



UNCONFIRMED MINUTES  
OF THE ORDINARY MEETING  
OF COUNCIL  
HELD ON  
23 OCTOBER 2014  
AT 11:00am

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Minutes of the Ordinary Meeting of the Yalgoo Shire Council,  
 held in the Council Chambers, 37 Gibbons Street, Yalgoo,  
 on 23 October 2014, commencing at 11.00 am.

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

The Shire President Neil Grinham declared the Ordinary Meeting open at 11.14am.

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

MEMBERS	Cr Neil A Grinham, Shire President Cr M Raul Valenzuela, Deputy Shire President Cr Robert W Grinham Cr Stanley K Willock Cr Percy J Lawson
STAFF	Dr Ross Theedom, Chief Executive Officer (CEO) Silvio Brenzi, Executive Manager Works & Infrastructure (EMWI) Karen Malloch, Executive Assistant (EA)
GUESTS	Nigel Sercombe Department of Parks and Wildlife - Midwest Region Margaret Hemsley, Principal Consultant, LG People and RiskID
OBSERVERS	
LEAVE OF ABSENCE	Cr Adam B Fawkes
APOLOGIES	Heather Boyd, Executive Manager Corporate (EMC)

**3. DISCLOSURE OF INTERESTS**

Disclosures of interest made before the Meeting  
 Nil

**4. PUBLIC QUESTION TIME**

**4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 QUESTIONS WITHOUT NOTICE**

Nil

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

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**7.1 PRESIDENT**

Date	Details	Attended with whom
1/10/2014	Local Government Consultation Workshop: Westplan - Recovery Coordination & SEMP 4.4 - Recovery Coordination WALGA	
7/10/2014	Meeting with the Minister/Minister Simpson - Perth	CEO, Dr Ross Theedom
8/10/2014	MRVC Wild Dog Baiting Meka Station	CEO, Dr Ross Theedom, Silvio Brenzi, Executive Manager Works & Infrastructure (EMWI)
11/10/2014	GOO FEST & EMU CUP	CEO, Dr Ross Theedom, Deputy President, Raul Valenzuela, Cr Adam Fawkes

**7.2 COUNCILLORS**

Date	Details	Councillors
14/10/2014	Regional Road Group - Murchison Sub Group Meeting	Cr Stan Willock

**ATTENDANCE:** 11:30am Karen Malloch, Executive Assistant left the meeting.

**ATTENDANCE:** 11:32am Karen Malloch, Executive Assistant rejoined the meeting.

## **8. CONFIRMATION OF MINUTES**

### **8.1 ORDINARY COUNCIL MEETING**

#### **Background**

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

#### **Voting Requirements**

Simple majority

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

##### **Minutes of the Ordinary Meeting**

**That the Minutes of the Ordinary Council Meeting held on 25 September 2014 at Paynes Find be confirmed.**

**Moved: Cr SK Willock**

**Seconded: Cr PJ Lawson**

**Motion put and carried 5/0**

## **9. MINUTES OF COMMITTEE MEETINGS**

The Minutes of the Yalgoo Shire LEMC held on Wednesday 13 November 2013 were signed by President Neil Grinham.

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

*ATTENDANCE: 12:00pm CEO Ross Theedom left the meeting.*

*ATTENDANCE: 12:02pm CEO Ross Theedom rejoined the meeting.*

**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).

At 11:33am a teleconference was held with the Councillors, CEO, EMWI and Craig Deetlefs, Retail & Community Manager of Horizon Power.

Discussion centred on Horizon Powers' plans for the decommission and dismantling of the old existing power station, the estimated timeframe, plans for the cleanup in line with EPA requirements and environmental tests which may need to be monitored by the Shire.

Information was updated as to where Contract Power Group are with the civil works being undertaken in the next two weeks on the construction of the new power station. EPA restrictions were discussed as well as enquiries from contractors, sand supply, the storage of heavy equipment and any further requirements necessary in order to meet deadlines. The availability of generators was also discussed in case of emergency use if power blackouts should occur during the changeover.

The power station in Yalgoo is the first of the eight power stations to be built prior to April 2015, which has stimulated interest, awareness and involvement from surrounding shires.

The teleconference concluded at 11:41am.

**Note:**

A general discussion followed between the Councillors, President, Neil Grinham, CEO, Dr Ross Theedom and Silvio Brenzi, Executive Manager Works and Infrastructure (EMWI).

The topics raised were:

Councillors agreed that the rubbish tip at Paynes Find is now in a satisfactory condition and is being well maintained and the concrete work done at the Community Hall is neat and tidy. The residents of Paynes Find have passed on their appreciation of the efforts that have been made by the Shire.

