.2022	0.30%	\$1,136,138.97	\$0.00	0	\$1,136,138.97
3567669	10.01.2022	0.30%	\$169,571.83	\$0.00	0	\$169,571.83
3724712	10.01.2022	0.30%	\$324,776.00	\$0.00	0	\$324,776.00

13.3 FINANCIAL ACTIVITY STATEMENT AS AT 31st December 2021

Applicant:	Shire of Yalgoo
Date:	12 January 2021
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	Statement of Comprehensive Income Financial Activity Statement Summary of Current Assets and Current Liabilities Statement of Current Financial Position Detailed Worksheet Supplementary Financial Reports – Reserve & Loan

SUMMARY

Adoption of the Monthly Financial Statements for the period 1st July 2021 to the 31st December 2021.

COMMENT

Local Governments are required to prepare monthly reports.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

POLICY/FINANCIAL IMPLCATIONS

2.4 Material Variance

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

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council adopts the Financial Activity Statement for the period ended 31st December 2021.

COUNCIL RESOLUTION – 2022-01-07

Moved: Cr Tamisha Hodder

Seconded: Cr Gail Trenfield

That Council adopts the Financial Activity Statement for the period ended 31st December 2021.

CARRIED: 5/0

14 ADMINISTRATION REPORTS

14.1 ALGA Federal Election Priorities

Applicant:	Shire of Yalgoo
Date:	17/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	ALGA Federal Election Priorities

SUMMARY

That Council receives the request from the Acting WALGA President and supports the Australian Local Government Associations Federal Election Priorities and advocacy of those priorities to Federal Election candidates.

COMMENT

Correspondence has been received from WALGA Acting President Cr Karen Chappel to join ALGA and WALGA in campaigning for meaningful Local Government Support from candidates pursuing positions in the next Federal Election.

Informed by the motions passed at last year's National General Assembly, ALGA has identified 17 national priorities that, if funded, will allow Local Governments to do even more to drive a locally led economic recovery, support transport and community infrastructure, build resilience, create a circular economy, and better support intergovernmental relations.

We are being asked to assist in a targeted advocacy campaign urging local candidates to support the attached ALGA priorities.

Some of the practical things the Shire of Yalgoo can do to support WALGA and ALGA in the next couple of months include endorsing ALGA's federal election priorities, identifying much-needed local projects and programs that could be delivered with better funding partnerships, writing to your local members and candidates, and highlighting the value that strong federal funding partnerships can deliver for your community.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. supports the national funding priorities of the Australian Local Government Association (ALGA), which would contribute an estimated \$6.39 billion per year to Australia's GDP and create 42,975 jobs; and

agrees to support and participate in the Australian Local Government Association's advocacy for their endorsed national funding priorities by writing to the local Federal Member(s) of Parliament, all known election candidates in local Federal electorates and the President of the Australian Local Government Association to:

1. express support for ALGA's funding priorities;
2. identify priority local projects and programs that could be progressed with the additional financial assistance from the Federal Government being sought by ALGA; and
3. seek funding commitments from the members, candidates and their parties for these identified local projects and programs.

COUNCIL RESOLUTION – 2022-01-08

Moved: Cr Raul Valenzuela

Seconded: Cr Tamisha Hodder

That Council:

1. supports the national funding priorities of the Australian Local Government Association (ALGA), which would contribute an estimated \$6.39 billion per year to Australia's GDP and create 42,975 jobs; and

2. agrees to support and participate in the Australian Local Government Association's advocacy for their endorsed national funding priorities by writing to the local Federal Member(s) of Parliament, all known election candidates in local Federal electorates and the President of the Australian Local Government Association to:

1. express support for ALGA's funding priorities;
2. identify priority local projects and programs that could be progressed with the additional financial assistance from the Federal Government being sought by ALGA; and
3. seek funding commitments from the members, candidates and their parties for these identified local projects and programs.

CARRIED: 5/0

14.2 MRVC Merger

Applicant:	Shire of Yalgoo
Date:	18/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Amended Deed of Contribution MRVC December 2021 Ordinary Minutes

SUMMARY

That Council receives the Deed of Contribution and further considers the merger of the Murchison Regional Vermin Council (MRVC) with the Meekatharra Rangelands Biosecurity Association.

COMMENT

At the November 2021 Ordinary Council Meeting Council passed the following resolution:

COUNCIL RESOLUTION – C2021 - 1108

Moved: Cr Stanley Willock Seconded: Cr Raul Valenzuela

That Council

1. supports the proposed changes to the MRBA Constitution and continues to be in favour of a Murchison Regional Vermin Council and Meekatharra Rangelands Biosecurity Association merger and
2. Requires further details in the utilization of Council funds to justify the continued increase in funding albeit by an approximation to cover CPI adjustments and the interpretation of clause 4.3 (b).

