



UNCONFIRMED MINUTES
OF THE ORDINARY MEETING OF COUNCIL
HELD IN THE
COMMUNITY HALL, PAYNES FIND
ON FRIDAY, 27 SEPTEMBER 2019
COMMENCING AT 11.00 AM





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CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3.	DISCLOSURE OF INTERESTS.....	3
4.	PUBLIC QUESTION TIME	4
4.0	QUESTIONS TAKEN ON NOTICE	4
	C2019-0901 Appropriate Questions for Public Question Time	5
4.1	QUESTIONS TAKEN WITHOUT NOTICE	5
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE	6
7.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	6
7.0	MEETINGS ATTENDED BY ELECTED MEMBERS.....	6
8.	CONFIRMATION OF MINUTES.....	7
8.0	ORDINARY COUNCIL MEETING	7
	C2019-0902 Minutes of the Ordinary Meeting	7
	C2019-0903 Minutes of the Special Meeting of Council	7
	C2019-0904 Minutes of the Special Meeting of Council	8
9.	REPORTS OF COMMITTEE MEETINGS	9
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters.....	9
10.0	INFORMATION ITEMS	9
11.	MATTERS FOR DECISION	9
11.0	MATTERS BROUGHT FORWARD	9
11.1	TECHNICAL SERVICES	10
11.1.1	Technical Services Monthly Report 31 August 2019.....	10
	C2019-0905 Technical Services Monthly Report 31 August 2019	13
11.2	DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH	14
11.3	FINANCE	14
11.3.1	Accounts for Payment August 2019	14
	C2019-0906 Accounts for Payment August 2019	20
11.3.2	Investments as at 31 August 2019	21
	C2019-0907 Investments as at 31 August 2019	23
11.3.3	Financial Activity Statement for the Period ended the 31 August 2019	24
	C2019-0908 R34 (1) Financial Activity Statement for the Period ended the 31 August 2019.	25
11.3.4	Monthly Statement of Financial Activity – Reporting of Material Variance	26
	C2019-0909 Monthly Statement of Financial Activity – Reporting of Material Variance	27
11.3.5	Pay Rates for Election Officers.....	28
	C2019-0910 Pay Rates for Election Officers	29
11.4	ADMINISTRATION	30
11.4.1	Report on Matters Outstanding as at 18 September 2019	30
	C2019-0911 Report on Matters Outstanding as at 18 September 2019	31
11.4.2	In-Kind Support – Yalgoo Primary School	32
	C2019-0912 In-Kind Support – Yalgoo Primary School	34
11.4.3	Donation Sponsorship – Western Australian College of Agriculture Morawa	35

	C2019-0913	Donation Sponsorship – Western Australian College of Agriculture Morawa	36
11.4.4		Donation Sponsorship – Rotary Club of Geraldton Radio Auction	37
	C2019-0914	Donation Sponsorship – Rotary Club of Geraldton Radio Auction	39
11.4.5		North Midlands Project – Community Strengthening Mentorship	40
	C2019-0915	North Midlands Project – Community Strengthening Mentorship	42
11.4.6		APPLICATION FOR EXTENSION OF TIME TO SUBMIT AN ANNUAL FINANCIAL REPORT TO THE AUDITOR	43
	C2019-0916	Application For Extension Of Time To Submit An Annual Financial Report To The Auditor	44
12.		NOTICE OF MOTIONS	45
13.		URGENT BUSINESS	45
14.		MATTERS FOR WHICH THE MEETING MAY BE CLOSED	45
	14.0	STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC	46
	14.1	Disposal of Property – CEO Vehicle	47
		C2019-0917 Disposal of Property – CEO Vehicle	47
	14.2	Transfer of Property at 14 Selwyn Street, Yalgoo to Shire	48
15.		NEXT MEETING	48
16.		MEETING CLOSURE	48



Minutes for the Ordinary Meeting of the Yalgoo Shire Council,
 held in the Paynes Find Community Centre, Paynes Find
 On Friday 27 September 2019 commencing at 11.00 am.

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

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acting President Cr Gregory Payne opened the meeting at 11.03 am

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS	Cr Gregory Payne, Deputy President		
	Cr Percy Lawson		
	Cr Tamisha Hodder		
STAFF	John Read, Acting Chief Executive Officer		
	Elisha Hodder, Executive Assistant		
GUESTS	Gail Pilmoor	Barry Moroney	Gordon Dalton
	David Roche	Brian Traeges	Doug Taylor
	Rachel Grant	Linda Dalton	
OBSERVERS	Nil		
LEAVE OF ABSENCE	Nil		
APOLOGIES	Cr Robert Grinham	Cr Gail Trenfield	Mr Bell
	Mrs Bell	Ashley Bell	Byron Parkes
	Aneika Parkes	Julie Leaves	

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting.
 Nil

4. PUBLIC QUESTION TIME

4.0 QUESTIONS TAKEN ON NOTICE

Acting President Cr Gregory Paynes advised three (3) questions were received addressed to the CEO and Shire President from Mr Graham Bassell.

4.0.1 Graham Bassell’s question directed to the CEO and Shire President

Why is it that the agenda for the Yalgoo Shire Ordinary Committee meeting listed for 27/9/19 is not published on the Shire Web page as at 26/9/19? If the agenda is available at the Shire office, it does not make it available for the wider Shire community.

4.0.2 Graham Bassell’s question directed to the CEO and Shire President

Regulation 13 of the Local Government (Administration) Regulations 1996 dictates that “ A Local Government is to insure that unconfirmed minutes of each Council and Committee are available for inspection by members of the public -

- (a) in the case of a council meeting, within 10 business days after the meeting, and**
- (b) in the case of a committee, within 5 business days after the meeting”**

Please explain why the Yalgoo Shire is in breach of this regulation given that the minutes of each council meeting are not available for inspection by members of the public until in the few days leading into the next council meeting, and in particular , why the minutes of the Council meeting of 30/8/2019 are not published on the Shire web page as at 26/9/19. The Minutes being available from the Shire office does not make them available to the wider Shire community.

4.0.3 Graham Bassell’s question directed to the CEO and Shire President

I refer to Yalgoo Shire Ordinary Meeting Minutes dated 26/7/19 – Public Question Time 4.0.2 in relation to my questions about the publication of the ‘Yalgoo Bulldust’.

I note in the response to the questions, that the ‘Yalgoo Bulldust’ is published when staff are available and is available in hard copies to the “community which is Yalgoo” and not Perth.

