AGENDA
FOR THE ORDINARY MEETING
OF COUNCIL
TO BE HELD IN
THE COUNCIL CHAMBERS, YALGOO
ON FRIDAY, 22 FEBRUARY 2019
COMMENCING 10.00 AM
SHIRE OF YALGOGO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE YALGOGO COUNCIL CHAMBERS, YALGOGO ON FRIDAY, 22 FEBRUARY 2019 COMMENCING AT 10.00 AM.

Silvio Brenzi
Chief Executive Officer
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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
To be held in the Community Centre, Yalgoo
On Friday 22 February 2019 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.
4. PUBLIC QUESTION TIME

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

7.0 MEETINGS ATTENDED BY ELECTED MEMBERS

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Attended with whom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
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 31 January 2019 be confirmed.
Moved: Seconded: Motion put and carried / lost

9. REPORTS OF COMMITTEE MEETINGS

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

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

11. MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD
11.1 TECHNICAL SERVICES


<table>
<thead>
<tr>
<th>Author:</th>
<th>Dominic Carbone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Declared:</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>14 February 2019</td>
</tr>
</tbody>
</table>

Matter for Consideration

Background
The Shire in adopting its 2018-2019 Annual Budget has allocated funds amounting to $2,223,003 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 2018-2019 financial year are detailed be:
CAPITAL WORKS PROGRAMME 2018-19

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

<table>
<thead>
<tr>
<th>By Program</th>
<th>2018-19 ANNUAL BUDGET</th>
<th>2018/19 JANUARY ACTUAL</th>
<th>VARIANCE FAV (UNFAV)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Governance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Admin Mobile Phones,laptop,Computers,Office Equip.</td>
<td>F &amp; E 2,492</td>
<td>0</td>
<td>2,492</td>
<td>The CEO to provide a verbal update on the status of the capital projects as at 31 January 2019</td>
</tr>
<tr>
<td>000000- Motor Vehicle CEO</td>
<td>P &amp; E 86,970</td>
<td>92,456</td>
<td>(5,486)</td>
<td>completed minor over expenditure</td>
</tr>
<tr>
<td>000000- Motor Vehicle CGTS</td>
<td>P &amp; E 64,794</td>
<td>0</td>
<td>64,794</td>
<td></td>
</tr>
<tr>
<td><strong>Law Order - Public Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- CCTV Yalgoo Townsite</td>
<td>F &amp; E 9,000</td>
<td>0</td>
<td>9,000</td>
<td></td>
</tr>
<tr>
<td>000000- CCTV Yalgoo Townsite - Connect to Yalgoo Police Station</td>
<td>F &amp; E 4,000</td>
<td>0</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Staff Housing - Security</td>
<td>L &amp; B 65,000</td>
<td>4,758</td>
<td>60,242</td>
<td>in progress</td>
</tr>
<tr>
<td>000000- Two Units 17 Shemrock Street</td>
<td>L &amp; B 86,350</td>
<td>0</td>
<td>86,350</td>
<td></td>
</tr>
<tr>
<td><strong>Recreation and Culture</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000 - Arts and Crafts Building</td>
<td>L &amp; B 25,000</td>
<td>0</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>000000- Power Supply Mens Shed and Rifle Club</td>
<td>L &amp; B 15,000</td>
<td>0</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>000000- Bollard Fence - Community Park</td>
<td>Recreation 8,000</td>
<td>968</td>
<td>7,032</td>
<td>in progress</td>
</tr>
<tr>
<td>000000- Community/School Oval Development</td>
<td>F &amp; E 35,250</td>
<td>0</td>
<td>35,250</td>
<td></td>
</tr>
<tr>
<td>000000- Community/School Oval Shared Use Development</td>
<td>Recreation 718,000</td>
<td>672,876</td>
<td>45,124</td>
<td>in progress</td>
</tr>
</tbody>
</table>
The following assets and works are budgeted to be acquired or undertaken during the year:

<table>
<thead>
<tr>
<th>By Program</th>
<th>2018-19 ANNUAL BUDGET</th>
<th>2018/19 JANUARY ACTUAL</th>
<th>VARIANCE (FAVUNFAV)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Machinery Shed Depot</td>
<td>L &amp; B</td>
<td>7,393</td>
<td>6,230</td>
<td>1,163</td>
</tr>
<tr>
<td>000000- Flood Control -Fuel Station</td>
<td>L &amp; B</td>
<td>11,410</td>
<td>11,009</td>
<td>401</td>
</tr>
<tr>
<td>000000- Depot -Electric Boundary Fence and Gate</td>
<td>L &amp; B</td>
<td>6,700</td>
<td>6,700</td>
<td>0</td>
</tr>
<tr>
<td>000000- Water Cart Modifications</td>
<td>P &amp; E</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td>000000- Motor Vehicle Foreman</td>
<td>P &amp; E</td>
<td>68,722</td>
<td>0</td>
<td>68,722</td>
</tr>
<tr>
<td>000000- Motor Vehicle Works Hilux</td>
<td>P &amp; E</td>
<td>49,000</td>
<td>0</td>
<td>49,000</td>
</tr>
<tr>
<td>000000- Generator 4.5kva</td>
<td>P &amp; E</td>
<td>4,290</td>
<td>0</td>
<td>4,290</td>
</tr>
<tr>
<td>000000- Generator 6.0kva with Fuel Tank</td>
<td>P &amp; E</td>
<td>9,500</td>
<td>9,500</td>
<td>0</td>
</tr>
<tr>
<td>000000- Transfer Pump</td>
<td>P &amp; E</td>
<td>6,200</td>
<td>6,200</td>
<td>0</td>
</tr>
<tr>
<td>000000- Paynes Find Airstrip Fence</td>
<td>Other</td>
<td>45,000</td>
<td>0</td>
<td>45,000</td>
</tr>
<tr>
<td>000000- Paynes Find Beautification</td>
<td>Other</td>
<td>18,656</td>
<td>0</td>
<td>18,656</td>
</tr>
<tr>
<td>ROADS TO RECOVERY GRANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Yalgoo/Morawa Road - Widen to 7m</td>
<td>Roads</td>
<td>544,968</td>
<td>150,000</td>
<td>394,968</td>
</tr>
<tr>
<td>RRG SPECIAL GRANT RD WORKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Yalgoo/Ninghan Road - Seal to width 4m</td>
<td>Roads</td>
<td>300,000</td>
<td>104,500</td>
<td>195,500</td>
</tr>
<tr>
<td>MUNICIPAL FUND</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>000000- North Road - Crossing</td>
<td>Roads</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
</tr>
</tbody>
</table>
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<tr>
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<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Economic Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000- Caravan Park - Washing Machine and Dryer</td>
<td>F &amp; E 3.200</td>
<td>6,240</td>
<td>(3,040)</td>
<td>completed over expenditure</td>
</tr>
<tr>
<td>0000000- Shelter and Seating Jokker Tunnel</td>
<td>L &amp; B 4,054</td>
<td>0</td>
<td>4,054</td>
<td>quotations received and deposit paid</td>
</tr>
<tr>
<td>00000000- Shelter and Visitors Board at Railway Station</td>
<td>L &amp; B 4,054</td>
<td>0</td>
<td>4,054</td>
<td>quotations received and deposit paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,223,003</td>
<td>1,071,437</td>
<td>1,151,566</td>
<td></td>
</tr>
</tbody>
</table>

