



UNCONFIRMED MINUTES  
FOR THE ORDINARY MEETING  
OF COUNCIL  
TO BE HELD IN  
THE PAYNES FIND COMMUNITY CENTRE,  
PAYNES FIND  
ON THURSDAY, 1 OCTOBER 2020  
COMMENCING 10.00 AM



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# CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	5
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	5
3.	DISCLOSURE OF INTERESTS.....	5
4.	PUBLIC QUESTION TIME .....	6
4.0	QUESTIONS TAKEN ON NOTICE .....	6
4.1	QUESTIONS TAKEN WITHOUT NOTICE .....	6
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
8.1	ORDINARY COUNCIL MEETING .....	7
	C2020-0901    MINUTES OF THE ORDINARY MEETING HELD 26 AUGUST 2020	7
9.	REPORTS OF COMMITTEE MEETINGS .....	7
9.1	ARTS AND CULTURE COMMITTEE MEETING HELD ON THE 10 SEPTEMBER 2020.....	7
9.1.1	MANAGER COMMUNITY WELLBEING, ARTS & CULTURE ARTS COMMITTEE QUARTERLY REPORT 2020.....	7
	C2020-0902    MANAGER COMMUNITY WELLBEING, ARTS & CULTURE BI- MONTHLY REPORT SEPTEMBER 2020	10
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters .....	10
10.0	INFORMATION ITEMS .....	10
11.	MATTERS FOR DECISION .....	10
11.0	MATTERS BROUGHT FORWARD .....	10
11.1	TECHNICAL SERVICES .....	11
11.1.1	PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020-21.....	11
	C2020-0903    PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020 - 2021	16
11.1.2	TECHNICAL SERVICES MONTHLY REPORT AS OF THE 17 SEPTEMBER 2020.....	17
	C2020-0904    TECHNICAL SERVICES MONTHLY REPORT AS OF THE 17 SEPTEMBER 2020	19
11.2	DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH .....	20
11.3	FINANCE.....	20
11.3.1	ACCOUNTS FOR PAYMENT AUGUST 2020 .....	20
	C2020-0905    ACCOUNTS FOR PAYMENT AUGUST 2020	26
11.3.2	INVESTMENTS AS AT 31 AUGUST 2020 .....	27
	C2020-0906    INVESTMENTS AS AT 31 AUGUST 2020	28
11.3.3	FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 AUGUST 2020.....	29
	C2020-0907    R34 (1) FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 AUGUST 2020.	30
11.4	ADMINISTRATION .....	31
11.4.1	COMMUNITY STRATEGIC PLAN REVIEW .....	31
	C2020-0908    COMMUNITY STRATEGIC PLAN REVIEW	32
11.4.2	CEO APPOINTMENT .....	33
	COUNCIL DECISION	33
	C2020-0909    CEO APPOINTMENT	34
11.4.3	COVID-19 UPDATE .....	35
	C2020-0910    COVID-19 UPDATE	35
11.4.4	CEO REMOVAL EXPENSES .....	36
	C2020-0911    CEO REMOVAL EXPENSES	37

11.4.5	ENTRY STATEMENTS – PAYNES FIND .....	38
	C2020-0912    ENTRY STATEMENTS – PAYNES FIND	38
11.4.6	YALGOO ANNUAL MINING FORUM .....	39
	C2020-0913    YALGOO ANNUAL MINING FORUM	39
11.4.7	ANNUAL DONATION TO LOCAL ST JOHN AMBULANCE SERVICE.....	40
	C2020-0914    ANNUAL DONATION TO LOCAL ST JOHN AMBULANCE SERVICE	40
11.4.8	COVID-19 SELF ISOLATION CASE - YALGOO .....	41
	C2020-0915    COVID-9 SELF ISOLATION CASE - YALGOO	41
12.	NOTICE OF MOTIONS .....	42
13.	URGENT BUSINESS .....	42
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	42
	14.0    STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC.....	42
15.	NEXT MEETING .....	44
16.	MEETING CLOSURE.....	44



Minutes for the Ordinary Meeting of the Yalgoo Shire Council,  
Held in the Paynes Find Community Centre, Paynes Find  
On Thursday, 1 October 2020 commencing at 10.00 am.

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

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

Deputy President Cr Gail Trenfield declared the meeting open at 10.00am

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

MEMBERS	Chair - Cr Gail Trenfield, Deputy Shire President Cr Gail Simpson Cr Raul Valenzuela Cr Tamisha Hodder Cr Gregory Payne, Shire President (Joined at 10.10am Via Telephone)		
STAFF	Ian Holland, Chief Executive Officer John Read, Acting Chief Executive Officer – Handover period Elisha Hodder, Executive assistant		
GUESTS	Nil		
OBSERVERS	Gail Pilmoor	David Rock	Gordon Dalton
	Don Bell	Leah Bell	Brian Traegee
	Kathrine Otto	Dale Duke	Joanne Whalley
LEAVE OF ABSENCE	Nil		
APOLOGIES	Cr Percy Lawson		

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

Disclosures of interest made before the Meeting.

Cr Raul Valenzuela declared an interest in item 11.4.7 - Annual Donation to Local St John Ambulance Service.

CEO Ian Holland declared an interest in 11.4.4 - CEO Removal expenses

## 4. PUBLIC QUESTION TIME

### 4.0 QUESTIONS TAKEN ON NOTICE

Nil

### 4.1 QUESTIONS TAKEN WITHOUT NOTICE

Q. Leah Bell, Paynes Find Community Member

More notice should be given for cancellation of Council meeting held in Paynes Find as we travelled over 100km just to find out there was no meeting being held on the 25 September 2020.

A. Deputy President Cr Gail Trenfield apologised for the late notice and advised that two elected members had already put in their apologies then the third elected member contacted Cr Trenfield after 5pm on Thursday, 24 September advising he also could not attend therefore the decision to change the date was made after 5pm.

Q. Gordon Dalton, Paynes Find Community Member

Can a statue be put up in the centre of Paynes Find.

A. Deputy President Cr Gail Trenfield advised entry statements are allocated in this years budget.

Gail Pilmoor informed council that entry statements was discussed back in 2012 and that the indigenous statues put up in Yalgoo were meant to go up in Paynes Find and that other entry statement designs were also done up but nothing was actioned.

Deputy President Cr Gail Trenfield advised she will look into the other designs and follow it up.

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

Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

### 7.0 MEETINGS ATTENDED BY ELECTED MEMBERS

Date	Details	Attended with whom
25 September 2020	WALGA AGM	President Cr Gregory Payne
10 September 2020	Art centre committee	Cr Tamisha Hodder Cr Gail Simpson Cr Gregory Payne, Shire President John Read, Acting CEO

Shire President Cr Gregory Payne joined the meeting via telephone as per provisions made during the current state of emergency. Due to this occurrence it was practical

## 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 / COUNCIL DECISION

C2020-0901 MINUTES OF THE ORDINARY MEETING HELD 26 AUGUST 2020

That the Minutes of the Ordinary Council Meeting held on 26 August 2020 be confirmed as a true and correct record of proceedings.