However, the Council Resolution C2016-0711 does not provide that the ‘Yalgoo Bulldust’ be published only if staff are available. Why has the ‘Yalgoo Bulldust’ not been Published since June 2019?

Enquires show that prominent areas of the community where one might expect the ‘Yalgoo Bulldust’ to be available have not had the ‘Yalgoo Bulldust’ available since June 2017. How is the ‘Yalgoo Bulldust’ distributed to the community?

What Council notification advises that the ‘Yalgoo Bulldust’ is available?

Paynes Find is not part of the “community of Yalgoo” either. How is the ‘Yalgoo Bulldust’, being the Yalgoo Shire community information publication made available to the wider

Shire occupants , ie Paynes Find, the Pastoralists and the miners? Are they expected to attend the Shire office for a copy?

Acting President Cr Gregory Payne expressed concerns at the number and nature of the questions received by Mr Bassell to Council meetings as Questions Taken on Notice, particularly as Mr Bassell is neither a ratepayer or Shire resident the nature of the questions received did not require a Council resolution and were more appropriately dealt with by the Shire’s administration.

The following motion was moved by Cr Tamisha Hodder and second by Cr Percy Lawson. There being no debate on the matter the motion was put and carried 3/0.

COUNCIL DECISION

C2019-0901 Appropriate Questions for Public Question Time

That Mr Bassell be advised that his questions raised are appropriately directed to and responded by the Councils administration unless deemed appropriate by the CEO that a question is required to be determined by council.

Moved: Cr Tamisha Hodder

Seconded: Percy Lawson

Motion put and carried : 3/0

4.1 QUESTIONS TAKEN WITHOUT NOTICE

4.1.1 Gail Pilmoor question directed to the Acting CEO.

Can Acting CEO John Read please introduce himself to the guest / observers attending the meeting..

Acting CEO John Read gave a brief description of his 28 years’ experience in Local Government.

Gail Pilmoor thanked the Shire on behalf of Mr Bell for the emptying of the rubbish bins and road works along the Yalgoo Ninghan Road as Mr Bell could not attend the meeting.

4.1.2 Gail Pilmoor requested that future Council Meetings to be held in Paynes find not be set during or leading into the September / October School Holidays as those who want to attend to Council Meetings cannot as they are too busy.

Cr Gregory Payne advised the Council Dates for next year has not been set yet and council will take into consideration the timing of its Paynes Find meetings.

4.1.3 When is the Shire going to commence on the new Paynes Rubbish Tip.

Acting President Cr Gregory Payne advised he was going to have a look at the Paynes Find tip and will follow up with the Acting CEO as to the progress of having it relocated to within the gazetted area and fenced.

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Confidential Item 14.1 – Disposal of Property – CEO Vehicle

Late Confidential Item 14.2 – Transfer of Property at 14 Selwyn Street, Yalgoo to Shire

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

7.0 MEETINGS ATTENDED BY ELECTED MEMBERS

Date	Details	Attended with whom
TBA	MRVC Meeting – Rezoning of new vermin cell fence	Cr Gregory Payne

8. CONFIRMATION OF MINUTES

8.0 ORDINARY COUNCIL MEETING

Background

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

Voting Requirements

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0902 Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting held on 30 August 2019 be confirmed as a true and correct record of proceedings.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried : 3/0

8.1 SPECIAL MEETING OF COUNCIL HELD ON 13 SEPTEMBER 2019 AT 10.00 AM

Background

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

Voting Requirement

Simple majority.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0903 Minutes of the Special Meeting of Council

Minutes of the Special Meeting of Council held on 13 September 2019 at 10.00 am be confirmed as a true and correct record of proceedings.

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

8.2 SPECIAL MEETING OF COUNCIL HELD ON 13 SEPTEMBER 2019 AT 10.20 AM

Background

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

Voting Requirement

Simple majority.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0904 Minutes of the Special Meeting of Council

Minutes of the Special Meeting of Council held on 13 September 2019 at 10.20 am be confirmed as a true and correct record of proceedings.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

Acting President Cr Gregory Payne explained the purpose of the two (2) Special Meetings of Council held on the 13 September 2019. The first meeting held was in relation to deferred items from the Ordinary Council Meeting held on the 30 August 2019 where the Shire had to wait for Ministers approval to set the Rates and adopt the Annual Budget, and the second to appoint an Acting CEO.

9. REPORTS OF COMMITTEE MEETINGS

Nil

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).

Nil

11.MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD

Nil

11.1 TECHNICAL SERVICES

11.1.1 Technical Services Monthly Report 31 August 2019

Author:	Ray Pratt, Works Foreman
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Nil

Matter for Consideration

That Council receives the Technical Services Monthly Report as at 31 August 2019 .

Background

Nil

Statutory Environment

Nil

Statutory Implications

Nil

Consultation

Nil

Comment

1 ROAD CONSTRUCTION – CAPITAL

Quotes received from Rowe Contractors, Central Earthmoving and Specialist Pavements of Australia (S PA) in relation to Regional Road Group funding for the Yalgoo Ninghan Road and Roads 2 Recovery for the Yalgoo Morawa Road.

2 ROAD MAINTENANCE - OPERATIONS

2.1 Works During August

- Road grading was done to the following roads during August 2019.
 - Noondie Road
 - Ninghan Road
 - Narndee Road
 - Mt Wittenoom Road
 - Pindathuna Road
 - Thunderlarra Road

3 OTHER INFRASTRUCTURE MAINTENANCE

3.1 Plant and Equipment

- BP Mechanical serviced the following plant and equipment
Cat 12M Grader
Isuzu Crew Cab
Kubota Slasher
- Forman's Toyota YA 1000 and Depot Ute YA 840 had it's 40,000 km Service

3.2 Buildings

Administration Building had repairs done to the sewage pipes and reconnected to the existing leach drain.

3.3 Town Street

- Midwest Pest Control sprayed the Yalgoo North road and floodways on the Yalgoo Morawa Road and Yalgoo Ninghan road for Paterson Curse.

4 PARKS AND RESERVES

4.1 Art & Culture Centre

- Retic repairs was done at the Arts and Culture Centre.

4.2 Community Town Oval

- General Gardening Maintenance are conducted to the Town Oval and Core Stadium Gardens
- Retic repairs was done.

4.3 Community Park, Gibbons Street

- General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.
- No Changes or additions to the Community Park on Gibbon Street during August.