CARRIED 5/0

Item 15.13 in the attached MRVC December 2021 Ordinary Minutes details a response based on the questions raised along with responses received from other member Councils. The Shire of Cue has detailed similar concerns and Sandstone and Mt Magnet Shires are in support of the Deed of Contribution.

“In the draft MRBA Constitution Clause 9.9 is as follows:

The Management Committee must appoint a Vermin Fence Maintenance Committee with full delegated authority to determine all operational and financial matters relating to the No 1 and No 2 vermin Fences. This subcommittee will consist of all management committee shire nominees as per Rule 9(1)d plus the Chairperson and Secretary Treasurer.

Clause 9(1)d provides for one shire representative from each of the four member shires plus Meekatharra. As indicated above the Vermin Fence Maintenance Committee has complete control over operational and financial matters relating to the No 1 and No 2 Vermin Fences and as such is in a position to reduce shire contributions in the unlikely event that maintenance funds held in the dedicated

fence maintenance bank account (draft MRBA Constitution Clause 4 (b)) are deemed excessive.

Clause 4.3(b) in the draft Deed of Contribution needs to be reworded to remove reference to annual increases of a minimum amount of 3%. The intent of Clause 4.3(b) is to allow for an annual increase of a fixed 3%.

A clause in the Deed of Contribution needs to be added to ensure Shires receive the MRBA Annual Report and Audited Financial Statements within six months of the end of each financial year.”

Based on this feedback and amendments it is recommended that Council and ratify the Deed of Contribution. The officer recommendation is proposed on the basis that each member Council agrees with the Merger and agrees to the Contributions as detailed in the Deed of Contribution.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Committal of Funds across multiple (10) financial years.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorise the execution of the Final Deed of Contribution as it relates to the merger of the Murchison Regional Vermin Council and Meekatharra Rangelands Biosecurity Association, including signing by the President and CEO and to affix the Shire of Yalgoo common seal.

COUNCIL RESOLUTION – 2022-01-09

Moved: Cr Raul Valenzuela

Seconded: Cr Gail Simpson

That Council authorise the execution of the Final Deed of Contribution as it relates to the merger of the Murchison Regional Vermin Council and Meekatharra Rangelands Biosecurity Association, including signing by the President and CEO and to affix the Shire of Yalgoo common seal.

CARRIED: 5/0

14.3 Covid-19 Preparedness

Applicant:	Shire of Yalgoo
Date:	19/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	WALGA RAT Page

SUMMARY

That Council consider the purchase of Rapid Antigen Tests through WALGA and discuss the evolving space of community transmission of Covid-19 in Western Australia.

COMMENT

Administration is proposing the purchase of 500 Rapid Antigen Tests through WALGA for a cost of \$4050 split across the cleaning, work, health and safety and PPE accounts.

Other neighbouring Councils have been approached to cover the logistical split more locally however some with larger populations and workforce are already opting for the consignment of 1000 units.

Concerns have been raised about the shelf life of the test however it should be noted that Yalgoo does not contain a pharmacy. Council would have discretion should there be an excess, to support the community. It is proposed that the CEO will make these tests available to staff and Councillors on a case by case basis with priority given to frontline staff followed by close contacts returning to work. Extra Personal Protective Equipment has already been purchased for cleaning staff and will be activated on regional spread of Covid-19.

It is proposed that during the budget review there is consideration given to increased cleaning of public amenities and Shire facilities. To maintain critical functions work crew may have to travel to jobs separately and where possible some staff may be directed to work from home.

Administration is currently working on the Shires Business Continuity Plan. It should be noted that due to the size of the organisation a change in operations is not time consuming and can be accomplished over the phone. Redundancy of key positions however is more problematic and requires discussion.

The most effective means of staying safe and healthy at present is a hierarchy of controls (some of which have been introduced as State Government Directions) these include but are not limited to:

- Vaccinations
- Face masks and other forms of PPE
- Increased hand washing and hygiene
- Not attending work or public places when sick

Minutes – Ordinary Council Meeting – Friday 28th January 2022

- Social distancing

Councillors should be aware that in some circumstances, such as a regional lockdown, they may be required under State Health Directions to be vaccinated in order to attend a Council Meeting. Annual Electors Meetings at present are not able to be conducted by electronic means.

Requests to conduct meetings at a larger venue or via teleconference should be directed to the Shire President who will liaise with the CEO.