Moved: Cr Raul Valenzuela

Seconded: Cr Gail Simpson

Motion put and carried 5/0

## 9. REPORTS OF COMMITTEE MEETINGS

### 9.1 ARTS AND CULTURE COMMITTEE MEETING HELD ON THE 10 SEPTEMBER 2020

#### 9.1.1 MANAGER COMMUNITY WELLBEING, ARTS & CULTURE ARTS COMMITTEE QUARTERLY REPORT 2020

Author:	Emmaline James, Manager Community Well Being, Arts & Culture
Interest Declared:	No interest to disclose
Date:	10 September 2020
Attachments	Nil

#### MATTER FOR CONSIDERATION

The Council be presented with the Arts & Culture Committee Program Report

#### STATUTORY ENVIRONMENT

Nil

#### STRATEGIC IMPLICATIONS

Outcome 1.2 Improved opportunities for education and training

1.2.1 Lobby for new or improved educational services

1.2.2 Maintain networks and high quality relationships with VET providers

1.2.4 Research, encourage and implement innovative youth and adult education programs

Outcome 1.3 Successful facilitation of wide ranging program of community activities

- 1.3.1 Run or facilitate regular sport and recreation activities for all ages
- 1.3.2 Run a range of social activities and events to suit all ages
- 1.3.6 Help establish a men's shed and a women's group
- 1.3.7 Run regular children and youth programs incl. holiday camps away
- 1.3.8 Run programs that specifically target anti-social/criminal behaviour

Outcome 3.3 Increase in number of tourists visiting the Shire

3.3.5 Continue to support existing events and create new ones

4.1.2 Form and support a young leaders group

## **CONSULTATION**

Yalgoo Primary School (Interagency)  
 North Midlands Project  
 Charmaine Green  
 Many Rivers  
 AACHWA  
 Wirnda Barna  
 Yamaji Art  
 Fremantle Art Centre  
 Kate Rickerby – Yalgoo Historical Society  
 Geraldton Regional Library  
 Geraldton Regional Art Gallery  
 Yarns R Us  
 Helen Ansell  
 Helen Coleman  
 Marianne Penberthy  
 Tom De Munk  
 Andrew Bowman  
 Bill Atyeo  
 Broome TAFE  
 Leederville TAFE  
 Apprenticeships Australia  
 Murchison GEORegion  
 Art Gallery WA

## **COMMENT**

The Manager Community Wellbeing, Arts & Culture report is as follows:

Tri Monthly Report September 2020.

## **YALGOO ARTS & CULTURAL CENTRE**

### **ENGAGEMENT**

<b>2019/2020</b>	<b>1343</b>
Adults	451
Kids Art Club	432
Visitors	252
Tourists	208

Note: Also closed 16 March – 24 May for covid

Note: Additional 600 Audience from Astrofest, Yalgoo Footy Day Stall

**2018/2019**                      **947**



Adults	352
Kids Art Club	313
Visitors/Tourists	282

Note: Arts Centre figures begin October 2019 (when opened)

Note: Additional 1,700 Audience from Astrofest, Revealed, Emu Festival 2018 & 2019

### **ACTIVITIES HELD** (post covid)

Fremantle Art Centre – Revealed Exhibition (online & onsite)

Helen Ansell – painting Workshops (16 Artists participated over 8 days)

Marianne Penberthy – Eco Dying (6 Artists participated over 3 days)

Denise Read & Natalie Jackson – Felting workshops (10 Artists participated over 3 days)

Bundiyarra Irra Wangga Language Centre – Badimaya Translation for Uncle Reg Carnamah

### **FUTURE PROGRAM**

Tannin Dying (Dye Pot Studio) Helen Coleman - YACC Sept 11-12

School holiday program 28 Sept - 12 Oct – Emu Costumes

Tom De Munk Artist In Residence – Sculpture 24 Sep – 5 Oct

Shinema October 3 – Part of Emu “Chick” Festival

Djuki Mala Oct 24 – International Dance troupe

NAIDOC 5-12 Nov - Need NAIDOC volunteers & plan for Community Day / Cookup

Including Yamaji Art Earth Art Luncheon & Helen Ansell Community Mural at Arts Centre

### **TRAINEESHIP - APPRENTICESHIP SUPPORT AUSTRALIA**

Traineeship Rhiannon Hodder, Arts Centre Manager.

Certificate III in Arts Administration | North Regional TAFE (Broome)

Rhiannon and her lecturer meet regularly by phone appointment each Monday. TAFE Qualification likely to continue until Mid 2021. Rhiannon is doing really well hosting the Arts Centre daily and is picking up the bookkeeping / reconciliation of sales well with supervision. Rhiannon has received wonderful feedback from workshop participants and visiting artists alike, commenting how helpful she is as a technician during workshops.

### **ARTS CENTRE BUDGET**

SALARY	87,900
SUPERANNUATION	8,350
ACCRUED A/LVE & LSL	2,910
INSURANCE	1,700
UTILITIES	200
WORKSHOPS	30,000
MATERIALS & CATERING	15,000
GARDEN & BUILDING MTCE	3,500

**TOTAL \$149,560**

### **Additional Funding Secured for Arts Centre by MCWAC**

MEEDAC Funding up to \$4,000 per month for Activity Placement. \$48,000 per year.  
Invoiced Monthly by Accounts. (Has been on hold during covid but due to resume)

Wirnda Barna Support for Artists. \$1,500 paint supplied from Jacksons 2020.

MEEDAC Materials supplied for participants with 10% commission payable to MEEDAC.

Rhiannons Traineeship Funding. 8:30am – 3pm Monday to Friday.

\$1,062.50 (State funding) plus 10% (Midwest) plus 10% Aboriginal Trainee.

\$1500 (Federal funding) for part time employee (Rhiannon does not have capacity FT)

**Total: \$50,562.50 plus Artists Materials (Wirnda Barna & Meedac)**

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION / COUNCIL DECISION

**C2020-0902     MANAGER COMMUNITY WELLBEING, ARTS & CULTURE BI-MONTHLY REPORT SEPTEMBER 2020**

**That Council receive the Bi-Monthly Report of the Manager of Community Wellbeing, Arts & Culture.**

**Moved: Cr Gail Simpson**

**Seconded: Cr Tamisha Hodder**

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

### **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 PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020-21**

<b>AUTHOR:</b>	<b>JOHN READ, ACTING CEO</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>14 SEPTEMBER 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### **MATTER FOR CONSIDERATION**

To receive the Progress Report on the 2020-2021 Capital Works Program.

#### **BACKGROUND**

The Shire in adopting its 2020-2021 Annual Budget has allocated funds amounting to \$3,732,078 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 2020-2021 financial year are detailed be:

## CAPITAL WORKS PROGRAMME 2020-21

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

	2020-21 ANNUAL BUDGET	2020-21 AUGUST ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
	\$	YTD \$	\$	
<b><u>By Program</u></b>				The CEO to provide a verbal update on the status of the capital projects as at 31 August 2020
<b>Governance</b>				
000000-Admin Computers Hardware and System Upgrade F & E	37,500	0	37,500	Completed
000000-Admin Upgrade Cabling Fibre F & E	13,000	0	13,000	Completed
000000-External Monitor Display F & E	40,000	0	40,000	
000000-Admin Fire Proof Safe F & E	11,000	0	11,000	Completed
000000-Financial Software F & E	100,000	0	100,000	In progress
<b>Law Order Public Safety</b>				
000000- CCTV Yalgoo Townsite F & E	30,000	0	30,000	
<b>Housing</b>				
000000-Other Housing - Nurse Accommodation L & B	250,000	0	250,000	In progress
<b>Communities Amenties</b>				
000000- Community Bus P & E	130,000	0	30,000	In progress