4.4 Community Park, Shamrock Street

- General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.
- No Changes or additions to the Community Park on Shamrock Street during April

4.5 Water Park

- Water Park systems been checked ready for summer.
- A member from Geraldton Pool and Spa is scheduled to come out next month to check and service equipment.
- Water park is now open

4.6 Yalgoo Caravan Park

- No changes or additions to the Caravan Park during August, besides general Gardening maintenance.

4.7 Yalgoo & Paynes Find Rubbish Tip

- Pushed up rubbish at the Yalgoo Tip
- Paynes Find Tip was inspected, all ok
- Empty rubbish bins on the Yalgoo Ninghan Road near Great Northern Highway.

4.8 Railway Station

- No changes or additions to the Railway Station during August, besides general Gardening maintenance.

4.9 Yalgoo Nursing Post

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

5 INFRASTRUCTURE - CAPITAL

5.1 Rifle Rage

- Nil

6 PRIVATE WORKS

No private work was done during August.

7 PURCHASING

Nil

8 STAFF

8.1 Training & Licences Completed

- New Uniforms was ordered for the Depot Crew

Voting Requirements

Simple Majority

Acting CEO explained that the Works Foreman has stated in this report that he had inspected the Paynes Find rubbish tip, also that the Shire will look into installing a higher fence to keep the loose rubbish contained in the area.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0905 Technical Services Monthly Report 31 August 2019

That Council:

Receive the Technical Services report as at 31 August 2019.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

Nil

11.3 FINANCE

11.3.1 Accounts for Payment August 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Nil

Matter for Consideration

Council approve the Accounts for Payment list for the period 1 August 2019 to 31 August 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 August 2019 to 31 August 2019 are as follows

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1006*2020	Asphalt in a Bag	01/08/2019	PALLET OF ASPHALT 50 X 20KG BAGS	1,718.75
1015*2020	Beaurepaires	01/08/2019	YA 795 TYRE SERVICE	2,226.81
1016*2020	BOC Limited	01/08/2019	WELDING SUPPLIES FOR WORKSHOP	442.29
1024*2020	Canine Control	01/08/2019	Ranger Service - 1 & 5 July 2019	1,061.50
1051*2020	Elite Electrical Contracting Pty Ltd	01/08/2019	Garden Shed - Replace 4 x existing faulty lightS, 54 Campbell Street - Replace Faulty Element, 6 henty Street - Replace Faulty Hot Water Element ,75 Weekes Street - checkand repair exhaust fan ,18a Shamrock - replace double power point, 6 Henty - Repairs on House, 27 Stanley Street - Replace 2 x Battern Holders	2,935.56
1056*2020	Five Star Business Equipment & Comms	01/08/2019	Photocopier maintenance	681.38
1059*2020	Trenfield, Gail	01/08/2019	Council Meeting Fees July 2019	645.67
1064*2020	REFUEL AUSTRALIA	01/08/2019	April Fuel Charges 2019	11,877.96
1065*2020	Geraldton Mower & Repair Specialist	01/08/2019	purchase of new whipper snipper	799.00
1073*2020	Great Northern Rural Services.	01/08/2019	Caravan Park - GARDENING SUPPLIES - SPRINKLERS	1,640.27
1085*2020	Kanny, Joanne	01/08/2019	Council Meeting Fees July 2019	658.45
1091*2020	Landgate	01/08/2019	Valuation Fees -Mining Tenements	77.00
1146*2020	Protector Fire Services	01/08/2019	Service to fire equipment	374.93
1151*2020	RAMM SOFTWARE PTY LTD	01/08/2019	Road Software -Annual Support & Maintenance 1 July 2019 to 30 June 2020	6,723.94
1153*2020	Pratt, Ray	01/08/2019	reimbursements-Refreshments and Parts- YA795	102.61
1166*2020	BRENZI, Silvio	01/08/2019	Reimbursement -Meals & Taxi Fare	268.52
1172*2020	State Library of Western Australia	01/08/2019	Better Beginnings Program 2019/2020	11.00
1174*2020	Sun City Plumbing	01/08/2019	Caravan Park - Leaking Taps & Low Water Pressure, 6 Henty Street - Plumbing Maintenance, 27 Stanley Street - Plumbing Maintenance, 54 Campbell street - Solar Hot Water System, 18a Shamrock Street - Repair Leaking Taps	1,259.50
1175*2020	Sun City Print	01/08/2019	Printing and Stationery-500 Prospecting brochures & Permit stamps	385.00
1220*2020	PAYNE, GREGORY ARTHUR	01/08/2019	Council Meeting Fees July 2019	1,039.62
1225*2020	WALGA	01/08/2019	WALGA MEMBERSHIP & SUBSCRIPTION FOR 2019/20	24,346.87
1235*2020	ELLIS & SONS CONSTRUCTION	01/08/2019	18a Shamrock - Repairs damage to walls,doors & ceiling, Caravan Park -Laundry Repairs	2,379.30
1240*2020	Westrac Equipment Pty Ltd	01/08/2019	YA860 - Parts REPAIRS TO STEERING HOSES PLUS TRAVEL AS PER INVOICE	3,665.75