A brief discussion followed on the feasibility of a professional assessment being made to upgrade the airstrip at Paynes Find or whether an alternative use of one airstrip can be considered, due to the huge ongoing costs involved in maintaining the two airstrips.

The CEO, Dr Ross Theedom gave a brief explanation on three grants he is currently applying for: two concern Emergency Management – AWARE and LANDCARE and a Crime Prevention Grant.

*ATTENDANCE: 11:38am Marg Hemsley left the meeting.*

*ATTENDANCE: 11:40am Marg Hemsley rejoined the meeting.*



## 11. MATTERS FOR DECISION

### 11.0 MATTERS BROUGHT FORWARD

Nil

### 11.1 WORKS AND SERVICES

#### Executive Manager Works & Infrastructure – September Council Report

File:	
Author:	Silvio Brenzi, EMWI
Interest Declared:	No interest to disclose
Date:	15 October 2014
Attachments	Nil

#### Matter for Consideration:

Receive Monthly Works & Infrastructure Reports and Schedules.

#### Road Construction

##### Yalgoo-Morawa Rd

1. RRG Project has been costed and awarded for sealing works. Schedule to be completed this calendar year.

##### Yalgoo-Ninghan Rd

1. RRG Year 2 has been priced and awarded for completion this calendar year.

#### Road Maintenance – Light Grading Works:

##### Completed/current works on roads are:

1. Dalgaranga-Melangata intersection rebuilt to limit flooding and create a trafficable surface during wet/rain fall periods;
2. Barnong- Wuraga, bush clearing to Barnong verges and grading. Wuraga maintenance grading and stabilising of one major floodway;
3. Flood damage works have been awarded to two tendered suppliers, one local and an external WALGA supplier. Works planned for calendar year completion, plus or minus 3-4 weeks;
4. YA/NI road agreement works programmed and costed;
5. YA/MO pavement repairs programmed and costed; and
6. YA/MO re-seal programmed and costed.

#### Access Roads/Airstrips:

1. Carlaminda/woolshed access and strip.

**Other Infrastructure Maintenance:**

1. Main Office building exterior has been cleaned; and
2. Rental inspections completed with tenancy reports being distributed for required actions.  
NOTE: the vast majority of homes received 'satisfactory' levels of compliance. One requires major works from owner and tenant and another medium from owner and tenant.

**Plant & Equipment:**

1. Caterpillar Prime Mover to be delivered 3/11/14;
2. Car trailer replacement quotations received and awarded to Geraldton supplier including trade of current item; and
3. Replacement town mower received. Current mid-mount being serviced for delivery to Paynes Find.

**Parks and Reserves:**

1. Works around Emu Cup clean up and preparation completed.

**Infrastructure – Capital:**

1. Weekes St verandahs to be sheeted on the 27/10/14;
2. Tiling to commence 27/10/14;
3. Painting scheduled at completion of tiling;
4. Caravan Park- Footpaths complete to ablutions;
5. Rail fencing to external boundary commenced; and
6. Tennis Court fencing and resurfacing underway to be finalised at 31/10/14.

**Comments: NOTE:** Capital and maintenance programs including RRG, R2R and agreement works (MMG) have been programmed for maximum benefit in limiting mobilisation/demobilisation costs. In excess of \$60k with maintenance works alone. RRG program has also been priced through alternative suppliers with savings of more than \$250k on YA/NI from the next available quotation. Estimates of Flood damage works by Greenfields at \$1.35M have been reduced by selective pricing to \$1.193M. This demonstrates to funding agencies (RRG, R2R and WANDRRA) that the Council seeks good value for money works and utilises procedures and policies within purchasing practice for greatest financial gain to the community.

**Infrastructure – Maintenance**

1. Midwest Pest Control to update termite treatments and control measures to Shire buildings this month; and
2. MTM to carry out annual air conditioner maintenance and repairs this month.

**Staff**

1. An appointment has been made on the 21/10/14 for the position of Works Foreman;
2. Chemical handling training completed for staff; and
3. Chainsaw and EWP to be provided by WBHO in the next few weeks.

**Comments:**

*The Councillors congratulated Silvio Brenzi, Executive Manager Works and Infrastructure (EMWI) on the work done to date, the good management and the cost savings which have been made especially on the individual tenders which have been awarded.*

*A suggestion was made to organise a function following the completion of the sealing of the Yalgoo-Morawa Road to record the event.*

*Outside Crew member, Jeff Bennett has been appointed as the new Works Foreman for the Shire of Yalgoo.*

*ADJOURNMENT: Lunch 12:20pm to 1:00pm.*

The meeting adjourned for lunch at 12:20pm and resumed at 1:00pm with all who were in attendance before the adjournment being present at the resumption.