		2020-21 ANNUAL BUDGET	2020-21 AUGUST ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b>By Program</b>					The CEO to provide a verbal update on the status of the capital projects as at 31 August 2020
<b>Recreation and Culture</b>					
000000 - Community Hall Renovations	L & B	600,000	0	600,000	
000000 - Museum Improvements	L & B	117,157	0	117,157	
000000-Art Centre	F & E	4,500	0	4,500	
000000- Sports Complex	F & E	500	0	500	
000000- Sports Complex -Footpath to School	Recreation	29,256	0	29,256	
<b>Transport</b>					
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	20,000	0	20,000	
000000- Street Lighting	Other	50,000	0	50,000	
000000-Works Foreman Ute	P & E	75,000	0	75,000	
000000- Grader	P & E	380,000	0	380,000	
000000- Trailer Side Tipper	P & E	180,000	0	180,000	
000000- Truck Tipper	P & E	80,000	0	80,000	
000000- Fuel Tank	P & E	2,100	0	2,100	
000000- Deisel Air Compressor	P & E	3,200	0	3,200	

		2020-21 ANNUAL BUDGET	2020-21 AUGUST ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 August 2020
000000- Generator 4.5 kva	P & E	6,000	0	6,000	
000000- Road Sweeper Attachment	P & E	25,000	0	25,000	
000000- Paynes Find Public Toilets	Other	33,655	0	33,655	
000000- Paynes Find Entry Statements	Other	30,000	0	30,000	
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	380,000	0	380,000	
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	514,110	0	514,110	
MUNICIPAL FUND					
000000- Sandford River Crossing	Roads	25,000	0	25,000	
000000- Badga Woolshed Seal to Airstrip	Roads	80,000	0	80,000	

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

	2020-21 ANNUAL BUDGET	2020-21 AUGUST ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
	\$	YTD \$	\$	
<b><u>By Program</u></b>				The CEO to provide a verbal update on the status of the capital projects as at 31 August 2020
<b>Economic Services</b>				
000000-Caravan Park - Upgrade Water and Power Supply L & B	30,000	0	30,000	In progress
000000-Caravan Park - 2 Self Contained Accommodation Units L & B	340,000	0	340,000	
000000-Caravan Park -CCTV F & E	13,600	0	13,600	
000000-HCP Program- Computer F & E	1,500	0	1,500	
<b>Other Property and Services</b>				
000000-Shire Building- Solar Panels L & B	100,000	0	100,000	
	<b>3,732,078</b>	<b>0</b>	<b>3,732,078</b>	

## **VOTING REQUIREMENTS**

Simple Majority

### **Comments and questions**

John updated council on the status of each project stating what is completed and the progress of the remaining items.

Cr Raul Valenzuela raised concerns about the black spots and pot holes along the Yalgoo Morawa Road and the Rabbit Proof Fence Grid on the Yalgoo Mt Magnet Road.

Cr Gail Simpson raised concerns for the footpath to Core Stadium, as its being used as a motorbike track and asked what can be done.

Cr Greg Payne suggested talking to the police as it should be a police matter.

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0903     PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020 - 2021**

**That Council receive the Progress Report on the Capital Works Program 2020 – 2021 as at 31 August 2020**

**Moved: Cr Raul Valenzuela**

**Second: Cr Tamisha Hodder**

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



## 11.1.2 TECHNICAL SERVICES MONTHLY REPORT AS OF THE 17 SEPTEMBER 2020

<b>AUTHOR:</b>	<b>RAY PRATT, WORKS FOREMAN</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>17 SEPTEMBER 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

### **MATTER FOR CONSIDERATION**

That Council receives the Technical Services Monthly Report as 17 September 2020

### **BACKGROUND**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **CONSULTATION**

Nil

### **COMMENT**

#### **1 ROAD CONSTRUCTION – CAPITAL**

- Ninghan Road Works  
Rowe Contractors has pushed up several gravel pits, shire grader had prepared the road for gravel sheeting and water at turkey nest is ready to go.

#### **2 ROAD MAINTENANCE - OPERATIONS**

- Maintenance grading done on the Thunderlarra Road, Ninghan Road, Warriedar Road, Sandstone Road, Goodinow Road, Perenjori-Warriedar Road, Mt Eden Road and Gabyon-Tardie Road.

#### **3 OTHER INFRASTRUCTURE MAINTENANCE**

- Nil

#### **4 PARKS, RESERVES AND PROPERTIES**

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

- General gardening maintenance carried out.

##### **4.2 Community Town Oval**

- General gardening maintenance and fertilizing conducted to the Town Oval and Core Stadium Gardens.

##### **4.3 Community Park, Gibbons Street**

- General gardening maintenance conducted on a weekly bases, Mowing, Pruning and watering.

##### **4.4 Community Park, Shamrock Street**

- General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.

#### **4.5 Water Park**

- Closed for Winter
- General maintenance conducted to the water park.

#### **4.6 Yalgoo Caravan Park**

- General gardening maintenance is done every two weeks.

#### **4.7 Paynes Find**

- Grader has graded roads around town of Paynes Find.
- Rubbish Tip working fine.

#### **4.8 Railway Station**

- General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.

#### **4.9 Yalgoo Nursing Post**

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

#### **4.10 Staff Housing**

- Painted inside and outside of 48 Gibbons Street House
- Floor coverings replaced at 16 Shamrock Street.

#### **4.11 Yalgoo Rubbish Tip**

- Fence has been erected round tip area.

#### **4.12 Yalgoo and Paynes Find Airstrip**

- Yalgoo Airstip graded and tidied up.

### **5 INFRASTRUCTURE – CAPITAL**

- Nil

### **6 PRIVATE WORKS**

- Raul Valenzuela hired Bobcat.

### **7 PURCHASING**

- Purchased new air compressor for workshop.
- Ordered
  - o New CAT 140 Grader
  - o Hino tipper
  - o Toyota Landcruiser
  - o Coaster Bus

### **8 STAFF**

- Uniforms for Depot staff has been ordered.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0904    TECHNICAL SERVICES MONTHLY REPORT AS OF THE 17 SEPTEMBER 2020**

**That Council receive the Technical Services report as at 17 September 2020.**

**Moved: Cr Gregory Payne**

**Seconded: Cr Gail Simpson**

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

## 11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

Nil

## 11.3 FINANCE

### 11.3.1 ACCOUNTS FOR PAYMENT AUGUST 2020

<b>AUTHOR:</b>	<b>DOMINIC CARBONE</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>12 SEPTEMBER 2020</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

### MATTER FOR CONSIDERATION

Council approve the Accounts for Payment list for the period 1 August 2020 to 31 August 2020 as detailed in the report below.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

#### *6.10 Financial Management regulations*

Regulations may provide for –

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

### Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
  1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
    - I. The payee's name; and
    - II. The amount of the payment; and
    - III. The date of the payment; and
    - IV. Sufficient information to identify the transaction.
  2. A list of accounts for approval to be paid is to be prepared each month showing –
    - a. For each account which requires council authorisation in that month –
      - I. The payee's name; and
      - II. The amount of the payment; and
    - III. Sufficient information to identify the transaction; and

- b. The date of the meeting of the council to which the list is to be presented.
- 3. A list prepared under subregulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

**STRATEGIC IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

The list of accounts paid for the period 1 August 2020 to 31 August 2020 are as follows:

**SHIRE OF YALGOO**  
**LIST OF ACCOUNTS PAID AND PAYABLE**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

<b>DATE</b>	<b>PAYEE</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>PAID</b>			<b>\$</b>
8/11/2020	AMD CHARTERED ACCOUNTANTS	AUDIT ROADS TO RECOVERY 2019-20 ACQUITTAL	825.00
8/11/2020	ATYEOS ENVIRONMENTAL HEALTH SERVICES	CONSULTANCY FEES HEALTH AND BUILDING SERVICES	4,659.33
8/11/2020	SHANIA BELL	REIMBURSEMENTS SALE OF ART	75.00
8/11/2020	BP MECHANICAL SERVICES	PLANT REPAIRS AND SERVICES	5,682.78
8/11/2020	BUNNINGS BUILDING SUPPLIES PTY LTD	CARVAN AND DEPOT SUPPLIES	359.33
8/11/2020	CANINE CONTROL	RANGER SERVICES JULY 2020	2,286.90
8/11/2020	CARNAMAH PATRICIA	REUND BOND BUS HIRE	100.00
8/11/2020	COMMUNICATION SYSTEM GERALTON	UHF TRANSCEIVER	1,036.99
8/11/2020	CORE BUSINESS AUSTRALIA	CLIAM NO 4 DRFAWA SUPERVION AND PROJECT MANAGEMENT - FLOOD DAMAGE	77,881.84
8/11/2020	DARREN LONG CONSULTING	CONSULTANCY FEES - BANK RECONCILIATIONS	770.00
8/11/2020	DATACOM SOLUTIONS PTY LTD	CONSULTANCY FEES - DATA BASE CLEANUP RATES,AUTOMATED BANK STATEMENT LOAD,YEAR END ROLL OVER ,CASH FLOAT RECONCILIATION	6,352.50
8/11/2020	FIELD TREVOR	REIMBURSEMENTS CONSUMABLES FOR WORKSHOP	50.75
8/11/2020	FIVE STAR BUSINESS EQUIPMENT	MAINTENANCE PHOTOCOPIER	967.14
8/11/2020	FULLER DANIEL	BICYCLE REPAIRS WORKSHOP	1,480.00
8/11/2020	GG PUMP AND ELECTRICAL	SUMP PUMP INSTALLATION	979.94
8/11/2020	GRANTS EMPIRE	PREPARE SUBMISSION YALGOO COMMUNITY HALL,WORKS SCHEDULE FOR LRCI GRANTS PROGRAM	330.00
8/11/2020	GREAT NORTHERN RURAL SERVICES	SUPPLIES - SPRINKLERS,RETICULATION PARTS	208.11
8/11/2020	GUARDALL	DOCUMENT SAFE	2,500.00
8/11/2020	HODDER TAMISHA	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	608.67
8/11/2020	INCITE SECURITY	MONITORING DEPOT SECURITY ALARM	147.00
8/11/2020	LANDGATE	VALUATIONS	199.60
8/11/2020	PERCY LAWSON	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	1,784.32
8/11/2020	LGIS	INSURANCE PREMIUMS 2020-21 CONTRACT WORKS	2,310.00
8/11/2020	LGISWA	INSURANCE PREMIUMS 2020-21 PROPERTY AND PLANT	125,420.71
8/11/2020	LOCAL GOVERNMENT PROFESSIONAL AUSTRALIA	MEMBERSHIP	2,200.00
8/11/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL	ANALYTICAL SERVICES	198.00
8/11/2020	LO - GO APPOINTMENTS	CONTRACT SERVICES - CEO	16,916.46
8/11/2020	LUSCOMBE SYNDICATE	CARAVAN SUPPLIES	418.00
8/11/2020	MARKET CREATIONS	DNS HOSTING	33.00

**SHIRE OF YALGOO**  
**LIST OF ACCOUNTS PAID AND PAYABLE**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

<b>DATE</b>	<b>PAYEE</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>PAID</b>			<b>\$</b>
8/11/2020	MOOREVIEW PLANT AND TREES	PLANTS AND SHRUBBERY	1,527.18
8/11/2020	NOVUS AUTOGLASS MIDWEST	YA804 REPLACE RHR DOORGLASS	765.50
8/11/2020	PAYNE GREGORY	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	1,850.98
8/11/2020	PAYNES FIND ROAD HOUSE AND TAVERN	PLANT OPERATOR ACCOMMODATION	532.50
8/11/2020	PEMCO DIESEL	YA453 SERVICE AND FIT UHF	1,632.35
8/11/2020	RAMM SOFTWARE	ANNUAL SUPPORT AND LICENCE FEE	6,959.27
8/11/2020	RAUL VALENZUELA	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	2,553.57
8/11/2020	ROAD RUNNER MECHANICAL SERVICES	YA853 OIL FLITER	130.60
8/11/2020	SAGE HOTEL WEST PERTH	ACCOMMODATION AND MEALS COUNCILLOR TRAINING - CR VALENZUELA AND CR LAWSON	2,018.00
8/11/2020	SHIRE OF PERENJORI	CONTRIBUTIONS SHARED CESM	2,848.80
8/11/2020	SIMPSON GAIL	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	529.67
8/11/2020	SPOTLIGHT	CARAVAN PARK SUPPLIES	344.80
8/11/2020	STATE LAW PUBLISHER	ADVERTISING GRV FOR MINING INFRASTRUCTURE	452.40
8/11/2020	SUN CITY PLUMBING	REPAIRS LEAKING TOILET CISTERN AND CHECK ALL TAPS AND CISTERNS RAILWAY STATION,BLOCKED DRAIN CORE STADIUM , HWS 19A STANLEY ST	1,471.80
8/11/2020	SUN CITY PRINT	CARAVAN PARK RECEIPT BOOKS AND PROSPECTING LICENCE BOOKS	506.00
8/11/2020	THINK WATER GERALDTON	FUSES AND ARTICULATED RISER	22.25
8/11/2020	TOTALLY WORKWEAR GERALDTON	UNIFORMS ADMIN STAFF	851.17
8/11/2020	TRENFIELD GAIL	MEETING FEES AND ALLOWANCES - MEETING 31/07/2020	779.67
8/11/2020	VEOLIA ENVIRONMENTAL SERVICES	RUBBISH COLLECTION SERVICE	4,089.14
8/11/2020	VIZONA	OCTAGONAL POLE	5,235.15
8/11/2020	WALGA	MEMBERSHIP	23,410.53
8/11/2020	WESTRAC EQUIPMENT PTY LTD	PARTS	901.52
8/11/2020	WINC AUSTRALIA PTY LTD	OFFICE SUPPLIES	56.27
8/11/2020	WURTH	SUPPLIES WORKSHOP	847.70
8/11/2020	YALGOO GENERAL STORE	SUPPLIES	907.70
27/08/2020	ATYEOS ENVIRONMENTAL HEALTH SERVICES	CONSULTANCY FEES HEALTH AND BUILDING SERVICES	3,899.07
27/08/2020	AUSTRALIAN TAXATION OFFICE	BAS APRIL TO JUNE 2020 QUARTER	26,238.74
27/08/2020	BOC LIMITED	Workshop consumables - rental gas cylinder	125.76
27/08/2020	BOQ ASSET FINANCE AND LEASING PTY LTD	Photocopier Rental	329.50