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1244*2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	01/08/2019	2019-2020 Council Corporate Membership	1,473.00
1249*2020	CARAVAN INDUSTRY ASSOCIATION WA (INC)	01/08/2019	Promotion -Membership 1 July 2019 - 30 June 2020	1,100.00
1264*2020	PINPOINT CLEANING SOLUTIONS	01/08/2019	Monthly clean of Shire Buildings - June 2019	2,640.00
1277*2020	REILLY & CO	01/08/2019	Consultancy Fees-School Holiday Program, Reimbursements Community Meeting May 6 2019, - Catering School Holiday Program ,School Holiday Program - July 2019	9,255.13
1278*2020	PROMOTIONS INTERNATIONAL PTY LIMITED	01/08/2019	Promotion-Polo Shirts (100)	3,107.50
1284*2020	DEPARTMENT OF MINES, INDUSTRY REGULATIONS & SAFETY	01/08/2019	Build Permit Fees	56.95
1311*2020	HODDER, TAMISHA	01/08/2019	Council Meeting Fees July 2019	881.67
1339*2020	SUN CITY BATTERIES	01/08/2019	U1R - 300 NEUTON LAWN MOWER BATTERY	94.05
1412*2020	PRATT, HELEN	01/08/2019	Reimbursement for purchase of supplies at Caravan Park Shop	54.00
1420*2020	GERALDTON LOCK & KEY	01/08/2019	SERVICE TO SAFE AT SHIRE OF YALGOO AND KEYS	1,545.18
1487*2020	MCDONALDS WHOLESALERS	01/08/2019	SUNDRY SUPPLIES FOR CARAVAN PARK	6.30
1521*2020	UTF AUSTRALIA	01/08/2019	Diggawest Ramps	1,298.00
1538*2020	MIDWEST LOCK & SAFE	01/08/2019	6 Henty - Supply & install new locks	908.50
1543*2020	ML COMMUNICATIONS	01/08/2019	GME TRADIE PACK - TX6160TP	579.95
1545*2020	FIELD, TREVOR	01/08/2019	Relocation expenses - employee	305.00
1552*2020	REMIX SUMMITS PTY LTD	01/08/2019	Conference Expenses -Remix Academy Perth 2019 - Registration for Emmaline James	390.89
1554*2020	LENANE HOLDINGS PTY LTD	01/08/2019	Transport roller from Ninghan Station to Westrac Geraldton	2,156.00
1555*2020	YULLY MUSIC	01/08/2019	School Holiday Program - Workshops with Artists	3,280.00
1005*2020	AMPAC Debt Recovery (WA) Pty Ltd	14/08/2019	Debt Collect Fee	16.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1016*2020	BOC Limited	14/08/2019	Workshop Supplies - Container Service	123.86
1018*2020	BOQ Asset Finance & Leasing Pty Ltd	14/08/2019	Photocopier rental - Admin:	988.50
1021*2020	Bunnings Building Supplies Pty Ltd	14/08/2019	CONSUMABLES FOR WORKSHOP, DEPOT SUPPLIES - BOLTS - TOILET ROLL HOLDERS	1,502.51
1024*2020	Canine Control	14/08/2019	Ranger Service 22 July 2019	1,061.50
1044*2020	Rocke, David	14/08/2019	Cleaning of Community Centre - Paynes Find	439.00
1073*2020	Great Northern Rural Services.	14/08/2019	GARDEN SUPPLIES	475.05
1091*2020	Landgate	14/08/2019	Valuations-Mining Tenements	39.80
1101*2020	Marketforce	14/08/2019	Advertising - Differential Rate Notice, LO-GO Appointments- CEO Advertising	4,190.45
1138*2020	Pemco Diesel Pty Ltd	14/08/2019	YA778 - SERVICE, YA453 - CARRY OUT 'A' SERVICE	6,281.23
1153*2020	Pratt, Ray	14/08/2019	Reimbursements -YA807 Cut Keys	52.80
1187*2020	Truckline Geraldton	14/08/2019	PARTS AND SUPPLIES FOR TRAILER	290.19
1191*2020	Veolia Environmental Services	14/08/2019	Rubbish Collection Fee	4,089.14
1199*2020	WestCoast SeaFood	14/08/2019	Morning tea for Council Meetings	343.00
1207*2020	Yalgoo Hotel Motel	14/08/2019	BILL ATYEO: ACCOMMODATION & MEALS - 11,12,13 JUNE, Council Meeting Lunch - 28 June 2019, Meals for Dominic & Darren, Meals for Dominic, WORKS TRAINING CATERING MONDAY 8TH JULY ,Catering for Fire Brigade, BILL ATYEO: ACCOMMODATION & MEALS - 8,9,10 JULY 20	2,008.00
1234*2020	DATACOM SOLUTIONS (AU) PTY LTD	14/08/2019	Remote Access Support 2017/2018 END OF FINANCIAL YEAR ROLLOVER	3,675.38
1235*2020	ELLIS & SONS CONSTRUCTION	14/08/2019	Caravan Park - Locks & Door Stops, Art Centre - Install washing machine, wall clock ,18d Shamrock Road - Repairs to toilet wall, 54 Campbell Street - Minor Repairs, Admin Documents Room - Remove dead bolt and instal new lock	4,220.00

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1245*2020	TYREPOWER GERALDTON	14/08/2019	TYRES FOR GARDENER VEHICLE	1,794.89
1251*2020	Atyeo's Environmental Health Services PL	14/08/2019	Consultancy fees -Environmental Health Services	4,106.41
1255*2020	TOLL TRANSPORT PTY LTD	14/08/2019	Freight Charges - Jason Sign Makers, Oxlades	1,559.07
1337*2020	HILLE, THOMPSON & DELFOS	14/08/2019	Drafting of Access map to Prospecting Area	407.00
1402*2020	NOVOTEL PERTH LANGLEY	14/08/2019	Accomodation & Meals Silvio Brenzi Walga Week, - Accommodation and Meals - Greg Payne Walga Week, - Accommodation and Meals - Tamisha Hodder	2,598.25
1412*2020	PRATT, HELEN	14/08/2019	Payment of Proceeds -Sale Of Art	22.50
1418*2020	INCITE SECURITY	14/08/2019	Depot Monitoring Fee and Depot Site Visit	328.50
1423*2020	EVENT ART TENTS - EMMALINE JAMES	14/08/2019	Art Supplies	261.68
1487*2020	MCDONALDS WHOLESALERS	14/08/2019	SUNDRY SUPPLIES FOR CARAVAN PARK	305.04
1523*2020	PAGE, MAUREEN	14/08/2019	Payment of Proceeds -Sale Of Art	30.00
1535*2020	AGENTUR PTY LTD	14/08/2019	Silvio - Conference Gala Dinner & Awards Night	165.00
1546*2020	OXLADES	14/08/2019	ART SUPPLIES	2,475.52
1556*2020	LJW SOLUTIONS	14/08/2019	Cleaning Gutters of Shire Properties	1,204.00
1557*2020	DENNISON, GAYE	14/08/2019	Payment of Proceeds -Sale Of Art	67.50
TOTAL				139,576.07

Voting Requirements

Simple Majority

No questions were raised in respect of this agenda item.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0906 Accounts for Payment August 2019

That Council approve the list of accounts paid for the period 1 August 2019 to 31 August 2019 amounting to \$139,576.07 and the list be recorded in the Minutes.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.3.2 Investments as at 31 August 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 September 2019
Attachments	Nil

Matter for Consideration

That Council receive the Investment Report as at 31 August 2019.