Administration will have further discussions with Staff and Councillors to determine a return to work and close contact procedure.

The starting point for a procedure may involve the following and will be developed in consultation with the Shires Occupational Health and Safety Service. Numerous other businesses/sector include similar declarations in their fit for work information or require its declaration when attending site.

It is important that Staff, Councillors and Contractors who are or might be on the following list do not present at the workplace and should call a primary contact.

- Have cold or flu symptoms
- Have attended a registered or advised contact site as determined by the State Government
- Have travelled from overseas or interstate
- Are a close contact of a Covid positive person

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

\$4050 purchase within current budget

Consideration of changes during the upcoming budget review

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorise the purchase of 500 Rapid Antigen Tests through WALGA from operationally related accounts.

ATTENDANCE: 11.18am Cr Gail Trenfield left the meeting.

ATTENDANCE: 11.20am Cr Gail Trenfield rejoined the meeting.

COUNCIL RESOLUTION – 2022-01-10

Moved: Cr Gail Trenfield

Seconded: Cr Raul Valenzuela

That Council authorise the purchase of 500 Rapid Antigen Tests through WALGA from operationally related accounts.

CARRIED: 5/0

14.4 Hall Tender

Applicant:	Shire of Yalgoo
Date:	20/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Hall Tender Documentation

SUMMARY

That Council accept the Yalgoo Community Hall Tender Documentation and authorize it being advertised to the public.

COMMENT

The Shire of Yalgoo has now had both funding sources confirmed. Lotterywest Approval was received late last year and LRCI funding has now also been approved.

Please consider the attached documentation. It is hoped that any engagement can begin on the renovation or asbestos removal components in a timely manner to allow expenditure of Federal LRCI stimulus.

The attached tender documentation outlines the work that is expected for the refurbishment.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Call for Tender

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorises for advertising the Request for Tender for the Refurbishment of the Yalgoo Community Hall.

COUNCIL RESOLUTION – 2022-01-11

Moved: Cr Raul Valenzuela Seconded: Cr Gail Simpson

That Council authorises for advertising the Request for Tender for the Refurbishment of the Yalgoo Community Hall.

CARRIED: 5/0

14.5 Mid West Health System Concerns

Applicant:	Shire of Yalgoo
Date:	21/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Draft Letter to the Minister for Health

SUMMARY

That Council confirms the attached draft letter to the Minister for Health expressing the Shires ongoing concerns with access to health services in the Mid West.

COMMENT

There is a significant amount of media coming out of Geraldton regarding understaffing issues at the Geraldton Regional Hospital. These issues are occurring prior to a strain on the system caused by widespread Covid-19 infections.

While there are obviously numerous factors effecting staffing relating to the pandemic, the uncertainty has caused the community much concern in the lead up to what was proposed as the opening of state borders and the introduction of the omicron variant into WA.

The Shire has recently been advised that these staffing issues are more widespread that just Geraldton and while WACHS has done its best to time leave appropriately there are a number of Mid West sites that are understaffed or have no coverage across at least the next 2-4 weeks.

Council are encouraged to examine the letter with respect to both long term goals in the Shires Strategic Community Planning and to represent community sentiment in the current climate.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Increased access to public health services

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorises the attached letter to be sent to the Minister for Health addressing ongoing concerns with staff levels and access to Health Services in the Mid West.

Minutes – Ordinary Council Meeting – Friday 28th January 2022

ATTENDANCE: 11.38am Cr Gail Simpson left the meeting.

ATTENDANCE: 11.40am Cr Gail Simpson rejoined the meeting.

COUNCIL RESOLUTION – 2022-01-12

Moved: Cr Gail Trenfield

Seconded: Cr Gail Simpson

That Council authorises the attached letter to be sent to the Minister for Health addressing ongoing concerns with staff levels and access to Health Services in the Mid West.

CARRIED: 5/0

14.6 Heritage Policy and Plans

Applicant:	Shire of Yalgoo
Date:	22/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council confirms the appointment of Tanya Henkel to undertake Heritage Strategy and Policy work for the Shire of Yalgoo.

COMMENT

In order to progress the Shires Tourism and Heritage Planning and enable Heritage Building Renewals, Administration would like to reengage Tanya Henkel.

Tanya has been working in the area of Heritage in the Mid West region since 1993 and has provided a significant contribution to both the City of Greater Geraldton and the Shire of Northampton along with numerous other local governments. She has been closely involved in the wider heritage of Monsignor Hawes buildings and has previously been engaged by the Shire of Yalgoo.