**SHIRE OF YALGOO**  
**LIST OF ACCOUNTS PAID AND PAYABLE**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

DATE	PAYEE	PARTICULARS	AMOUNT
PAID			\$
27/08/2020	BUNNINGS BUILDING SUPPLIES PTY LTD	DEPOT SUPPLIES	618.44
27/08/2020	CANINE CONTROL	RANGER SERVICES AUGUST 2020	2,286.70
27/08/2020	CARAVAN INDUSTRY ASSOCIATION WA	MEMBERSHIP CARAVAN PARK	1,100.00
27/08/2020	DODD CAROL	REIMBURSEMENTS SALE OF ART	25.00
27/08/2020	DOMINIC CARBONE AND ASSOCIATES	Consultancy - Finance and administration	7,837.50
27/08/2020	ELITE ELECTRICAL CONTRACTING	REPAIR TO LIGHTS ADMIN	68.93
27/08/2020	FLANIGAN KATIE	REIMBURSEMENTS SALE OF ART	30.00
27/08/2020	GREAT NORTHERN RURAL SERVICES	SUPPLIES - RETICULATION PARTS,FENCING RUBBISH TIP	14,197.70
27/08/2020	HARVEY NORMAN ELECTRICS GERALDTON	WASHING MACHINE	699.00
27/08/2020	HODDER ELISHA	REIMBURSEMENTS SALE OF ART	150.00
27/08/2020	HODDER RHIANNON	REIMBURSEMENTS SALE OF ART	190.00
27/08/2020	HODDER SONDRRA	REIMBURSEMENTS SALE OF ART	10.00
27/08/2020	HODDER TAMISHA	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	767.67
27/08/2020	J R & A HERSEY	CONSUMABLES WORKSHOP	426.77
27/08/2020	KARL MONAGHAN PHOTOGRAPHY	PHOTO WORKSHOP	975.00
27/08/2020	LANDGATE	VALUATIONS- SPOT RATING MINIG INFRASTRUCTURE	10,938.80
27/08/2020	PERCY LAWSON	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	767.67
27/08/2020	LO - GO APPOINTMENTS	CONTRACT SERVICES - CEO	11,277.64
27/08/2020	LUSCOMBE SYNDICATE	CARAVAN SUPPLIES	1,010.54
27/08/2020	PAGE MAUREEN	REIMBURSEMENTS SALE OF ART	30.00
27/08/2020	PAYNE GREGORY	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	2,410.27
27/08/2020	PENBERTHY MARIANNE	ECO PRINTING WORKSHOP AND CONSUMABLES	2,081.71
27/08/2020	PIRTEK GERALDTON	YA1622 HOSE ASSEMBLY	493.27
27/08/2020	PRATT HELEN	REIMBURSEMENTS SALE OF ART	40.00
27/08/2020	RAUL VALENZUELA	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	767.67
27/08/2020	REFUEL AUSTRALIA	JULY 2020 FUEL CHARGES	13,139.31
27/08/2020	ROWE CONTRACTING	CONTRACT DOZER WORKS - YALGOO NINGHAN ROAD	38,912.50
27/08/2020	S & H CRANES P/L	CRANE HIRE	330.00
27/08/2020	SHIRE OF MORAWA	DOG HANDLING TRAINING COURSE	280.00
27/08/2020	SIMPSON GAIL	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	767.67
27/08/2020	SIMPSON MARGARET	REIMBURSEMENTS SALE OF ART	150.00



**SHIRE OF YALGOO**  
**LIST OF ACCOUNTS PAID AND PAYABLE**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

<b>DATE</b>	<b>PAYEE</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>PAID</b>			<b>\$</b>
27/08/2020	SUN CITY PLUMBING	ANNUAL BACKFLOW VALVE TEST,SHOWER HOSE AND TAPS 27 STANLEY,BLOCKED TOILET PAN HALL ,CARVAN PARK DISH WASHER INSTALLATION	1,103.47
27/08/2020	SUN CITY PRINT	BUSINESS CARDS FOR COUNCILLORS, ROAD SIGNS	650.10
27/08/2020	TASTE BUDDS WA	CATERING ARTS WORKSHOP	594.00
27/08/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	589.40
27/08/2020	TOTALLY WORKWEAR GERALDTON	UNIFORMS ADMIN STAFF AND COUNCILLOR	484.91
27/08/2020	TRENFIELD GAIL	MEETING FEES AND ALLOWANCES - MEETING 26/08/2020	779.67
27/08/2020	TRUCK CENTRE WA	YA809 SERVICE	1,379.74
27/08/2020	TUTT BRYANT	YA329 ROLLER REPAIRS	1,234.60
27/08/2020	VEOLIA ENVIRONMENTAL SERVICES	RUBBISH COLLECTION SERVICE	4,089.14
27/08/2020	WALGA	TRAINING FOR ELECTED MEMBERS AND STAFF	1,565.00
27/08/2020	WESTRAC EQUIPMENT PTY LTD	PARTS AND SERVICE YA807	1,974.45
27/08/2020	WINC AUSTRALIA PTY LTD	OFFICE SUPPLIES	127.55
27/08/2020	WURTH	SUPPLIES WORKSHOP	806.98
27/08/2020	YALGOO GENERAL STORE	SUPPLIES	888.30
		<b>TOTAL</b>	<b>477,646.03</b>

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0905    ACCOUNTS FOR PAYMENT AUGUST 2020**

**That Council approve the list of accounts paid for the period 1 August 2020 to 31 August 2020 amounting to \$477,646.03 and the list be recorded in the Minutes.**

**Moved: Cr Tamisha Hodder**

**Seconded: Cr Raul Valenzuela**

**Motion put carried:5/0**

### 11.3.2 INVESTMENTS AS AT 31 AUGUST 2020

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	12 SEPTEMBER 2020
ATTACHMENTS	NIL

#### MATTER FOR CONSIDERATION

That Council receive the Investment Report as at 31 August 2020.

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

Local Government Act 1995

6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) *deleted*]

(c) prescribe circumstances in which a local government is required to invest money held by it;

and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

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

(1) In this regulation —

**authorised institution** means —

(a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**foreign currency** means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 12 months;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency.

## STRATEGIC IMPLICATIONS

Nil

## CONSULTATION

Nil

## COMMENT

The worksheet below details the investments held by the Shire as at 31 August 2020.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 AUGUST 2020								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N <sup>o</sup>	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$10,262.87
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$1,360,542.15
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,057.33
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,122.65
<b>TOTAL</b>								<b>\$1,447,985.00</b>

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	3330616	3 months	06.07.2020	06.10.2020	1.75%	\$470,446.07
Bendigo	N/A	Term Deposit	3330634	3 months	07.04.2020	06.10.2020	1.75%	\$1,131,369.74
<b>TOTAL</b>								<b>\$1,601,815.81</b>

INVESTMENT REGISTER						
01 AUGUST 2020 TO 31 AUGUST 2020						
NATIONAL AUSTRALIA BANK						
ACCOUNT N <sup>o</sup>	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.08.2020	INVESTMENT TRANSFERS	CLOSING BALANCE 31.08.2020
171336282	Ongoing	Variable	\$25,051.07	\$6.26		\$25,057.33
24-831-4222	Ongoing	Variable	\$52,118.23	\$4.42	0	\$52,122.65
3330616	06.10.2020	1.75%	\$468,712.48	\$1,733.59	0	\$470,446.07
3330634	06.10.2020	1.75%	\$1,127,240.64	\$4,129.10	0	\$1,131,369.74

## VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION / COUNCIL DECISION

**C2020-0906** INVESTMENTS AS AT 31 AUGUST 2020

That the Investment Report as at 31 August 2020 be received.