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 August 2019.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 AUGUST 2019								
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	50-832-4520	Ongoing	N/A	N/A	Variable	\$2,382,942.31
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,316.07
NAB	N/A	Term Deposit	89-977-1574	2 months 30 day	24.06.2019	23.09.2019	2%	\$64,336.35
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,082.52
TOTAL								\$2,540,677.25

RESERVE FUNDS								
NAB	N/A	Term Deposit	97-511-4454	2 months 30 day	24.06.2019	23.09.2019	2%	\$166,627.70
NAB	N/A	Term Deposit	89-972-5236	2 months 30 day	24.06.2019	23.09.2019	2%	\$462,531.39
NAB	N/A	Term Deposit	11-186-3992	2 months 30 day	24.06.2019	23.09.2019	2%	\$1,112,335.83
TOTAL								\$1,741,494.92

TRUST								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$25,038.51
TOTAL								\$25,038.51

INVESTMENT REGISTER						
01 AUGUST 2019 TO 31 AUGUST 2019						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.08.2019	INVESTMENT TRANSFERS	CLOSING BALANCE 31.08.2019
86-538-7363	Ongoing	Variable	\$41,307.37	\$8.70	0	\$41,316.07
89-977-1574	23.09.2019	2 %	\$64,336.35	\$0.00	0	\$64,336.35
24-831-4222	Ongoing	Variable	\$52,071.54	\$10.98	0	\$52,082.52
97-511-4454	23.09.2019	2%	\$166,627.70	\$0.00	0	\$166,627.70
89-972-5236	23.09.2019	2%	\$462,531.39	\$0.00	0	\$462,531.39
11-186-3992	23.09.2019	2%	\$1,112,335.83	\$0.00	0	\$1,112,335.83

Voting Requirements

Simple Majority

Acting CEO explained the report in further detail including the rollover of fixed term deposit funds invested for a further 90 days. He also advised that the Shire of Yalgoo appeared to be in a healthy financial position with relatively low debt.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0907 Investments as at 31 August 2019

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

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.3.3 Financial Activity Statement for the Period ended the 31 August 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 September 2019
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 31 August 2019; • Financial Activity Statement; ending 31 August 2019; • Summary of Current Assets and Current Liabilities as of 31 August 2019; • Statement of Current Financial Position as at 31 August 2019; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds; ○ Trust Fund

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

No questions were raised in respect to this agenda item.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0908 R34 (1) Financial Activity Statement for the Period ended the 31 August 2019.

That Council:

Adopts the Financial Activity Statement for the period ended 31 August 2019.

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

11.3.4 Monthly Statement of Financial Activity – Reporting of Material Variance

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Nil

Matter for Consideration

The Local Government Financial Management Regulations 1996 requires a Local Government to prepare monthly Financial Activity Statements and report Material Variance. Council is now required to set the material variance for the 2019/20 financial year.

Background

Regulation 34 of the Local Government (Financial Management) Regulation 1996 require the following in relation to the Financial Activity Statement:

- 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.
 - (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 at the end of month to which the statement relates.

- 2/. Each Statement of Financial Activity to is to be accompanied by documents containing-
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d) ; and
 - (c) Such other supporting information as is considered relevant by the local government.

- 3/. The information in a Statement of Financial Activity may be shown-
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.

- 4/. A Statement of Financial Activity and the accompanying documents referred to in sub regulation (2) are to be
 - (a) Presented to the Council:
 - (i) At the next ordinary meeting of the Council following the end of the month to which the statement relates; or
 - (ii) If the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

- 5/. Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS, to be used in Statements of Financial Activity for reporting material variances.

- 6/. In this regulation:
 “committed assets” means revenue unspent but set aside under the annual budget for a specific purpose;
 “restricted assets” means an asset the use of which is restricted wholly or partly by a law made or a requirement imposed outside of the control of the local government. Where the restriction is relevant to assessing the performance, financial position or financing and investment of the local government.

Accordingly in order to meet the reporting requirements of the Statement of Financial Activity Council is required to give consideration to setting the following material variances, as per previous years.

- 10% or \$10,000 whichever is the greater

Statutory Environment

Financial Management Regulation 34

Consultation

Nil

Comment

The Budget Statement of Financial Activity has been prepared and is incorporated in the 2019-20 Annual Budget. The Statement details the estimated sources of revenues and application of funds on a monthly basis year to date. These estimates will be utilised to analyse the material variances on a monthly basis.

Voting Requirements

Simple Majority

Acting CEO John Read explained the report in further detail.

OFFICER RECOMMENDATION/COUNCIL DECISION

C2019-0909 Monthly Statement of Financial Activity – Reporting of Material Variance

That Council in accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations and Australian Accounting Standard, adopts the following material variance for the 2019/20 Financial Year.

-10% or \$10,000 whichever is the greater.

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

11.3.5 Pay Rates for Election Officers

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Wage Schedule Local Government Officers (WA) Interim Award 2011

Matter for Consideration

For Council to adopt the pay rates for the Returning Officer, Presiding Officers and Poll Clerk for the Local Government Election which will be held on Saturday 19th October 2019.

Background

The payments will be paid as a separate item, outside the normal pay.

Statutory Environment

Local Government Act 1995

4.4 Ordinary elections

- (1) When the term of office of an elector mayor or president or a councillor is going to end under the Table to section 2.28 an election to fill the office is to be held;
- (2) An election under this section is called an ordinary election;
- (3) This section does not apply to the office of mayor or president if, under section 2.11, the next mayor or president is to be elected by the council.

Consultation

Nil

Comment

The Shire is conducting an in-person election on Saturday 19 October 2019.

Council is requested to approve the pay rates for officers engaged for the elections being the Returning Officer, two Presiding Officers and the Polling Clerk.

The calculated method advised, as detailed by the Local Government Officers Award, states as follows:

- 18.1 Persons engaged by a respondent on duties associated with the conducting of a ballot of ratepayers shall be subject to the provisions of this clause in lieu of all other provisions contained in this award.
- 18.2 The salary applicable to each classification shall be in accordance with clause 13.5.
 - 18.2.1 Polling Clerk

Level 3

\$23.66 per hour x 1.50% (Penalty Loading) = \$35.49/hr

18.2.2 Presiding Officer

Level 4

\$25.30 per hour x 1.50% (Penalty Loading) = \$37.95/hr

18.2.4 Returning Officer

(1) Where there are less than 10,000 electors on the electoral roll appropriate to the ballot.

Level 7

\$30.57 per hour x 1.50% (Penalty Loading) = \$45.85/hr

Business Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2019-0910 Pay Rates for Election Officers

That Council adopt the pay rates for the officers engaged for the Local Government Election being the Returning Officer @ \$45.85/hr, two Presiding Officers @ \$37.95/hr and the Polling Clerk @ \$35.49/hr.

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

11.4 ADMINISTRATION

11.4.1 Report on Matters Outstanding as at 18 September 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 September 2019
Attachments	Nil

Matter for Consideration

That Council note the report on outstanding matters.