It is proposed that Tanya Henkel be engaged for Heritage Advisory Services to reimplement the Yalgoo Heritage Strategy (developed in 2015) and update its action Plan. Tanya would also develop a Shire of Yalgoo Heritage Conservation and Development Planning Policy.

A third key part of Tanya’s engagement would be to develop a cost estimate to address outstanding maintenance for key heritage assets.

Aside from working towards State Heritage Legislation this process will allow Council to determine the priority of the built history that exists in and is controlled by the Shire of Yalgoo.

A scope of works which has been estimated at \$30,000.00. As the project develops and both parties are more aware of the work required an itemized costing will be requested for presentation to Council.

Administration is in the process of applying for Grant Funding from the Department of Planning, Lands and Heritage to cover some of this cost. The remainder up to the amount estimated is proposed to come from the Shires Heritage and Tourism Masterplan Project Account.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Budgeted Capital Expenditure

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorises the engagement of Tanya Henkel to commence work on the Shire of Yalgoo Heritage Strategy up to \$10,000 with further expenditure dependant on an itemised cost breakdown for the different elements of the project, being provided to Council.

***ATTENDANCE:** 11.47am Cr Gail Trenfield left the meeting.*

***ATTENDANCE:** 11.51am Cr Gail Trenfield rejoined the meeting.*

COUNCIL RESOLUTION – 2022-01-13

Moved: Cr Gail Trenfield

Seconded: Cr Gail Simpson

That Council authorises the engagement of Tanya Henkel to commence work on the Shire of Yalgoo Heritage Strategy up to \$10,000 with further expenditure dependent on an itemised cost breakdown for the different elements of the project, being provided to Council.

CARRIED: 5/0

14.7 Review of Shire Policies – Staff Code of Conduct

Applicant:	Shire of Yalgoo
Date:	20/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Code of Conduct Policy

SUMMARY

That Council accepts the Staff Code of Conduct as presented for inclusion in the Shires Organisational Policy Manual.

COMMENT

Due to legislative changes the Councillor Code of Conduct was replaced in 2021. As a result the existing combined Code of Conduct Policy 1.1 in the Organisational Policy Manual is out of date and contradictory.

An updated Code of Conduct for Staff is presented based on a WALGA model.

As a result of the Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 there are a number of changes that have to be introduced with respect to gifts, conflicts of interest and disclosure.

The CEO is required to prepare and implement a code of conduct to be observed by employees. The CEO may amend the code as required and must ensure that an up-to-date version of the code is published on the local government's official website.

While the CEO may make further changes to this policy and adequately communicate those changes to staff in the future it is important that the Policy Manual contains the Staff Code of Conduct as it acts as a part of the staff induction process. For that reason it is presented to Council for inclusion.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Staff Code of Conduct

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council accepts the Staff Code of Conduct Policy and accepts its inclusion in the Policy Manual noting that the policy can be amended by the CEO from time to time as required and communicated to Staff.

COUNCIL RESOLUTION – 2022-01-14

Moved: Cr Gail Trenfield

Seconded: Cr Raul Valenzuela

That Council accepts the Staff Code of Conduct Policy and accepts its inclusion in the Policy Manual noting that the policy can be amended by the CEO from time to time as required and communicated to Staff.

CARRIED: 5/0

14.8 Review of Shire Policies

Applicant:	Shire of Yalgoo
Date:	20/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Investments, Attendance at Events, Community Christmas Event

SUMMARY

That Council reviews changes to the following policies for their re-inclusion in the Shire of Yalgoo Policy Manual or Governance Policy Manual:

- Investments
- Attendance at Events
- Christmas Party for Children Residing in the Shire

COMMENT

Administration is in the process of updating the Shire of Yalgoo Policy Manual to fit current practice and address some of the concerns raised in the last Review of Legislative Compliance, Internal Controls and Risk Management Systems.

Investments was not previously captured in the policy manual document so has been updated and is presented for review.

Attendance at Events has been updated inline with the outcome of a workshop held by Council after the WALGA Convention.

The Shire Community Christmas Event Policy has been updated to incorporate feedback and shortfalls experienced at the recent event.