The CEO to provide a verbal update on the status of the capital projects as at 31 January 2019.
Voting Requirements
Simple Majority

**OFFICER RECOMMENDATION**


Moved: __________________________ Seconded: __________________________ Motion put and carried/lost:
11.1.2 Technical Services Monthly Report 31 January 2019

<table>
<thead>
<tr>
<th>Author:</th>
<th>Ray Pratt, Works Foreman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Declared:</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>_____ February 2019</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Matter for Consideration


Background

Nil

Statutory Environment

Nil

Statutory Implications

Nil

Consultation

Nil

Comment

1 ROAD CONSTRUCTION – CAPITAL

1.1 RRG Project Yalgoo – Ninghan Road

- Rowe’s Contactors will be carrying out the RRG Project expecting to commence work at the beginning of March taking 1-2 weeks to complete.

1.2 R2R Project Yalgoo – Morawa Road

- Rowe’s Contactors has mobilised and started worked.

- Rowe’s Contactors will be carrying out the R2R Project expecting to commence work on the 4 February 2019 which will take 3-4 weeks to complete.

Once earthworks are completed to the Yalgoo- Ninghan and Yalgoo-Morawa road sealing of both roads will then be organised.
2 ROAD MAINTENANCE - OPERATIONS

2.1 Works During January

- Shoulder work had been done to the Yalgoo Ninghan road from 90km down to the Mt Magnet Road.

- A 45km Maintenance grade was conducted from the Great Northern Highway through to the start of the bitumen along the Yalgoo Ninghan road.

3 OTHER INFRASTRUCTURE MAINTENANCE

3.1 Plant and Equipment

- New foreman’s vehicle has been purchased.
- Plates were swapped between the Fire Tender YA1000 and the Foreman Vehicle YA778.
- YA840 had received it 100,000km
- Mechanic has serviced multiple pieces of plant and equipment.

3.2 Buildings

- Locks have been replaced at the Caravan Park Units all had been worn-out.
- Midwest Turf Supply repaired the reticulation at 48 Gibbons Street.

3.3 Town Street

- Nil

4 PARKS AND RESERVES

4.1 Art & Culture Centre

- Nil

4.2 Community Town Oval

- Oval is looking good with regular mowing and being fertilised.
- Midwest Turf Supply came out and installed the reticulation and roll on lawn to pavilion area.

4.3 Community Park, Gibbons Street

- Nil

4.4 Community Park, Shamrock Street

- Nil

4.5 Water Park
- Nil, all is in good order – Geraldton Spa is attending the week of the 18th February for Staff inductions / training.

4.6 Yalgoo Caravan Park

- Nil

5 INFRASTRUCTURE - CAPITAL

5.1 Rifle Range

- Complete. Awaiting inspection by WARA representative.

6 PRIVATE WORKS

6.1 Nil

7 PURCHASING

- 2nd New washing machine was purchased for the caravan park as previous new one was damaged on arrival.
- Foreman’s old vehicle was delivered to Pickles Auctions to be sold round the 16th January 2019.

8 STAFF

8.1 Training & Licences Completed

- Nil

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION

Technical Services Monthly Report 31 January 2019

That Council:
Receive the Technical Services report as at 31 January 2019.

Moved: Seconded: Motion put and carried/lost:
11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 Accounts for Payment January 2018

<table>
<thead>
<tr>
<th>Author:</th>
<th>Dominic Carbone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Declared:</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>14 February 2019</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Matter for Consideration