Background

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

Statutory Environment

Nil

Consultation

Nil

Comment

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

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
31 Mar 17	Under-taking a Review of the Shire of Yalgoo Policies	That the CEO under-take a review of the Shire Policies over the next three months	Matter considered at the June 2019 Meeting Consultants advised of that no amendments were required. Consultants are finalising documents for the November Meeting for council to adopt.
31 January 2019 31 May 2019	House Safety of Lot 220, 82 Piesse Street Yalgoo	That Council Requests the CEO to investigate the safety of the house owed by Timothy Simpson and Gloria Merry at lot 220, 82 Piesse Street, Yalgoo. Council accepted the report of the EHO and requested the CEO and EHO to meet with the owner to address the problem areas	Further inspections planned for September with EHO.

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
31 May 2019 and 30 August 2019	Appointment of CEO	Process to be managed by the Shire President and outgoing CEO and assisted by a selected recruitment agency.	Council appointed an Acting CEO for a period of 6 months up to 12 months.
31 May 2019	Review of Draft shire of Yalgoo Employee Orientation and Human Resources Manual	That the Shire Consultants LG People and Culture Workforce and Management Services be advised on any changes	Included in item 1 above.
26 July 2019	New Road Access and Public Benefit Agreement	CEO Draft new road access and Public Agreement (PBA) with Top Iron at their expense for Council to approve.	Top Iron have received the letter detailing our requirements and council decision.

Voting Requirements

Simple Majority

Acting President Cr Gregory Paynes requested the Paynes Find rubbish tip relocation to within the gazetted area and fencing be placed in the report for Matters outstanding so that it can be actioned.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0911 Report on Matters Outstanding as at 18 September 2019

That Council:

Receives Report N^o 11.4.1 Report on Matters Outstanding as at 18 September 2019.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.4.2 In-Kind Support – Yalgoo Primary School

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Email dated 18 September 2019 from the Principal Yalgoo Primary School

Matter for Consideration

That Council give consideration to providing in-kind support to the Yalgoo Primary School by way of providing accommodation to 8 university students conducting the school program “Teach, Learn, Grow”.

Background

Council at its Ordinary Meeting held on 30 August 2019 gave consideration to the request detailed in (1) on the email and granted the school its request. This report is in relation to addressing part (2) of the email.

Statutory Environment

Administration Policy 7.7 donations and Sponsorship

Introduction	From time to time, requests are received for Council to donate to particular causes or events, or to support individuals financially.	
Objective	To establish a framework for the consideration of requests for donations, sponsorship or in-kind support	
History	Adopted	15 May 2008
	Former Policy	4.10
	Amended / confirmed	21 August 2008

Policy Statement

1. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.
2. Sponsorship of individuals will not be considered, unless it is determined by Council that –
 - the person is representing the Shire as a community,
 - is acting for the Shire’s benefit to some extent, and
 - is authorised by a non-profit and non-government organisation which benefits the community.
1. The following Policy Schedules are adopted, and form part of this Statement –
 - 7.7 (a) – Request for Support.
 - 7.7 (b) – Criteria for Assessment of Requests

Policy Schedule 7.7 (b) – Criteria for Assessment of Requests

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association
- The applicant is an individual person
- The applicant is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where;

- The applicant is a registered not for profit organisation and has a base or visible presence in the Shire of Yalgoo.
- The applicant is a community group based in the Shire of Yalgoo or has visible presence within the Shire of Yalgoo or has a significant impact on residents of the Shire of Yalgoo.
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Yalgoo residents.
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event, entry to the event is free of charge to Shire of Yalgoo residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

Consultation

Caravan Park Manager

Comment

The Principal of the Yalgoo Primary School advised by email on the 18 September 2019 that it needs accommodation to house 8 university students who volunteer to deliver the "Teach, Learn, Grow" program between the 24 – 29 November 2019.

In the past the students would use the school facilities however the school has been advised that it can no longer continue this arrangement and is seeking the Shire's assistance.

The Shire staff houses can not be used as they are unfurnished and don't have the required utensils. However Council may give consideration to allowing the 8 students to utilise the Caravan Park facility which would allow them to prepare their meals, shower etc. on the basis that the students bring their own tents, swags or caravans.

Voting Requirement

Simple majority.

Cr Gregory Payne explained the report in further detail and why it was requested.

A discussion took place to allow Core Stadium as an alternative place to accommodate the University Volunteers in case of extreme weather conditions during November.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0912 In-Kind Support – Yalgoo Primary School

That Council:

Offer the Caravan Park facility at no cost to the Yalgoo Primary School to accommodate the 8 university students between the 24-29 November 2019 on the basis that the students provide their own tents, swags or caravans, or alternatively the Core Stadium

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

11.4.3 Donation Sponsorship – Western Australian College of Agriculture Morawa

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Letter dated 12 September 2019

Matter for Consideration

That Council give consideration to making a donation of \$75.00 to the Western Australian College of Agriculture Morawa for the Aboriginal Education Award to be presented at the graduation of the “Class of 2019”.

Background

The Shire made a graduation donation of \$75.00 on 17 October 2018.

Statutory Environment

Administration Policy 7.7 donations and Sponsorship

Introduction	From time to time, requests are received for Council to donate to particular causes or events, or to support individuals financially.	
Objective	To establish a framework for the consideration of requests for donations, sponsorship or in-kind support	
History	Adopted	15 May 2008
	Former Policy	4.10
	Amended / confirmed	21 August 2008

Policy Statement

3. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.
4. Sponsorship of individuals will not be considered, unless it is determined by Council that –
 - the person is representing the Shire as a community,
 - is acting for the Shire’s benefit to some extent, and
 - is authorised by a non-profit and non-government organisation which benefits the community.
2. The following Policy Schedules are adopted, and form part of this Statement –
 - 7.7 (a) – Request for Support.
 - 7.7 (b) – Criteria for Assessment of Requests

Policy Schedule 7.7 (b) – Criteria for Assessment of Requests

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association

- The applicant is an individual person
- The applicant is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where;

- The applicant is a registered not for profit organisation and has a base or visible presence in the Shire of Yalgoo.
- The applicant is a community group based in the Shire of Yalgoo or has visible presence within the Shire of Yalgoo or has a significant impact on residents of the Shire of Yalgoo.
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Yalgoo residents.
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event, entry to the event is free of charge to Shire of Yalgoo residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year’s budget deliberations.