Moved: Cr Raul Valenzuela

Seconded: Cr Gail Simpson

Motion put and carried: 5/0

### 11.3.3 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 AUGUST 2020

<b>Author:</b>	<b>Dominic Carbone</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>12 SEPTEMBER 2020</b>
<b>Attachments</b>	<ul style="list-style-type: none"><li>• <b>Statement of Comprehensive Income ending the 31 August 2020;</b></li><li>• <b>Financial Activity Statement; ending 31 August 2020;</b></li><li>• <b>Summary of Current Assets and Current Liabilities as of 31 August 2020;</b></li><li>• <b>Statement of Current Financial Position as at 31 August 2020;</b></li><li>• <b>Detailed worksheets;</b></li><li>• <b>Other Supplementary Financial Reports:</b><ul style="list-style-type: none"><li>○ <b>Reserve Funds;</b></li><li>○ <b>Loan Funds</b></li></ul></li></ul>

#### **MATTER FOR CONSIDERATION**

Adoption of the Monthly Financial Statements.

#### **BACKGROUND**

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

#### **STATUTORY ENVIRONMENT**

##### *Local Government Act 1995*

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

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

Regulation 34 states:

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

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

#### **STRATEGIC IMPLICATIONS**

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

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

#### **POLICY IMPLICATIONS**

2.4 Material Variance

## **FINANCIAL IMPLICATIONS**

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

## **CONSULTATION**

Nil

## **COMMENT**

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

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

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

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0907    R34 (1) FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 AUGUST 2020.**

**That Council:**

**Adopts the Financial Activity Statement for the period ended 31 August 2020.**

**Moved: Cr Gregory Payne**

**Seconded: Cr Gail Simpson**

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

## 11.4 ADMINISTRATION

### 11.4.1 COMMUNITY STRATEGIC PLAN REVIEW

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>14 September 2020</b>
<b>Attachments</b>	<b>Nil</b>

#### MATTER FOR CONSIDERATION

That Council receive the A/CEO's report regarding the Community Strategic Plan review.

#### BACKGROUND

The Shire's current Community Strategic Plan 2013 – 2023 is to be reviewed every four years. The Community Strategic Plan is supported by several other Integrated Plans which include the Corporate Business Plan, Integrated Workforce Plan, Asset Management Plan, Long Term Financial Plan and Forward Capital Works Plan. The Shire has engaged the services of Margaret Hemsley of LG People to carry out the review.

**STATUTORY ENVIRONMENT** - Local Government Act 1995, Section 5.56

#### STRATEGIC IMPLICATIONS

The Community Strategic Plan is an important document that details the aspirations and future projects of the Shire of Yalgoo, as determined by the Council. The document is used to assist preparation of future budgets and support grant applications.

**CONSULTATION** - Margaret Hemsley, LG People

#### COMMENT

Margaret Hemsley will address Council at this Council meeting regarding the format for reviewing the Community Strategic Plan and will be visiting Yalgoo early October 2020, after the new CEO Ian Holland commences, to conduct meetings with the Yalgoo community and Paynes Find community.

It is proposed that a meeting of representatives from active mining companies within the Shire of Yalgoo be held. The recommendation is that the Forum event entitled the Yalgoo Mining Forum with the mining companies be held annually and involve each mining company giving a presentation on their company's activities and the Shire giving a presentation on its activities, particularly road construction works and other activities that affect the local mining industry.. A luncheon could be provided by the Shire and the event held at Core Stadium.

The purpose of the community meetings is to ascertain what expectations are in respect of the Shire's services and facilities as they relate to the Community Strategic Plan. It is important to note, that while the community may desire certain infrastructure and services be provided, it is the decision of Council that determines what is included in the Plan.

#### VOTING REQUIREMENTS

Simple Majority

#### Comments and Questions

The report was explained in further detail advising a community consultation meeting will be held at Core Stadium, Yalgoo on the 6 October 2020 and on the 8 October 2020 in Paynes Find relating to the Shire of Yalgoo.

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0908    COMMUNITY STRATEGIC PLAN REVIEW**

**That Council receive the A/CEO's report regarding the review of the Shire of Yalgoo's Community Strategic Plan.**

**Moved: Cr Tamisha Hodder**

**Seconded: Cr Gail Simpson**

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



## 11.4.2 CEO APPOINTMENT

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

### MATTER FOR CONSIDERATION

That Council receive the A/CEO's update report regarding the appointment of Ian Holland to the CEO position and consider conducting a Shire function for the departing A/CEO, Works Foreman, Caravan Park Manager and the new appointed CEO.

### BACKGROUND

Council at its last meeting resolved the following:

#### COUNCIL DECISION

##### **C2020-0803    CHIEF EXECUTIVE OFFICER APPOINTMENT**

**1. That Council appoint Mr Ian Holland to the position of the Chief Executive Officer for the Shire of Yalgoo.**

**Moved: Cr Raul Valenzuela    Seconded: Percy Lawson    Motion put and Carried: 6/0 by Absolute Majority**

**2. Council is satisfied that Ian Holland is suitably qualified for the CEO position pursuant to Section 5.36(2) of the Local Government Act 1995.**

**Moved: Cr Valenzuela    Seconded: Cr Trenfield    Motion put and Carried: 6/0 by Absolute Majority**

**3. Council is satisfied with the provisions, including the terms and conditions, of the CEO contract pursuant to Section 5.36(2) of the Local Government Act 1995, as presented to Council and negotiated by the Shire President and LOGO Appointments with Mr Ian Holland.**

**Moved: Cr Lawson    Seconded: Cr Simpson    Motion put and Carried: 6/0 by Absolute Majority**

**4. LOGO Appointments services be extended to include the preparation of the Key Performance Indicators (KPI's) that apply to the Chief Executive Officer position, assisting Council with managing the Probationary Period review, as well as the Annual Performance Review.**

**Moved: Cr Valenzuela    Seconded: Cr Hodder    Motion put and Carried: 6/0 by Absolute Majority**

**STATUTORY ENVIRONMENT - Local Government Act 1995, Section 5.36**

**STRATEGIC IMPLICATIONS - Nil**

**CONSULTATION - Nil**

### COMMENT

Since the August 2020 Council meeting Ian Holland has formally accepted his appointment to the CEO position with the Shire of Yalgoo and confirmed that his start date is 29 September 2020. John Read, A/CEO, will provide a two week handover, with his twelve month engagement with the Shire of Yalgoo finishing on Friday 9 October 2020.

Ray and Helen Pratt have tendered their resignation as they are retiring. Ray and Helen have contributed positively and significantly to the Shire over the past six years and will be missed by the community. Craig Holland, currently Leading Hand with the outside crew, has been appointed to the position of Manager of Works commencing 29 September 2020 and Craig's wife Britt has been appointed to replace Helen as Manager of the Yalgoo Caravan Park.

**VOTING REQUIREMENTS - Simple Majority**

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0909    CEO APPOINTMENT**

**That Council:**

- 1. receive the A/CEO's update report regarding the appointment and commencement date of Ian Holland to the CEO position.**
- 2. give consideration towards conducting a Shire function at Core Stadium for the departure of John Read, A/CEO and retiring Ray and Helen Pratt (Works Foreman & Yalgoo Caravan Park Manager), as well as welcoming Ian Holland, CEO and his family and Craig and Britt Holland, the new Manager of Works and Yalgoo Caravan Park Manager.**

**Moved: Cr Raul Valenzuela**

**Seconded: Cr Tamisha Hodder**

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

### 11.4.3 COVID-19 UPDATE

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

#### MATTER FOR CONSIDERATION

That Council receive the A/CEO's report regarding COVID-19 update.

#### BACKGROUND

The Shire of Yalgoo continues to endure the effects of the global COVID-19 pandemic over the past nine months. Fortunately the Shire has not had any outbreaks of the virus in its communities and continues to be COVID-19 free.