Council approve the Accounts for Payment list for the period 1 January 2019 to 31 January 2019 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 January 2019 to 31 January 2019 are as follows:
<table>
<thead>
<tr>
<th>ID</th>
<th>Creditor's Name</th>
<th>Cheque Date</th>
<th>Invoice Details</th>
<th>Total Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005*2019</td>
<td>AMPAC Debt Recovery (WA) Pty Ltd</td>
<td>4/01/2019</td>
<td>Debt Recovery Fees</td>
<td>33.00</td>
</tr>
<tr>
<td>1028*2019</td>
<td>Civic Legal</td>
<td>4/01/2019</td>
<td>Legal Fees - Recovery of Rates from Living Cities Development</td>
<td>2,626.80</td>
</tr>
<tr>
<td>1174*2019</td>
<td>Sun City Plumbing</td>
<td>4/01/2019</td>
<td>Repairs &amp; Maintenance Community Hall - Kitchen sink unblock, Dishwash, Yalgoo Art Centre - Faulty HWS &amp; Removal of Intern</td>
<td>517.00</td>
</tr>
<tr>
<td>1191*2019</td>
<td>Veolia Environmental Services</td>
<td>4/01/2019</td>
<td>Rubbish Service Collection Fee</td>
<td>5,111.43</td>
</tr>
<tr>
<td>1245*2019</td>
<td>TYREPOWER GERALDTON</td>
<td>4/01/2019</td>
<td>Tyres YA778: 1 BF GOODRICH TYRE 265/17</td>
<td>374.96</td>
</tr>
<tr>
<td>1385*2019</td>
<td>HODDER, MICHELLE</td>
<td>4/01/2019</td>
<td>Alcohol Bond Refund</td>
<td>1,000.00</td>
</tr>
<tr>
<td>1423*2019</td>
<td>EVENT ART TENTS- EMMALINE JAMES</td>
<td>4/01/2019</td>
<td>Activity Expenses</td>
<td>352.92</td>
</tr>
<tr>
<td>1488*2019</td>
<td>BLACKWOODS</td>
<td>4/01/2019</td>
<td>SINGLE KEY PAD LOCKS FOR RIFLE RANGE</td>
<td>174.75</td>
</tr>
<tr>
<td>1492*2019</td>
<td>MCMAHON MINING TITLE SERVICE PTY LTD</td>
<td>4/01/2019</td>
<td>Rates Refund - part payment</td>
<td>8,975.45</td>
</tr>
<tr>
<td>1493*2019</td>
<td>COWLEY, TERRY</td>
<td>4/01/2019</td>
<td>Wild Dog Bounty</td>
<td>660.00</td>
</tr>
<tr>
<td>1016*2019</td>
<td>BOC Limited</td>
<td>11/01/2019</td>
<td>Cylinder Service Charge</td>
<td>122.42</td>
</tr>
<tr>
<td>1044*2019</td>
<td>Rocke, David</td>
<td>11/01/2019</td>
<td>Clean Paynes Find Community Centre for RFDS Clinic</td>
<td>210.00</td>
</tr>
<tr>
<td>1048*2019</td>
<td>Dominic Carbine &amp; Associates</td>
<td>11/01/2019</td>
<td>Consultancy Service - Accounting and Administration</td>
<td>3,905.00</td>
</tr>
<tr>
<td>1056*2019</td>
<td>Five Star Business Equipment &amp; Comms</td>
<td>11/01/2019</td>
<td>Photocopier Service Fee</td>
<td>480.97</td>
</tr>
<tr>
<td>1064*2019</td>
<td>REFUEL AUSTRALIA</td>
<td>11/01/2019</td>
<td>December 2018 Fuel Charges</td>
<td>11,967.24</td>
</tr>
<tr>
<td>1089*2019</td>
<td>K9 K10 ELECTRICAL WA</td>
<td>11/01/2019</td>
<td>Administration Building - Security Alarm Monitoring</td>
<td>167.20</td>
</tr>
<tr>
<td>1091*2019</td>
<td>Landgate</td>
<td>11/01/2019</td>
<td>Valuations Mining Tenements</td>
<td>39.00</td>
</tr>
<tr>
<td>1101*2019</td>
<td>Marketforce</td>
<td>11/01/2019</td>
<td>Advertising - Special Meeting held on 11 December 2018, Advertising - 2019 Meeting Dates</td>
<td>544.73</td>
</tr>
<tr>
<td>1104*2019</td>
<td>McIntosh &amp; Son</td>
<td>11/01/2019</td>
<td>Parts YA 493: AS PER QUOTE 366630</td>
<td>384.23</td>
</tr>
<tr>
<td>1108*2019</td>
<td>Midwest Chemical &amp; Paper</td>
<td>11/01/2019</td>
<td>Cleaning Supplies for Caravan Park, Cleaning Supplies for Various Shire Buildings</td>
<td>573.78</td>
</tr>
<tr>
<td>1153*2019</td>
<td>Pratt, Ray</td>
<td>11/01/2019</td>
<td>Sundry Items for Caravan Park</td>
<td>363.10</td>
</tr>
<tr>
<td>1175*2019</td>
<td>Sun City Print</td>
<td>11/01/2019</td>
<td>Business Cards &amp; Receipt Books for Art Centre</td>
<td>465.00</td>
</tr>
<tr>
<td>1186*2019</td>
<td>Truck Centre(WA) Pty Ltd</td>
<td>11/01/2019</td>
<td>Repairs YA795 - Front Panel Damage</td>
<td>17,087.68</td>
</tr>
<tr>
<td>1240*2019</td>
<td>Westrac Equipment Pty Ltd</td>
<td>11/01/2019</td>
<td>OIL FOR DEPOT</td>
<td>1,168.50</td>
</tr>
<tr>
<td>1418*2019</td>
<td>INCITE SECURITY</td>
<td>11/01/2019</td>
<td>DEPOT ACCESS CONTROL SYSTEM</td>
<td>7,517.00</td>
</tr>
<tr>
<td>1137*2019</td>
<td>Paynes Find Road House &amp; Tavern</td>
<td>18/01/2019</td>
<td>Fuel for Community Centre Paynes Find</td>
<td>10.00</td>
</tr>
<tr>
<td>1166*2019</td>
<td>BRENZI, Silvio</td>
<td>18/01/2019</td>
<td>Emu Cup Festival 2018</td>
<td>32.49</td>
</tr>
<tr>
<td>1277*2019</td>
<td>REILLY &amp; CO</td>
<td>18/01/2019</td>
<td>Yalgoo Emu Cup 2018 Yalgoo School Holiday Program Costs</td>
<td>2,631.77</td>
</tr>
<tr>
<td>1394*2019</td>
<td>CS LEGAL</td>
<td>18/01/2019</td>
<td>Legal Fees - Sale - Lots 9 &amp; 10 Henty St</td>
<td>990.00</td>
</tr>
<tr>
<td>1458*2019</td>
<td>ROWE CONTRACTORS</td>
<td>18/01/2019</td>
<td>Road Works - R2R Morawa Road, RRG Ninghan Road</td>
<td>264,000.00</td>
</tr>
<tr>
<td>1018*2019</td>
<td>BOQ Asset Finance &amp; Leasing Pty Ltd</td>
<td>24/01/2019</td>
<td>Photocopier Rental</td>
<td>329.50</td>
</tr>
<tr>
<td>1024*2019</td>
<td>Canine Control</td>
<td>24/01/2019</td>
<td>Consultancy Fees - Ranger Service - 3 &amp; 7 January 2019</td>
<td>967.05</td>
</tr>
<tr>
<td>1040*2019</td>
<td>Courier Australia</td>
<td>24/01/2019</td>
<td>WINC - Freight Charges</td>
<td>24.54</td>
</tr>
<tr>
<td>1056*2019</td>
<td>Five Star Business Equipment &amp; Comms</td>
<td>24/01/2019</td>
<td>Photocopier Service Fee</td>
<td>291.57</td>
</tr>
<tr>
<td>1065*2019</td>
<td>Geraldton Mower &amp; Repair Specialist</td>
<td>24/01/2019</td>
<td>GARDENING SUPPLIES</td>
<td>414.80</td>
</tr>
<tr>
<td>1067*2019</td>
<td>Geraldton Toyota</td>
<td>24/01/2019</td>
<td>Repairs YA778 140,000KM SERVICE</td>
<td>639.62</td>
</tr>
<tr>
<td>_ID</td>
<td>Creditor's Name</td>
<td>Cheque Date</td>
<td>Invoice Details</td>
<td>Total Amount Due</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>--------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>1073*2019</td>
<td>Great Northern Rural Services.</td>
<td>24/01/2019</td>
<td>FENCING FOR RIFLE CLUB</td>
<td>270.51</td>
</tr>
<tr>
<td>1108*2019</td>
<td>Midwest Chemical &amp; Paper</td>
<td>24/01/2019</td>
<td>Cleaning Supplies for Caravan Park</td>
<td>326.30</td>
</tr>
<tr>
<td>1162*2019</td>
<td>Security &amp; Keys</td>
<td>24/01/2019</td>
<td>NEW LOCKS FOR CARAVAN PARK UNITS</td>
<td>110.74</td>
</tr>
<tr>
<td>1171*2019</td>
<td>WINC AUSTRALIA PTY LIMITED</td>
<td>24/01/2019</td>
<td>Office Supplies Supplies for Art Centre</td>
<td>807.22</td>
</tr>
<tr>
<td>1264*2019</td>
<td>PINPOINT CLEANING SOLUTIONS</td>
<td>24/01/2019</td>
<td>Monthly Cleaning of Shire Buildings December 2018</td>
<td>2,430.00</td>
</tr>
<tr>
<td>1277*2019</td>
<td>REILLY &amp; CO</td>
<td>24/01/2019</td>
<td>School Holiday Program January 2019</td>
<td>888.18</td>
</tr>
<tr>
<td>1278*2019</td>
<td>PROMOTIONS INTERNATIONAL PTY LIMITED</td>
<td>24/01/2019</td>
<td>Caps for Emu Cup festival</td>
<td>858.00</td>
</tr>
<tr>
<td>1496*2019</td>
<td>OFFICE OF THE AUDITOR GENERAL</td>
<td>24/01/2019</td>
<td>Audit Fee - 30 June 2018</td>
<td>40,700.00</td>
</tr>
<tr>
<td>1498*2019</td>
<td>DESMOND, JESSEE</td>
<td>24/01/2019</td>
<td>Candle Making Workshop</td>
<td>1,200.00</td>
</tr>
<tr>
<td>1499*2019</td>
<td>DJ REV</td>
<td>24/01/2019</td>
<td>Workshop &amp; Disco</td>
<td>2,500.00</td>
</tr>
<tr>
<td>1500*2019</td>
<td>SWEET ORANGE PRODUCTIONS</td>
<td>24/01/2019</td>
<td>Emu Festival Activities 2018</td>
<td>2,200.00</td>
</tr>
<tr>
<td>1501*2019</td>
<td>ST JOHN AMBULANCE WA LTD</td>
<td>24/01/2019</td>
<td>Re Stock  First Aid Kits</td>
<td>1,957.97</td>
</tr>
<tr>
<td>1176*2019</td>
<td>TARGET AUSTRALIA PTY LTD</td>
<td>29/01/2019</td>
<td>KITCHEN ITEMS FOR 75 WEEKES ST</td>
<td>599.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>393,360.62</strong></td>
</tr>
</tbody>
</table>
Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION**