## **11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH**

Nil

## 11.3 FINANCE

### 11.3.1 Financial Activity Statements and Accounts Paid for the Month of September 2014.

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments (White)	P1 Financial Activity Statements - R34 (1) P26 Major Project Progress Reports - C2012-0320 <ul style="list-style-type: none"> <li>• BD008 Staff Housing: Weekes St</li> <li>• CA002: Caravan Park: Major Upgrade</li> <li>• RC003 Yalgoo Community Hub: Community and Youth Centre</li> </ul> P29 Schedule of Payments - R13(1)

#### Matter for Consideration

Adoption of the monthly financial statements, major project progress report and schedule of payments.

#### Background

1. The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed and require the Chief Executive Officer to prepare a list of accounts paid.
2. Council, at the ordinary meeting held in March 2012, requested that a status report for major projects be included in the monthly financial reports (decision C2012-0320). Where relevant this additional report is included in the attachments for the information of council.

#### 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*

Reg 13(1)—Requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

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**

- 2.1 Capitalisation of Assets
- 2.4 Material Variance

**Financial Implications**

Payments from Council’s Municipal Account as disclosed in the budget or subsequently approved.

**Consultation**

Shire accountants - UHY Haines Norton.

**Comment**

The Shire utilises the services of accountants UHY Haines Norton to prepare the monthly financial statements in the statutory format and provide general accountancy support and advice.

A copy of the Statement of Financial Performance is included in the financial attachments with the investment register and schedule of payments.

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2014-1001 R34 (1) - Financial Activity Statements for the Month of September 2014**

**That Council adopts the financial activity statements for the period ending 30 September 2014, as attached.**

**Moved: Cr RW Grinham                      Seconded: Cr PJ Lawson                      Motion put and carried 5/0**

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2014-1002 R13 (1) - List of Accounts Paid for the Month of September 2014**

**That Council receives the Schedule of Payments for accounts paid in the month of September 2014.**

**Moved: Cr MR Valenzuela                      Seconded: Cr PJ Lawson                      Motion put and carried 5/0**

## 11.4 ADMINISTRATION

### 11.4.1 Workforce Structural Review 14/15

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments (yellow)	P1 Draft Organisational Structure P2 2014 Workforce Plan Review Summary

#### Matter for Consideration

That Council adopts:

- The revised organisational structure that is proposed for inclusion in the Shire's workforce plan; and
- Approves the classifications determined for staff under the new organisational structure.

#### Background

The former CEO worked with the Shire's integrated planning consultant, Ms Marg Hemsley to develop the Shire's workforce plan.

The workforce plan was approved in May 2013.

The Workforce Plan as approved included a:

- Current Structure
- Proposed New Structure to achieve by 2016/17
- Transitional Structure proposed for 2013/14.

The proposed new structure is designed to meet the Shire's workforce needs, to adequately resource its programs and activities.

Council was advised that once the Community Strategic Plan was developed, the long term financial plan and the corporate plan would be developed to integrate, and in turn, the workforce plan finalised with information for the intervening years to achieve the proposed structure in 2016/17.

#### Statutory Environment

*Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

5.37. Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

*Local Government (Administration) Regulations 1996, Part 5 Planning for the future*

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, **workforce planning** and long term financial planning.

**Strategic Implications**

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future.

**Policy Implications**

Draft Policy (presented to Council at this meeting) 11.12 Integrated Planning: Workforce Planning and Management.

Policy 11.1 Designated Staff

**Financial Implications**

Nil

**Consultation**

- Margaret Hemsley, integrated planning consultant, Risk ID
- Staff of the Shire of Yalgoo

**Comment**

The Shire of Yalgoo has achieved the development of all Integrated Planning documents. It has also moved to consolidate its operations around core functions and to deliver improved service to its ratepayers and communities.

With the completion of the planning process, and the movement now into a review of the various plans, the Senior Executive has reconsidered the 2016/17 deadline for the implementation of the final workforce organisation structure. The review showed that the Shire would benefit from the adoption of the revised structure with a number of changes. The Shire is financially able to finance the changes, and the new structure will enable the programmes and projects determined by Council to be progressed efficiently and effectively.