Consultation

Nil

Comment

A request for donation has been received from the Western Australian College of Agriculture Morawa for the sum of \$75.00 to purchase a gift to be presented as the Aboriginal Education Award at the Graduation of the “Class of 2019” to be held at 1.00 pm on Saturday 9 November 2019. An invitation has been accordingly extended to the Shire.

The Shire in 2018 made a donation of \$75.00. Council is requested to give consideration to making a similar donation for the 2019 school year.

Voting Requirement

Simple majority.

Acting President Cr Gregory Payne advised that the Shire donates \$75.00 each year to the Western Australian College of Agriculture Morawa.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0913 Donation Sponsorship – Western Australian College of Agriculture Morawa

That Council:

Make a \$75.00 donation to the Western Australian College of Agriculture, Morawa for the purchase of a gift to be presented as the Aboriginal Education Award at the graduation of the College’s “Class of 2019”.

Moved: Cr Percy Lawson

Seconded: Cr Tamisha Hodder

Motion put and carried: 3/0

11.4.4 Donation Sponsorship – Rotary Club of Geraldton Radio Auction

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachments	Letter dated 17 September 2019 from the Director Service Projects

Matter for Consideration

That Council give consideration to sponsor the Rotary Club of Geraldton Radio Auction by making a pledge in the form of an accommodation voucher at the Yalgoo Caravan Park and prospecting licence fee.

Background

The Rotary Club of Geraldton has been conducting annual radio auction for the last 28 years.

Statutory Environment

Administration Policy 7.7 donations and Sponsorship

Introduction	From time to time, requests are received for Council to donate to particular causes or events, or to support individuals financially.	
Objective	To establish a framework for the consideration of requests for donations, sponsorship or in-kind support	
History	Adopted	15 May 2008
	Former Policy	4.10
	Amended / confirmed	21 August 2008

Policy Statement

5. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.
6. Sponsorship of individuals will not be considered, unless it is determined by Council that –
 - the person is representing the Shire as a community,
 - is acting for the Shire’s benefit to some extent, and
 - is authorised by a non-profit and non-government organisation which benefits the community.
3. The following Policy Schedules are adopted, and form part of this Statement –
 - 7.7 (a) – Request for Support.
 - 7.7 (b) – Criteria for Assessment of Requests

Policy Schedule 7.7 (b) – Criteria for Assessment of Requests

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association
- The applicant is an individual person

- The applicant is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where;

- The applicant is a registered not for profit organisation and has a base or visible presence in the Shire of Yalgoo.
- The applicant is a community group based in the Shire of Yalgoo or has visible presence within the Shire of Yalgoo or has a significant impact on residents of the Shire of Yalgoo.
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Yalgoo residents.
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event, entry to the event is free of charge to Shire of Yalgoo residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

Consultation

Nil.

Comment

A request has been received from the Rotary Club of Geraldton for the Shire to participate in its 2019 Annual Radio Auction which will be held on Sunday 29 October 2019.

The club has suggested that the Council may give consideration to making a pledge in the form of an accommodation voucher at the Yalgoo Caravan Park as part of a prospector's package. Council may consider making the following offer:

- | | |
|--|----------|
| - Powered Site weekly stay (Maximum 2 adults) | \$135.00 |
| or | |
| - Rammed Earth Unit – Ensuite for 2 days | \$260.00 |
| and | |
| - Prospecting fee per person or couple per week. | \$10.00 |

The involvement by the Shire has the potential for the tourism promotion of the area.

Voting Requirement

Simple majority.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0914 Donation Sponsorship – Rotary Club of Geraldton Radio Auction

That Council:

Inform the Rotary Club of Geraldton that it wishes to pledge the following:

-Powered Site weekly stay (Maximum 2 adults) \$135.00

or

-Rammed Earth Unit – Ensuite for 2 days \$260.00

and

-Prospecting fee per person or couple per week \$10.00

For its 2019 Annual Radio Auction

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.4.5 North Midlands Project – Community Strengthening Mentorship

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	20 September 2019
Attachments	

Matter for Consideration

That Council give consideration to the Shire of Yalgoo participating in the North Midlands Project, Community Strengthening Mentorship.

Background

North Midlands Project is a not-for profit organisation working to strengthen regional communities through high-quality and engaging arts, culture, history and heritage experiences. The organisation is based in both Carnamah and Geraldton and delivers arts-based activities across the six regional shires of Carnamah,, Coorow, Mingenew, Morawa, Perenjori and Three Springs in addition to the regional city of Geraldton and farming community of Mullewa (both in the City of Greater Geraldton).

Statutory Environment

Nil

Comment

The North Midlands Project has offered the Shire of Yalgoo involvement in their pilot program, Community Strengthening Mentorship. The program will be delivered free of charge over a period of twelve (12) months.

The mentorship offered is detailed as follows:

Mentorship Overview

Duration - 12 months

Delivery - Face to face and phone

Framework

- 1. Checkin - Where are you at right now*
- 2. What success looks like for Yalgoo - Where do you want to go/ vision, mission, objectives - alignment to shire community strategy/funding bodies*
- 3. Setting up for success - Building the support structure, people, governance, compliance, facilities, networks*
- 4. Determining Community Need - Community consultation via advisory team, community sessions, paper & online*
- 5. Social science - Social impact evaluation modelling - top priority areas, framework/indices to measure success - bench marking - current position/starting point - data sets*
- 7. Program Creation - response to top priority areas, experiences to create positive social impact*
- 6. Funding, relationship building and finding the right fit*
- 8. Program Delivery, facilitation, safe spaces, licences, clearances, evaluation ambassadors*

9. Program Evaluation, making sense of the data, linking to next years program, sharing the outcomes

Investment

>The Mentorship is offered at no charge to the Shire of Yalgoo by the North Midlands Project under the Stronger Communities Network

>Time investment by Yalgoo - average 12 hours per month - does not include activities/workshops etc delivered to the community as part of the program

Mentorship Evaluation

To ensure continuous improvement the North Midlands Project asks to conduct an evaluation of the mentorship with the Shire of Yalgoo once complete

Testimonial

The North Midlands Projects asks for a testimonial on the mentorship from the Shire of Yalgoo once complete to use for reporting and external materials

Termination

In the event that either Party wishes to terminate this Agreement prior to completion, that Party will be required to provide 14 days' written notice to the other Party.

Confidentiality

Confidential information (the "Confidential Information") refers to any data or information relating to the North Midlands Project, whether business or personal, which would reasonably be considered to be private or proprietary to the North Midlands Project and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the North Midlands Project.