**Accounts for Payment January 2019**

That Council approve the list of accounts paid for the period 1 January 2019 to 31 January 2019 amounting to $393,360.62 and the list be recorded in the Minutes.

Moved: Seconded: Motion put and carried / lost
11.3.2 Investments as at 31 January 2019

Author: Dominic Carbone
Interest Declared: No interest to disclose
Date: 14 February 2019
Attachments Nil

Matter for Consideration

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 31 January 2019.

<table>
<thead>
<tr>
<th>INSTITUTIONS</th>
<th>SHORT TERM RATING</th>
<th>INVESTMENT TYPE</th>
<th>ACCOUNT N°</th>
<th>TERM</th>
<th>DATE OF TRANSACTION</th>
<th>DATE OF MATURITY</th>
<th>INTEREST RATE</th>
<th>PRINCIPAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUNICIPAL FUND</td>
<td>Note Balance as per Bank Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAB</td>
<td>N/A</td>
<td>Operating a/c</td>
<td>50-832-4520</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>Variable</td>
<td>$1,857,811.49</td>
</tr>
<tr>
<td>NAB</td>
<td>N/A</td>
<td>Cash Maximiser</td>
<td>86-538-7363</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>Variable</td>
<td>$41,243.62</td>
</tr>
<tr>
<td>NAB</td>
<td>N/A</td>
<td>Term Deposit</td>
<td>89-977-1574</td>
<td>3 months 1 day</td>
<td>24.12.2018</td>
<td>25.03.2019</td>
<td>2.7%</td>
<td>$63,515.04</td>
</tr>
<tr>
<td>NAB</td>
<td>N/A</td>
<td>Short Term Investment</td>
<td>24-831-4222</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>Variable</td>
<td>$51,991.18</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,014,561.33</td>
</tr>
</tbody>
</table>

| RESERVE FUNDS | | | | | | | | |
| NAB | N/A | Term Deposit | 97-511-4454 | 3 months 1 day | 24.12.2018 | 25.03.2019 | 2.7% | $164,500.55 |
| NAB | N/A | Term Deposit | 89-972-5236 | 3 months 1 day | 24.12.2018 | 25.03.2019 | 2.7% | $456,626.75 |
| NAB | N/A | Term Deposit | 11-186-3992 | 3 months 1 day | 24.12.2018 | 25.03.2019 | 2.7% | $1,089,301.05 |
| TOTAL | | | | | | | | $1,710,428.35 |

| TRUST | | | | | | | | |
| NAB | N/A | Trust a/c | 50-832-4559 | Ongoing | N/A | N/A | Variable | $21,738.51 |
| TOTAL | | | | | | | | $21,738.51 |