The major changes are:

- The elimination of the Specialist Roads Technician, who has retired. This position was created as a transition to retirement for the occupant and in recognition of his many years of service to the organisation;
- Restructuring the administration area to provide a clearer career path. The aim is to have a senior role that would assist the Executive Manager Corporate and Community to manage the financial functions;
- The creation of administrative support in the Technical Services area. This role will undertake all administrative functions for the area including procurement, asset maintenance and monitoring and report and grant preparation and monitoring. Currently Tech Services has a 0.5 administrative position allocation;
- The Community Youth and Development Co-ordinator (CYDC) will report directly to the Executive Manager Corporate and Community. This will strengthen the oversight of this position. The CYDC will also move to the Head Office as part of the new arrangements;
- The Executive Manager Works and Infrastructure will become the Deputy CEO in accordance with a Council decision; and
- Reflecting the assumption of the management of the CYDC, the Executive Manager Corporate will become the Executive Manager Corporate and Community.



<p>To provide Council with a clear picture of the changes being requested, the table below shows the before and after situations should endorsement be given by Council. <b>NOW</b></p>	<p><b>Proposed 14/15</b></p>
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<b>CEO</b>	<b>CEO</b>
Executive Assistant/ PA L5-7	Admin Coordinator/ Exec Assistant L5-7
Community & Youth Development Coordinator (CYDC)	MOVES UNDER EMCC

<b>Executive Manager Corporate (EMC)</b>	<b>Executive Manager Corporate &amp; Community (EMCC)</b>
<b>CORPORATE SERVICES</b> <i>(includes commercial services eg: Caravan Park, tourism etc)</i>	
<p><u>Contracted Services:</u></p> <ul style="list-style-type: none"> <li>• Accounting inc Grants Admin</li> <li>• Integrated Planning</li> <li>• Acting CEO</li> <li>• HR/ IR</li> <li>• Records Management</li> </ul>	<p><u>Contracted Services:</u></p> <ul style="list-style-type: none"> <li>• Accounting inc Grants Admin</li> <li>• Integrated Planning</li> <li>• Acting CEO/ other exec leave</li> <li>• HR/ IR</li> <li>• Governance</li> <li>• Strategic Planning</li> <li>• Heritage</li> </ul>
Finance & HR Officer	Finance & Rates Officer
Finance & Admin Officer	Senior Finance & Records Officer
Admin Assistant	Customer Service Officer (local trainee recruit)
Caravan Park and Tourism Operator (Job Share)	Caravan Park and Tourism Operator
Cleaners	Cleaners
<b>COMMUNITY</b>	
	Community & Youth Development Coordinator (CYDC)
	Sport & Rec Officer Local Trainee.

To provide Council with a clear picture of the changes being requested, the table below shows the before and after situations should endorsement be given by Council. <b>NOW</b>	<b>Proposed 14/15</b>
---	-----------------------

<b>Project Executive (PE)</b>	<b>Deputy CEO/Technical Services</b>
Admin Assistant L1 (temp .5 of one FTE shared with works)	Admin Assistant L1-3 (permanent)
<b>TECHNICAL SERVICES</b>	
<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>• EHO/ Building Officer (Atyeo Environmental Services)</li> <li>• Engineers (Greenfields)</li> <li>• Ranger (Canine Control)</li> </ul>	<u>Contracted Services:</u> <ul style="list-style-type: none"> <li>• EHO/ Building Officer (Atyeo Environmental Services)</li> <li>• Engineers (Greenfields)</li> <li>• Ranger (Canine Control)</li> </ul>
<b>TOWN (Parks, Gardens, Townscape, General Maintenance)</b>	
Head Gardener/Town Maintenance	Head Gardener / Town Maintenance
Assistant Gardener	Assistant Gardener
<b>ROADS (nb: construction &amp; maintenance crew are interchangeable)</b>	
Specialist Roads Technician	
Plant Operator - Supervisor	Plant Operator - Supervisor
Plant Operator ROMAN	Plant Operator ROMAN
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Plant Operator	Plant Operator
Contractors as required	Contractors as required

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2014-1003 Integrated Planning: Workforce Structural Review, Draft 2014/15 Budget and Policy 11.1, Designated Staff Amendment**

**That Council:**

1. Endorses the proposed new organisational structure Workforce Plan; and
2. Approves the classifications for all positions in the workforce plan.

**Moved: Cr MR Valenzuela                      Seconded: Cr PJ Lawson                      Motion put and carried 5/0**

**.4.2 Dedication of Road Reserve**

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	8 October 2014
Attachments (yellow)	P7 Map of the Mt Gibson Road Reserve.

**Matter for Consideration**

That Council agree to have the Mt Gibson Road reserve, where it passes over reserve 17367, realigned to agree with the constructed alignment.