**STATUTORY ENVIRONMENT** - Local Government Act 1995; Health Act.

**STRATEGIC IMPLICATIONS** – Nil

**CONSULTATION** - Nil

#### COMMENT

Due to strict border restrictions imposed by the West Australian State Government, the state has fared very well in restricting the spread of the virus. However the restrictions, which are still to an extent in place, have had an effect on communities within the Shire of Yalgoo both positive and negative.

The negative impact has been the effect on the mental health of people in our communities with the fear of contracting the virus, particularly the vulnerable elderly. A few months back the State Government imposed regional travel restrictions where residents from Yalgoo were unable to travel outside the Mid West Region. These have now been lifted however travel interstate or internationally is still restricted.

During the regional restrictions, the State Government Health authority advised everyone state-wide to not travel to other towns within their region and to restrict leaving residences. The Shire of Yalgoo at the time had several office personnel working from home and practiced social distancing. Due to the request from the local Yalgoo community, who normally do their major shopping in the City of Geraldton, the Shire arranged several trips to Geraldton collecting pre-paid food orders delivering them to local residents, which assisted local residents to not travel and thus reduced the likelihood of them contracting the virus and community spread of the virus.

As a result of the interstate and international travel restrictions, the country regions of Western Australia, including our region, are currently experiencing unprecedented numbers of local tourists travelling their own state. This is evidenced by the huge increase in caravans and visitors in the area, with our Yalgoo Caravan Park full every night for many weeks now and local businesses booming.

The communities within the Shire of Yalgoo were particularly vulnerable due to many residents being in the elderly and indigenous category and the lack of medical services such as a hospital or permanent Medical Doctor. However so far the Shire of Yalgoo has managed the epidemic as well as can be expected. Until a vaccine is available, the threat to life through the spread of this virus still exists, particularly when we eventually totally lift restrictions to interstate and international visitors.

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION

**C2020-0910**    **COVID-19 UPDATE**

**That Council receive the A/CEO's report regarding the COVID-19 update.**

**Moved: Cr Raul Valenzuela**

**Seconded: Cr Gail Simpson**

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

#### 11.4.4 CEO REMOVAL EXPENSES

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

#### MATTER FOR CONSIDERATION

That Council adds a clause to its Policy regarding removal expenses applying to a newly appointed CEO.

#### BACKGROUND

Nil

#### COMMENT

The current Policy reads:

#### 11.2 Removal Expenses

##### Policy Statement

1. New employees are entitled to reimbursement of reasonable removal expenses to the value of \$6,000 –
  - 50% on commencement, and
  - balance after 12 months service
2. Where a removal company is used –
  - 3 quotes are to be obtained and the CEO's approval for the preferred company sought
  - if the CEO's prior approval is not obtained, the lowest of any quotes received may be used as the basis of reimbursement
  - the Shire will meet the cost of one accompanying vehicle, one way.
3. Should the employee undertake their own relocation, the Shire will meet the costs of –
  - hire of truck or trailer, and fuel for one return trip (i.e. relocation, return of truck / trailer)
  - fuel cost of one accompanying vehicle, one way,
  - where relocation is in excess of 600 km, one night's accommodation only for the employee and dependent persons being relocated.

In the case of removal expenses as they relate to the appointment of a CEO, the Policy is inadequate and there the current Policy is recommended to be amended as per the recommendation below.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

#### STRATEGIC IMPLICATIONS

Nil

#### CONSULTATION

Nil

## VOTING REQUIREMENTS

Absolute Majority

Deputy President Cr Gail Trenfield advised that the CEO Ian Holland declared an interest on this item and gave approval for the CEO Ian Holland to remain in the room.

### OFFICER RECOMMENDATION / COUNCIL DECISION

#### C2020-0911 CEO REMOVAL EXPENSES

That Council amend its Organisational Policy Manual item '11.2 Removal Expenses' as follows:

#### 11.2 Removal Expenses

1. New employees, with the exception of the Chief Executive Officer, are entitled to reimbursement of reasonable removal expenses to the value of \$6,000 –
  - 50% on commencement, and
  - balance after 12 months service
2. Where a removal company is used –
  - quotes are to be obtained and the CEO's approval for the preferred company soughtif the CEO's prior approval is not obtained, the lowest of any quotes received may be used as the basis of reimbursement  
the Shire will meet the cost of one accompanying vehicle, one way.
3. Should the employee undertake their own relocation, the Shire will meet the costs of –
  - hire of truck or trailer, and fuel for one return trip (i.e. relocation, return of truck / trailer)
  - fuel cost of one accompanying vehicle, one way,
  - where relocation is in excess of 600 km, one night's accommodation only for the employee -- and dependent persons being relocated.
4. The following Policy applies regarding removal expenses in respect of the appointment of a new Shire CEO:  
Newly appointed CEO's will provide three quotations for the furniture removal and the Shire of Yalgoo will pay the selected quotation upfront for the furniture removal cost within WA. The newly appointed CEO is required to sign an informal agreement to reimburse half (50%) of the removal cost to the Shire if he/she does not successfully complete the six month probation period or if he/she leaves the Shire employment within twelve months of commencement.

Moved: Cr Raul Valenzuela

Seconded: Cr Gregory Payne

Motion put and carried: 5/0

#### 11.4.5 ENTRY STATEMENTS – PAYNES FIND

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

#### MATTER FOR CONSIDERATION

That the Shire of Yalgoo liaise with the Paynes Find community in obtaining its input into the design of the north and south entry statements to Paynes Find to be constructed on Great Northern Highway.

#### BACKGROUND

For some time now the need for Paynes Find entry statements on Great Northern Highway has been discussed. The Shire has made provision in its 2020/21 budget of \$30,000 for the entry statements to be constructed. Input into the design of the entry statements from the Paynes Find community is sought in order for Council to determine the final design.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS** – Nil

**CONSULTATION** – Nil

#### COMMENT

The Shire of Yalgoo is currently awaiting the advice from a graphic artist based in Geraldton, who has been engaged to design a new, colourful Shire of Yalgoo logo. Currently out of all Murchison and Mid West local governments, Yalgoo is the only one that still has its original old black and white logo. It is recommended that the new logo, to be adopted by Council, be incorporated into entry statements throughout the Shire of Yalgoo as well as other Shire media. It is intended to maintain and incorporate the statement “The Outback Starts Here” and the wording ‘Shire of Yalgoo’ into the logo.

Initially it is considered that the Paynes Find entry statements could incorporate the new Shire of Yalgoo logo with the wording ‘Welcome to Paynes Find’. The wording and design, including the type of construction material utilised, etc. of the entry statements, needs to be determined and the input of the Paynes Find community is welcomed in this regard.

**VOTING REQUIREMENTS** – Simple Majority

#### OFFICER RECOMMENDATION / COUNCIL DECISION

**C2020-0912**      **ENTRY STATEMENTS – PAYNES FIND**

**That the Paynes Find community be invited to participate in the design of the Paynes Find entry statements to be constructed on Great Northern Highway, with recommendations considered by Council for final decision.**

**Moved: Cr Tamisha Hodder**

**Seconded: Cr Gail Simpson**

**Motion put and carried 5/0**

#### 11.4.6 YALGOO ANNUAL MINING FORUM

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

#### MATTER FOR CONSIDERATION

That the Shire of Yalgoo conduct an annual Yalgoo Mining Forum.