INVESTMENT REGISTER
01 JULY 2018 TO 31 JANUARY 2019
NATIONAL AUSTRALIA BANK

<table>
<thead>
<tr>
<th>ACCOUNT N°</th>
<th>DATE OF MATURITY</th>
<th>INTEREST RATE</th>
<th>OPENING BALANCE</th>
<th>INTEREST EARNED TO 31.01.2019</th>
<th>INVESTMENT TRANSFERS</th>
<th>CLOSING BALANCE 31.01.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>86-538-7363</td>
<td>Ongoing</td>
<td>Variable</td>
<td>$41,141.54</td>
<td>$102.08</td>
<td>0</td>
<td>$41,243.62</td>
</tr>
<tr>
<td>89-977-1574</td>
<td>25.03.2019</td>
<td>2.7%</td>
<td>$62,683.84</td>
<td>$831.20</td>
<td>0</td>
<td>$63,515.04</td>
</tr>
<tr>
<td>24-831-4222</td>
<td>Ongoing</td>
<td>Variable</td>
<td>$51,862.49</td>
<td>$128.69</td>
<td>0</td>
<td>$51,991.18</td>
</tr>
<tr>
<td>97-511-4454</td>
<td>25.03.2019</td>
<td>2.7%</td>
<td>$162,347.79</td>
<td>$2,152.76</td>
<td>0</td>
<td>$164,500.55</td>
</tr>
<tr>
<td>89-972-5236</td>
<td>25.03.2019</td>
<td>2.7%</td>
<td>$450,651.08</td>
<td>$5,975.67</td>
<td>0</td>
<td>$456,626.75</td>
</tr>
<tr>
<td>11-186-3992</td>
<td>25.03.2019</td>
<td>2.7%</td>
<td>$1,075,045.84</td>
<td>$14,255.21</td>
<td>0</td>
<td>$1,089,301.05</td>
</tr>
</tbody>
</table>
Voting Requirements
Simple Majority

OFFICER RECOMMENDATION

Investments as at 31 January 2019

That the Investment Report as at 31 January 2019 be received.

Moved: Seconded: Motion put and carried/lost
11.3.3  Financial Activity Statement for the Period ended the 31 January 2019

<table>
<thead>
<tr>
<th>Author</th>
<th>Dominic Carbone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Declared</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date</td>
<td>14 February 2019</td>
</tr>
</tbody>
</table>
| Attachments          | • Statement of Comprehensive Income ending the 31 January 2019;  
                       | • Financial Activity Statement; ending 31 January 2019  
                       | • Summary of Current Assets and Current Liabilities as of 31 January 2019;  
                       | • Statement of Current Financial Position as at 31 January 2019;  
                       | • Detailed worksheets;  
                       | • Other Supplementary Financial Reports:  
                       |   o Reserve Funds;  
                       |   o Loan Funds;  
                       |   o Trust Fund |

MONTHLY FINANCIAL REPORT TO BE PROVIDED TO MEMBERS PRIOR TO OR AT THE MEETING

Matter for Consideration
Adoption of the Monthly Financial Statements.

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

Statutory Environment

Local Government Act 1995
Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996
Regulation 34 states:
(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);  
(b) budget estimates to the end of month to which the statement relates;  
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;  
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c);  
(e) the net current assets at the end of the month to which the statement relates.

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

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

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

2.4 Material Variance

Financial Implications

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

Consultation

Nil

Comment

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

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION


That Council:


Moved: Seconded: Motion put and carried/lost
11.4 ADMINISTRATION

11.4.1 Report on Matters Outstanding as at 14 February 2019

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>ITEM REFERENCE</th>
<th>RESOLUTION</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Mar 17</td>
<td>Under-taking a Review of the Shire of Yalgoo Policies</td>
<td>That the CEO under-take a review of the Shire Policies over the next three months</td>
<td>Review is currently underway. Consultant appointed. The matter subject to a report on this Agenda.</td>
</tr>
<tr>
<td>28 July 2017</td>
<td>Review of Local Laws</td>
<td>Council authorised the CEO to implement a review of Local Laws</td>
<td>Two quotes were received, CEO advised Council a third quote will need to be sought.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>ITEM REFERENCE</th>
<th>RESOLUTION</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 March 2018</td>
<td>Application for a prospecting licence</td>
<td>Council authorises the CEO to locate a suitable prospecting area close to the Yalgoo town site and make application to the Mining Registrar for registration.</td>
<td>Works Foreman advised that the Shire cannot hold a prospect Licence. CEO to contact the Department of Mining and Petroleum to discuss the matter. Pastoral owner contacted and endorses the proposal. Appointment to be made with DMP. No change</td>
</tr>
<tr>
<td>Paynes Find Planning Compliance Assessment</td>
<td>That Council:</td>
<td></td>
<td>UBRIS have completed all requirements including item 3 this now concludes the matter.</td>
</tr>
<tr>
<td></td>
<td>1. Pursuant to Clause 10.3 of the Shire of Yalgoo Local Planning Scheme No.2 approve the respective site plans for Lot 4317, Goodingnow Road, Paynes Find WA 6612 (PilRoc Retreat) and Lot 4234, Great Northern Highway, Paynes Find WA 6612 (Paynes Find Roadhouse &amp; Tavern);</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Advise the owners of the property that:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. Any future development upon the site that requires associated planning approval are to be determined and approved by the Council accordingly;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Approval of the respective site plans do not constitute approval for any applications which may be pending determination by Council, and do not guarantee future approvals on the site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Provide the Compliance Assessment Report and a copy of this determination to the respective landowners.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEETING DATE</td>
<td>ITEM REFERENCE</td>
<td>RESOLUTION</td>
<td>CURRENT STATUS</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>26 October 2018</td>
<td>Shire of Yalgoo Tourism Advisory Committee</td>
<td>Council resolved to establish the Advisory Committee and appointed the CEO and Crs. Gail Trenfield and Tamisha Hodder</td>
<td>A public submission has been received and will be presented at this meeting, still waiting on DBCA on the involvement</td>
</tr>
<tr>
<td>14 December 2018</td>
<td>Accounts for Payment</td>
<td>Detailed report to be provided in relation to the EMU Cup event.</td>
<td>Report to be presented at the February 2019 Meeting of Council.</td>
</tr>
<tr>
<td>31 January 2019</td>
<td>Closure of Thoroughfare to Vehicles – Section of Yalgoo – Ninghan Road at Golden Grove</td>
<td>That Council Informs EMR Golden Grove that it would be supportive where a non-automotive processes are used (ie; maned station) on a temporary road closure of a section of the Yalgoo-Ninghan Road to enable larger planes to service the Golden Grove mine site within the provisions of section 3.50 of the Local Government Act 1995.</td>
<td>Email confirmation sent on 11 February 2019</td>
</tr>
<tr>
<td>31 January 2019</td>
<td>Sponsorship of the Yalgoo Multi Purpose Sports Centre</td>
<td>(1) That Council advise Core Business Australia that it is willing to enter into sponsorship arrangement as outlined in the report. (2) Subject to (1) above that the Shire’s 2018-19 Annual Budget be amended by the inclusion of - Contribution Multi Purpose Sports facility Sponsorship $15,000 and increase the budget allocation for - Community/School Oval Shared Use Development by $15,000 to $733,000.</td>
<td>Correspondence sent to Core Business Australia on 6 February 2019</td>
</tr>
<tr>
<td>31 January 2019</td>
<td>Preliminary Draft Corporate Business Plan 2018-2022</td>
<td>That Council (1) Receives the report on Preliminary Draft Corporate Business Plan 2018-2022. (2) That the Chief Executive Officer be authorised to engage suitable consultant/s to undertake a review of the Strategic Community Plan and informing strategies such as the asset management plan, long term financial plan and workforce plan on the basis that there is sufficient funds to complete the tasks. (3) Subject to (2) above the Corporate Business Plan to be finalised.</td>
<td>Completed</td>
</tr>
</tbody>
</table>
## MATTERS OUTSTANDING

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>ITEM REFERENCE</th>
<th>RESOLUTION</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January 2019</td>
<td>Funding Application – Communities Pests and Weeds Impacts During Drought Program</td>
<td>That Council (1) Request the CEO to prepare a funding application under the Australian government Department of Agriculture Water Resources Communities Combating Pests and Weed Impacts during Drought Program on the basis that the Shire does not need to make any additional contributions for the following: - Completion of the Vermin Cell Fence within the Shire of Yalgoo $594,000. - Employment of a Licenced Pest Management Technician (LPMT – dogger) for a period of 100 days $70,000. (2) Subject to (1) above the CEO seek assistance from the Murchison Regional Vermin Council CEO and the Executive Officer of the MRBA in preparing the grant application form.</td>
<td>Application submitted on 13 February 2019</td>
</tr>
<tr>
<td>31 January 2019</td>
<td>House Safety of Lot 220, 82 Piesse Street Yalgoo</td>
<td>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.</td>
<td>EHO has planned an inspection for the March visit, a comprehensive report and recommendation bill be provided to the CEO</td>
</tr>
<tr>
<td>31 January 2019</td>
<td>Sponsorship opportunities for Core Stadium</td>
<td>That Council Authorises the CEO to investigate further sponsorship opportunities with local businesses for Core Stadium.</td>
<td>Ongoing / Complete</td>
</tr>
</tbody>
</table>

### Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION**

**Report on Matters Outstanding as at 14 February 2019**

That Council:


Moved: Seconded: Motion put and carried / lost
11.4.2 Report on Change to Advertised Meeting Date – Ordinary Council Meeting and Audit Committee Meeting Scheduled for 29 March 2019

<table>
<thead>
<tr>
<th>Author:</th>
<th>Dominic Carbone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Declared:</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>16 February 2019</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Matter for Consideration**

That council give consideration to change the meeting date for the March 2019 Ordinary Council and Audit Committee meetings to be held in the Yalgoo Shire Chambers to accommodate the opening of the Multi Purpose Sports Facility scheduled for 29 March 2019.

**Background**

The Council at its November 2018 Ordinary meeting set dates, times and location of or Council and Committee meetings for the 2019 calendar year.

For the month of March 2019 the following meetings were scheduled:

- 29 March Audit Committee Meeting 10.00 am
- 29 March Ordinary Council Meeting 11.00 am.

**Statutory Environment**

**Local Government (Administration) Regulations 1996**

Reg 12(1)

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

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

Reg 12(2)

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

**Local Government Act 1995**

1.7 Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

(a) published in a newspaper circulating generally throughout the district; and
(b) exhibited to the public on a notice board at the local government’s offices; and
(c) exhibited to the public on a notice board at every local government library in the district.

(2) Unless expressly stated otherwise it is sufficient if the notice is —

(a) published under subsection (1)(a) on at least one occasion; and
(b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —

(i) the time prescribed for the purposes of this paragraph; or
(ii) if no time is prescribed, 7 days.
Business Implications
Nil

Consultation
Nil

Comment
That Council give consideration to changing the meeting date for the Ordinary Council Meeting and Audit Committee Meeting scheduled for Friday 29th March 2019 to Friday 22nd March at 11.00 am and 10.00 am respectively as this will allow the Official opening of the Multi Purpose Sports Facility to take place on 29 March 2019.