The Shire of Yalgoo agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Shire of Yalgoo has obtained, except as authorised by the North Midlands Project or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

Ownership of Intellectual Property

All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trade mark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, will be the sole property of the North Midlands Project. The use of the Intellectual Property by the North Midlands Project will not be restricted in any manner.

The Shire of Yalgoo may not use the Intellectual Property for any purpose other than that contracted for in the mentorship except with the written consent of the North Midlands Project. The Shire of Yalgoo will be responsible for any and all damages resulting from the unauthorised use of the Intellectual Property.

Return of Property

Upon the expiry or termination of this Agreement, the Shire of Yalgoo will return to the North Midlands Project any property, documentation, records, or Confidential Information which is the property of the North Midlands Project.

Financial Responsibility

The North Midlands Project offers no financial advise and takes no financial responsibility as part of the mentorship. It is the sole responsibility of the Shire of Yalgoo to obtain its own financial advise and manage its own finances in relation to any item in the mentorship and programs delivered now or in the future.

Guarantee

The North Midlands Project offers the mentorship as an example of building a multi-level community strengthening program. No Guarantee is offered to the success of the mentorship or programs delivered now or in the future.

Council is requested to give consideration as to whether or not to accept the North Midlands Project offer of a Community Strengthening Mentorship.

Voting Requirement

Simple majority.

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0915 North Midlands Project – Community Strengthening Mentorship

That Council:

That Council accept the North Midlands Project offer to participate in its pilot program – Community strengthening mentorship to be delivered over a period of twelve (12) months at no cost to the Shire of Yalgoo.

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

11.4.6 APPLICATION FOR EXTENSION OF TIME TO SUBMIT AN ANNUAL FINANCIAL REPORT TO THE AUDITOR

Author:	John Read, Acting CEO
Interest Declared:	No interest to disclose
Date:	23 September 2019
Attachments	Nil

Matter for Consideration

Council approval is required to apply to the Minister for Local Government’s approval of an extension of time to submit the Shire of Yalgoo’s Annual Financial Report to the Auditor.

Background

Local Governments are required under Section 6.4(3) of the Local Government Act 1995 to submit its completed Annual Financial Report for the previous financial year by 30th September or such extended time as the Minister allows. For the 2018/19 financial year, the Report is required to be submitted to the Shire’s auditors by 30th September, 2019.

Dominic Carbone has advised that his consultancy are unable to meet this deadline in part due to the balance sheet accounts being reconciled to 30th June 2019 not being achieved, due to the Rates Sundry Debtors Control Account not being reconciled due to a rates write off adjustment.

Application to the Minister for Local Government is therefore required for an extension of time to the 31st September, 2019 to submit the completed Annual Financial Report. This application needs to be lodged with the Department by 30th September, 2018.

Statutory Environment

Section 6.4(3) of the Local Government Act 1995

Statutory Implications

Nil

Consultation

This matter has been discussed with Dominic Carbone and contact also made with the Shire’s auditors, AMD Chartered Accountants.

Comment

This extension requiring Ministerial approval needs to be avoided in future years. A similar extension was also required to be obtained in respect of the previous 2017/18 financial year’s submission of the Annual Financial Report to the Shire’s auditor.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0916 Application For Extension Of Time To Submit An Annual Financial Report To The Auditor

That Council:

In accordance with Section 6.4(3) of the Local Government Act, 1995 make application to the Minister for Local Government for an extension of time to submit the Shire’s 2018/19 Annual Financial Report to its Auditor, AMD Chartered Accountants

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

Adjournment for Lunch – 11.55 AM to 12.30 PM

Acting President Cr Gregory Payne requested a motion be moved to adjourn the Ordinary Council Meeting for Lunch.

The motion was moved by Cr Percy Lawson and second by Cr Tamisha Hodder.
There being no debate on the matter the motion was put and carried 3/0
Closed for lunch at 11.55 am.

Acting President Cr Gregory Payne requested a motion be moved to continue the Ordinary Council Meeting .
The motion was moved by Cr Percy Lawson and second by Cr Tamisha Hodder that the Council Meeting resume.

There being no debate on the matter the motion was put and carried 3/0

The meeting resumed at 12.30 pm

Remaining in the meeting were;
Cr Gregory Payne, Acting President
Cr Percy Lawson
Cr Tamisha Hodder
John Read, Acting CEO
Elisha Hodder, Executive Assistant

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

Nil

13. URGENT BUSINESS

Nil

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Acting President Cr Gregory Payne requested a motion be moved to go behind closed doors to discuss the two confidential items .

The motion was moved by Cr Percy Lawson and second by Cr Tamisha Hodder.
There being no debate on the matter the motion was put and carried 3/0

The meeting resumed at 12.30 pm

Remaining in the meeting were;
Cr Gregory Payne, Acting President
Cr Percy Lawson
Cr Tamisha Hodder
John Read, Acting CEO

ATTENDANCE: Elisha Hodder left the room at 12.31 pm

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.

14.1 Disposal of Property – CEO Vehicle

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2019
Attachment	Nil

OFFICER RECOMMENDATION / COUNCIL DECISION

C2019-0917 Disposal of Property – CEO Vehicle

That Council:

- (1) Appoint a qualified valuer to undertake a valuation of the CEO’s vehicle in accordance with Section 3.58(4)(c)(i).**
- (2) Subject to (1) above a local public notice of the proposed disposition be given inclusive of inviting submissions for a period of not less than 2 weeks.**
- (3) Council Authorises Acting CEO to determine the outcomes of submissions received.**

Moved: Cr Tamisha Hodder

Seconded: Cr Percy Lawson

Motion put and carried: 3/0

14.2 Transfer of Property at 14 Selwyn Street, Yalgoo to Shire

Author:	Civic Legal
Interest Declared:	Cr Hodder declared an interest in this item and did not participate in discussion
Date:	26 September 2019
Attachment	Formal advice from Civic Legal (to be provided prior to Council meeting)

Due to a lack of quorum with Cr Hodder declaring an interest, Item 14.2 is deferred to the next Ordinary Council Meeting held 1 November 2019.

Acting President Cr Gregory Payne reopened the meeting to the public at 12.50 pm

15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held at the Council Chambers, Yalgoo on Friday 1 November 2019 commencing at 10.00 am.

16. MEETING CLOSURE

There being no further business, the President declared the Ordinary meeting closed at 12.51 pm

DECLARATION

These minutes were confirmed at the Ordinary Council Meeting held on the 1 November 2019.

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