#### BACKGROUND

Mining and exploration carried out within the Shire of Yalgoo plays an important part of the West Australian economy. Currently many companies are carrying out exploration drilling programs, pegging mining tenements and conducting mining operations. Currently we have two mining company's within advanced projects that expect to be in production within one year. These are FIJV with its Yogi magnetite iron ore project located some 15 kms from Yalgoo town site and Mt Gibson Iron who are developing the Shine high grade iron ore project located some 13 kms south of Golden Grove's operations.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

#### STRATEGIC IMPLICATIONS

The mining activity conducted within the Shire of Yalgoo plays an important part in providing the Shire with significant rating income.

**CONSULTATION** – Nil

#### COMMENT

It is proposed that a meeting of representatives from active mining companies within the Shire of Yalgoo be held annually. The recommendation is that the Forum event entitled the Yalgoo Mining Forum, involve each mining company giving a presentation on their company's activities and the Shire giving a presentation on its activities, particularly road construction works and other activities that affect the local mining industry. A hearty luncheon and refreshments is proposed to be provided by the Shire and the event held at Core Stadium. Invitees and presenters could be extended to include advanced projects such as FIJV (Yogi Project) and Mt Gibson Iron (Shine Project) as well as local Members of Parliament and the Minister for Mines, etc.

This year's event is tentatively arranged, subject to Council's approval, to be held on Wednesday 7 October 2020. Margaret Hemsley of LG People, who is assisting the Shire with its Community Strategic Plan review, will be attending the forum to gain insight into the local mining industry in respect of its impact on the Plan.

Depending on the success of the event, it could possibly be extended to a regional event entitled Murchison Mining Forum/Symposium, involving Local Governments (Yalgoo, Mt Magnet, Cue, Meekatharra, Murchison and Sandstone) and active mining companies in the region. Invitees could be extended to include the Minister for Mines, Premier, local members of Parliament, etc. and sponsored by major companies servicing the industry.

**VOTING REQUIREMENTS** – Simple Majority

#### OFFICER RECOMMENDATION / COUNCIL DECISION

**C2020-0913**     **YALGOO ANNUAL MINING FORUM**

**That Council conduct an annual Yalgoo Mining Forum with this year's event held on 7 October 2020 at Core Stadium.**

**Moved: Cr Raul Valenzuela**

**Seconded: Cr Gregory Payne**

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

#### 11.4.7 ANNUAL DONATION TO LOCAL ST JOHN AMBULANCE SERVICE

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>21 September 2020</b>
<b>Attachments</b>	<b>Nil</b>

#### MATTER FOR CONSIDERATION

That Council donate \$2,500.00 each annually in support of the volunteer run Yalgoo St John Ambulance Services and that this annual donation be incorporated into the Council's Policy Manual.

#### BACKGROUND

The Shire has in the past donated \$500.00 to local Yalgoo St John Ambulance service, however it seems this has not been made in the last two years at least. Paynes Find ambulance service is run as a sub branch under DFES, as distinct from the Yalgoo Volunteer St John Ambulance Sub Branch which covers the Shire of Yalgoo.

#### STATUTORY ENVIRONMENT - Local Government Act 1995

#### STRATEGIC IMPLICATIONS

The volunteer St John Ambulance service provides a vitally important and essential service to the Yalgoo community.

#### CONSULTATION – Nil

#### COMMENT

The St John Ambulance service run by local volunteers requires finances for ambulance fuel and other medical consumables. It is considered appropriate that the Local Government make an annual donation to assist the service operating within the Shire of Yalgoo.

#### VOTING REQUIREMENTS – Absolute Majority

Cr Raul Valenzuela declared an interest on this Item and left the room at 11.23am

#### OFFICER RECOMMENDATION / COUNCIL DECISION

**C2020-0914     ANNUAL DONATION TO LOCAL ST JOHN AMBULANCE SERVICE**

**That the Shire of Yalgoo donate \$2,500.00 annually to the Yalgoo St John Ambulance Sub Branch volunteer services and that this annual donation be included as Policy in the Council's Policy Manual.**

**Moved: Cr Gregory Payne**

**Seconded: Cr Tamisha Hodder**

**Motion Carried: 4/0**

**Absolute Majority**

Cr Raul Valenzuela returned to the meeting at 11.26am



#### 11.4.8 COVID-19 SELF ISOLATION CASE - YALGOO

<b>Author:</b>	<b>John Read, Acting Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>21 September 2020</b>
<b>Attachments</b>	<b>Nil</b>

#### **MATTER FOR CONSIDERATION**

That Council request the CEO to write to the WA Department of Health and the WA Commissioner of Police expressing its concern regarding the recent COVID-19 self isolating case at a Yalgoo residence of a Queensland visitor to WA.

#### **BACKGROUND**

It would appear from information received and media coverage that the WA Department of Health and the WA Police take very seriously people required to isolate either in a hotel or privately for a period of 14 days from entering WA.

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

#### **STRATEGIC IMPLICATIONS**

A break out of COVID-19 in the small isolated towns within the Shire of Yalgoo would potentially have devastating consequences particularly in Yalgoo with its high percentage of a vulnerable indigenous community.

**CONSULTATION** – WA Department of Health

#### **COMMENT**

Recently the Shire was informed by a Yalgoo resident that a person from Queensland was in Yalgoo self isolating in a residence with other related family members in the same house. When the A/CEO contacted the local Police, they were unaware of any person self isolating in Yalgoo.

On contacting the WA Health Department, WA COVID -19 management section, the A/CEO was advised that it is a WA Police matter and that they determine if a person can self isolate and the conditions that apply. It seems improper that a person is allowed to self isolate in a residence occupied by other local residents, utilising the same bathroom facilities, etc. If the self isolating person, who we are advised had several visitors while self isolating as well as living in the same house as locals, did have COVID-19, it surely would have spread throughout the Yalgoo community, causing total lockdown and possible fatalities.

**VOTING REQUIREMENTS** – Simple Majority

John explained the report in further detail.

#### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**C2020-0915     COVID-9 SELF ISOLATION CASE - YALGOO**

**That Council request the CEO write to the WA Department of Health and the WA Commissioner of Police expressing its concern regarding the recent COVID-19 self isolation case at a Yalgoo residence of a Queensland visitor to WA.**

**Moved: Cr Gregory Payne**

**Seconded: Cr Tamisha Hodder**

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

## **12. NOTICE OF MOTIONS**

### **12.1 PREVIOUS NOTICE RECEIVED**

Nil

## **13. URGENT BUSINESS**

Nil

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

### **14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC**

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

The following legislative extracts were downloaded from [www.auslii.edu.au](http://www.auslii.edu.au) on 8 November 2010.

#### **Local Government Act 1995**

##### **s5.23. Meetings generally open to the public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees;
  - (b) the personal affairs of any person;
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret;
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
  - (f) a matter that if disclosed, could be reasonably expected to —

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971 ; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**s5.92 Access to information by council, committee members**

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
- (a) all written contracts entered into by the local government; and
  - (b) all documents relating to written contracts proposed to be entered into by the local government.

**s5.93. Improper use of information**

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

**Local Government (Rules of Conduct) Regulations 2007**

**s6. Use of information**

- (1) In this regulation —  
 closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;  
 confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;  
 non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
- (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held at the Shire of Yalgoo Council Chambers, Yalgoo on Friday the 30 October 2020 commencing at 10.00 am.

**16. MEETING CLOSURE**

There being no further business, the Deputy President declared the Ordinary meeting closed at 11.38am

**DECLARATION**

These minutes were confirmed at the Ordinary Council Meeting held on the 30 October 2020.

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