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION
Report on Change to Advertised Meeting Date – Ordinary Council Meeting and Audit Committee Meeting

That Council in accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996 give local public notice in accordance with Section 1.7 of the Local Government Act 1995 to change the following meeting date:
- Ordinary Council Meeting date to be changed from 29 March 2019 to 22 March 2019 at 11.00 am.
- Audit Committee Meeting date to be changed from 29 March 2019 to 22 March 2019 at 10.00 am.

Moved: Seconded: Motion put and carried / lost
11.4.3 Income and Expenditure Emu Cup Analysis 2018-19

<table>
<thead>
<tr>
<th>Author</th>
<th>Dominic Carbone</th>
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<tbody>
<tr>
<td>Interest Declared</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date</td>
<td>16 February 2019</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Matter for Consideration**

That Council receive the Report on the Income and Expenditure Emu Cup Analysis 2018-19

**Background**

Council at its Ordinary Council Meeting held on 14 December 2018 resolved that a detailed report be provided in relation to the Emu Cup Event.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

That the Income and Expenditure related to the event are within budget estimates.

**Consultation**

Nil

**Comment**

The following Statement of Income and Expenditure for the Emu Cup Event and details the income sources and expenses incurred to 16 February 2019.
Voting Requirements
Simple Majority

OFFICER RECOMMENDATION
Income and Expenditure Emu Cup Analysis 2018-19
That Council
Moved: Seconded: Motion put and carried / lost
11.4.4 Review of Council Policies

<table>
<thead>
<tr>
<th>Author:</th>
<th>Dominic Carbone</th>
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<tr>
<td>Interest Declared:</td>
<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>16 February 2019</td>
</tr>
<tr>
<td>Attachments</td>
<td>Policy Hierarchy Review February 2019</td>
</tr>
</tbody>
</table>

Matter for Consideration

That Council review the report Policy Hierarchy Review and determine which policy is to be rescinded and incorporated in a management policies/procedure manual or a HR employee manual.

Background

Council at its meeting held on 31 March 2017 adopted the following resolution.

“That the Chief Executive Officer undertake a review of the Shire Policies over the next three months”.

Statutory Environment

Local Government Act 1995

Section 2.7

1) The council —
   (a) governs the local government’s affairs; and
   (b) is responsible for the performance of the local government’s functions.

2) Without limiting subsection (1), the council is to —
   (a) oversee the allocation of the local government’s finances and resources; and
   (b) determine the local government’s policies.

Strategic Implications

The review of the administrative policies will set the appropriate governance and management levels for the Shire.

Consultation

L G People and Culture Workforce and Management Services.

Comment

The consultants L G People and Culture have undertaken a review (copy attached) of the Shire’s policies and have made recommendations in relation to each of the policies as follows.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Title</th>
<th>Council Policy</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Code of Conduct</td>
<td>☑</td>
<td>Update reference to employees to include volunteers, consultants and contractors and exclude matters that only apply to staff which will then sit under HR employee manual.</td>
</tr>
</tbody>
</table>

**Council/Governance Policies**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Title</th>
<th>Council Policy</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Standing Orders</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Authorised Meetings – Claim</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Council Chambers Usage</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Portraits in Council Chambers</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Councillors Recognition of Service</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>External Organisations – Council Representatives</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>Elected Member Records – Capture and Management</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.9</td>
<td>Shire Logo</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>1.10</td>
<td>Digital Recording of Proceedings in Council meetings</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

**Accounting/Audit Policies**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Title</th>
<th>Council Policy</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>Valuation of Non-Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Land under Roads</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Integrated Planning – Long Term Financial Plan</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

**Administration/Organisational Policies**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Title</th>
<th>Council Policy</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Policy Manual</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>3.2</td>
<td>Conference Attendance</td>
<td>☑</td>
<td>Remove policy schedule 3.2(3) staff and have this replaced as a procedure in the HR Employee Manual.</td>
</tr>
<tr>
<td>3.3</td>
<td>Destruction of Records</td>
<td></td>
<td>Management Policy/Procedure</td>
</tr>
<tr>
<td>3.4</td>
<td>Professional Advice</td>
<td></td>
<td>Management Policy/Procedure</td>
</tr>
<tr>
<td>3.5</td>
<td>Legal Representation Costs – Indemnification</td>
<td>☑</td>
<td>HR Employee Manual</td>
</tr>
<tr>
<td>3.6</td>
<td>Use of Information Technology</td>
<td></td>
<td>HR Employee Manual</td>
</tr>
<tr>
<td>3.7</td>
<td>Press Releases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8</td>
<td>Complaints</td>
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</tbody>
</table>