The last time the policy manual was reviewed was by external consultant. Administration will be looking to build capacity in this area and address audit concerns. A major review of policies is still being undertaken and will be presented to Council when complete.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

Policy Review

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council adopts the following policies as presented for inclusion in the Shire Governance Policy Manual or Organisational Policy Manual:

Minutes – Ordinary Council Meeting – Friday 28th January 2022

1. Financial Management - Investment Policy
2. Attendance at Events Policy
3. Christmas Party for Children Residing in the Shire

COUNCIL RESOLUTION – 2022-01-15

Moved: Cr Raul Valenzuela

Seconded: Cr Gail Simpson

That Council adopts the following policies as presented for inclusion in the Shire Governance Policy Manual or Organisational Policy Manual:

1. Financial Management - Investment Policy
2. Attendance at Events Policy
3. Christmas Party for Children Residing in the Shire

CARRIED: 5/0

14.9 Bouncy Castles and Water Slide Equipment

Applicant:	Shire of Yalgoo
Date:	21/01/2022
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council accepts the report on use of inflatable equipment and confirms the adoption of a hire policy rather than the purchase of similar equipment by the Shire.

COMMENT

Council have proposed consideration of the Shire obtaining an inflatable water slide due to their popularity in town when they are hired for events. In light of a recent tragedy in Tasmania and additional information provided by the Shires insurer LGIS it is prudent to examine the Shires practices in this area.

The following should be considered for any amusement type device:

- Many amusement devices/structures may be considered a 'registered item/s of plant' and require a WorkSafe Certificate of Plant Registration.
- There are Australian Standards that relate to both land and water borne inflatables, under the class of amusement devices. These standards are considered within legislation.
- Even if you are engaging an amusement operator, they are still a contractor. It would be prudent to complete your own checks to be confident that the operator is compliant.
- Be aware of recommended safety practices when using inflatables.

In relation to point three it is proposed that a simple policy be adopted as attached and included in the Policy Manual.

While the Shire can perform checks and supervise such equipment it may not be practical to purchase this type of equipment for the sole reason of maintaining specific staff who are competent to operate the device and stay apprised of changing standards. This is solely a comment on the infrequent or ad hoc use of such equipment. A hiring company that regularly sets up, examines and uses their equipment would be better positioned to perform this function.

Nothing in this item is set to exclude Council from considering a purchase of such equipment in the future however administration will refer to the resolution of this item for future events and budget planning. If local community sentiment shifts away from the use of such devices administration will investigate alternatives.

Shire of Yalgoo Policy for the Hire of Land-borne Inflatable Devices

Policy Objective

To address and hazard created by Inflatable amusement devices if they are not set up and operated according to relevant instructions.

Policy Statement

Upon engagement with the Shire, Amusement Companies are required to present their Public Liability Certificate of Currency along with proof that their equipment is either registered with Work Safe or is not required to be registered.

A declaration that Australian Standards are followed with respect to a leasing companies type of equipment.

Inflatable amusement devices can be a hazard if they are not set up and operated according to relevant instructions. Poor inflatable set-up or operation can lead to:

- the amusement device becoming airborne during strong wind gusts.
- the amusement device collapsing and trapping patrons.
- injury to patrons on amusement devices where they can move freely without supervision e.g. an inflatable device (continuously blown) like a jumping castle.

The Hiring Officer or a more senior staff member should check and confirm the following prior to use. All inflatable devices should be:

- secured and anchored with anchor points provided according to the manufacturer’s instructions and relevant technical standards.
- evacuated when wind gusts exceed the manufacturer’s guidelines or when the wind gusts are over 40 km per hour.
- installed with suitable impact absorbing mats if they are in areas where patrons can fall off the unfenced platform of the inflatable e.g. entrance and exits.
- supervised at all times by people who are competent to operate the device safely.
- monitored so a device is not used at the same time by more than the recommended maximum number of patrons.
- monitored so electrical or other powered components of the inflatable cannot be interfered with by patrons, in particular children.
- patrons should be monitored so only those of similar size and weight are on the amusement device at the same time. This will reduce the risk of injury to smaller patrons. Somersaults, flips or tackling other patrons should not be permitted.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

New Policy

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council:

1. affirms its preference to continue hiring and utilising inflatable equipment in a safe and appropriate way; and
2. adopts the as presented policy for the Hire of Land-borne Inflatable Devices for inclusion it in the Shires Policy Manual.

COUNCIL RESOLUTION – 2022-01-16

Moved: Cr Gail Trenfield

Seconded: Cr Raul Valenzuela

That Council:

1. affirms its preference to continue hiring and utilising inflatable equipment in a safe and appropriate way; and
2. adopts the as presented policy for the Hire of Land-borne Inflatable Devices for inclusion it in the Shires Policy Manual.

CARRIED: 5/0

15 NOTICE OF MOTIONS

NIL

16 URGENT BUSINESS

NIL

17 MATTER FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

18 NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Council Chambers, Gibbons Street Yalgoo on Friday 25 February 2022 commencing at 10.00 am.

19 MEETING CLOSURE

There being no further business the Shire President declared the Ordinary meeting closed at 12.05 pm