**Public Facilities**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Title</th>
<th>Council Policy</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Library</td>
<td></td>
<td>Management Policy/Procedure</td>
</tr>
<tr>
<td>5.2</td>
<td>Shire Facilities Hiring</td>
<td></td>
<td>Management Policy/Procedure</td>
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<tr>
<td>5.3</td>
<td>Use and Security of Private Property</td>
<td></td>
<td>Delete</td>
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<tr>
<td>5.4</td>
<td>Shire Facilities – Tables and Chairs</td>
<td></td>
<td>Management Policy/Procedure</td>
</tr>
<tr>
<td>5.5</td>
<td>Swimming Pool – Criteria for Planning</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Policy No.</td>
<td>Policy Title</td>
<td>Council Policy</td>
<td>Recommendation</td>
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</tr>
<tr>
<td><strong>Financial Management</strong></td>
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<tr>
<td>7.1</td>
<td>Purchasing – to commit funds Incur expenditure within Budget</td>
<td>Management Policy/Procedure</td>
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<tr>
<td>7.2</td>
<td>Purchasing and Tendering</td>
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<td>7.3</td>
<td>Credit Card Facilities</td>
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<tr>
<td>7.4</td>
<td>Outstanding Rates</td>
<td>Management Policy Procedure</td>
<td></td>
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<tr>
<td>7.5</td>
<td>Annual Budget – Rates Calculation</td>
<td>Management Policy/Procedure</td>
<td></td>
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<tr>
<td>7.6</td>
<td>Annual Budget Preparation Timetable</td>
<td>☑</td>
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<tr>
<td>7.7</td>
<td>Donations and Sponsorship</td>
<td>Management Policy/Procedure</td>
<td></td>
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<tr>
<td>7.8</td>
<td>Centacare support for Indigenous Children Program</td>
<td>☑</td>
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<tr>
<td>7.9</td>
<td>Shire of Yalgoo Education, Sponsorships and Donation</td>
<td>Management Policy/Procedure</td>
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<tr>
<td><strong>Fire Control</strong></td>
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<tr>
<td>8.1</td>
<td>Bush fire Brigade Vehicles</td>
<td>Management Policy/Procedure</td>
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<tr>
<td><strong>Natural Resource Management</strong></td>
<td></td>
<td></td>
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<tr>
<td>9.1</td>
<td>Native Flora and Fauna</td>
<td>☑</td>
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<tr>
<td><strong>Occupational Safety and Health</strong></td>
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<td></td>
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<tr>
<td>10.1</td>
<td>Occupational Safety and Health Statement</td>
<td>☑</td>
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<tr>
<td>10.2</td>
<td>Employees Health and Safety Policy</td>
<td>HR Employee Manual</td>
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<tr>
<td>10.3</td>
<td>Sexual Harassment Policy</td>
<td>HR Employee Manual</td>
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<tr>
<td>10.4</td>
<td>Fitness for Work</td>
<td>HR Employee Manual</td>
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<tr>
<td>10.4A</td>
<td>Fitness for Work Procedures</td>
<td>HR Employee Manual</td>
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<td>10.4B</td>
<td>Drug Testing Additional Information</td>
<td>HR Employee Manual</td>
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<tr>
<td><strong>Personnel and Staff Housing</strong></td>
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<td></td>
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<tr>
<td>11.1</td>
<td>Designated Staff</td>
<td>☑</td>
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</tr>
<tr>
<td>11.2</td>
<td>Removal Expenses</td>
<td>☑</td>
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<tr>
<td>11.3</td>
<td>Shire Housing – Tenancy Agreements</td>
<td>Management Policy/Procedure</td>
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</tr>
<tr>
<td>11.4</td>
<td>Staff Housing</td>
<td>Management Policy/Procedure</td>
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<td>11.5</td>
<td>Superannuation</td>
<td>HR Employee Manual</td>
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<td>11.6</td>
<td>Interview Travel Costs</td>
<td>☑</td>
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<tr>
<td>11.7</td>
<td>Severance and Redundancy Pay</td>
<td>HR Employee Manual</td>
<td></td>
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<tr>
<td>11.8</td>
<td>Offer of Employment</td>
<td>HR Employee Manual</td>
<td></td>
</tr>
<tr>
<td>11.9</td>
<td>Gratuitous Payments to Employees</td>
<td>Management Policy/Procedure</td>
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<tr>
<td>11.10</td>
<td>Gifts to Employees Third Parties</td>
<td>☑</td>
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<tr>
<td><strong>Plant and Equipment</strong></td>
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<tr>
<td>12.1</td>
<td>Shire Plant Equipment and Vehicles</td>
<td>Management Policy/Procedure</td>
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</tr>
<tr>
<td>12.2</td>
<td>Community Bus</td>
<td>Management Policy/Procedure</td>
<td></td>
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<tr>
<td>12.4</td>
<td>Plant Replacement Cycles</td>
<td>Management Policy/Procedure</td>
<td></td>
</tr>
</tbody>
</table>
### Works and Services

13.1 Extraction of gravel and other materials
13.2 Airstrip Grades
13.3 Road Asset Management Priorities
13.3A MRWA Road Listing (2006)
13.3B Road Use and Priority Listing
13.3C Road Use and Priority Codes
13.3D MRWA Cross Section types
13.4 Assessment of CA & Applications
   - RAV on Shire Roads
13.5 Road Use (RAV Haulage)
   - Agreement Policy

### Unclassified

14.1 Acquisition and Disposal of Land

In relation to the above recommendations the following comments is made.

1. **Policy 7.8 Centacare Support for Indigenous Children Program**
   
   The Service is no longer provided and the policy should be deleted.

### Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION

**Review of Council Policies**

1. Rescind the policies as detailed above and in the Consultants report Policy Hierarchy Review February 2019 and such policies be incorporated in the Management Policies/Procedure Manual or the HR Employee Manual.

2. Delete the following policies
   - 3.1 Policy Manual
   - 5.3 Use and Security of Private Property
   - 7.8 Centacare Support for Indigenous Children Program

Moved:  Second:  Motion put and carried/ lost
11.4.5 Administrative Policy – Christmas Gifts For Children Residing in Yalgoo

<table>
<thead>
<tr>
<th>Author:</th>
<th>Dominic Carbone</th>
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<tr>
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<td>No interest to disclose</td>
</tr>
<tr>
<td>Date:</td>
<td>16 February 2019</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Matter for Consideration**

That Council authorises the Chief Executive Officer to instruct the Consultants, LG People and Culture Workforce and Management Services, currently undertaking the Policy Review to prepare a draft policy for Christmas Gifts For Children Residing in Yalgoo for Council consideration.

**Background**

Council at its meeting held on 14 December 2018 resolved that the CEO prepare a report and draft an administrative policy in relation to Christmas gifts for children residing in Yalgoo.

**Statutory Environment**

Nil

**Strategic Implications**

The administrative policies will set the appropriate governance and management levels for the Shire.

**Consultation**

Nil

**Comment**

The consultants LG People and Culture have been engaged by the Council to undertake a review of the Shire’s Policies. It is deemed appropriate that they be requested to prepare a draft policy for Christmas gifts for children residing in Yalgoo as part of their review.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Administrative Policy – Christmas Gifts For Children Residing in Yalgoo**

That Council

Authorise the Chief Executive Officer to instruct the Consultants LG People and Culture Workforce and Management Services to prepare a draft policy in relation to Christmas Gifts For Children Residing in Yalgoo as part of their Policy Review for Council consideration.

Moved: [Name] Seconded: [Name] Motion put and carried / lost
12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

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

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

Local Government Act 1995

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 Friday 22 March 2019 commencing at 11.00 am.

16. **MEETING CLOSURE**

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