**Background**

In May 2014 Top Iron approached the then acting Chief Executive Officer (CEO) Bruce Walker with regards to a discrepancy in the constructed alignment of the Mt Gibson Road with the gazetted road reserve.

The “as constructed map” of 1978 clearly shows the Mt Gibson Road on the present alignment to the Northern Highway. This has apparently been the current constructed alignment for many years and does not follow the road reserve through the reserve 17367 as depicted on the attached map.

Top Iron has a clearing permit application over the alignment marked in green which follows the constructed alignment. This road is currently being upgraded to allow a RAV 10 permit to be issued on the road. This requires an 8.6m sealed pavement over an 11m wide pavement with a minimum of 12m subgrade formation. Therefore a 20m road reserve would be the most suitable for the new part dedication.

Top Iron has agreed to have the existing alignment surveyed by a Lands Department accredited surveyor for this purpose and to lodge the necessary deposit plan.

**Statutory Environment**

*Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

*Land Administration Act 1997*

s.56 Dedication of land as road

- (1) If in the district of a local government —
  - (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

**Business Implications**

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

## **Consultation**

Mr Bruce Walker, previous acting CEO

Mr Lee Claffey, acting State Land Officer, Department of Lands

## **Comment**

This road has been constructed on its current alignment for many years and not on the gazetted road reserve. A request has been made for the constructed alignment to be formally recognised. Agreement to change the alignment will rectify a previous problem and ensure that any future work can be undertaken without costly delays seeking adjustments from the State Government.

## **Voting Requirements**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

### **C2014-1004 Dedication of Road Reserve**

**That Council agrees to the alteration of the Mt Gibson Road reserve to bring the entire Mt Gibson Road which passes through reserve 17367 onto the constructed alignment.**

**Moved: Cr SK Willock**

**Seconded: Cr PJ Lawson**

**Motion put and carried 5/0**

**11.4.3 Caravan Park**

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	4 October 2014
Attachments (yellow)	P8 Caravan Park Statistics

**Matter for Consideration**

That Council note the statistics on visitor numbers at the Yalgoo Caravan Park.

**Background**

Council have requested information on tourists that stay at the Yalgoo Caravan Park and these are to be reported on a quarterly basis. These statistics have only been kept accurately since February 2014 when the caravan park managers were employed.

**Statutory Environment**

*Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

**Consultation**

Nil

**Comment**

The statistics for visitors has only been accurately recorded since the appointment of permanent full-time caravan park managers. Prior to this date the statistics were garnered from accommodation receipt books and only recorded back to the start of the 13-14 financial year. Assumptions have been made on figures prior to February 2014.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2014-1005 Caravan Park Statistics**

**That Council notes the statistics on visitor numbers using the Yalgoo caravan park facilities.**

**Moved: Cr MR Valenzuela      Seconded: Cr RW Grinham      Motion put and carried 5/0**

### 11.4.4 End of Year Arrangements and Christmas Shutdown 2014

File:	
Author:	Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	7 October 2014
Attachments	Nil

#### Matter for Consideration

To consider arrangements for the annual Christmas function and Christmas business closure.

#### Background

Christmas Function: Council routinely hosts a Christmas dinner for staff, councillors and heads of agencies in Yalgoo (police, school, nurse, MEEDAC, Centacare etc). In recent years the Yalgoo Hotel has been engaged to provide catering for the function which is held at the railway sporting complex.

Over the past two years, invitations to the Shire Christmas Party have been less widespread and fewer senior representatives have attended.

Christmas Shutdown: The Shire historically has a shut down period over the Christmas New Year period and staff use a combination of public holidays, rostered days off/time in lieu and annual leave to cover leave during this period.

The Christmas closure allows for all staff to take a minimum two week break over the hot Christmas period. Most organisations are either closed or on skeleton staff during this period so there is no critical impact on operations.

Executive staff who are not formally on annual leave have been considered to be off duty but on call either in person or by phone to cover emergencies which in the past have included flood and bushfire.

#### Statutory Environment

Local Government Act 1995

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

#### Business Implications

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	<ul style="list-style-type: none"> <li>Councillors and staff Christmas function budget of \$2,765 in 2013</li> </ul>

#### Consultation

Nil

**Comment**

The Council Christmas Party is an opportunity for the Councillors to show their appreciation to people or organisations who have contributed positively to the community.

This year the CEO and senior executives are seeking Council approval to extend Shire Christmas Party invitations to the wider community, to the pastoralists, business people, representatives from the mining companies and other individuals who work hard to create a better life for those in Yalgoo. It is felt that a larger function will enhance the relationships Council has been seeking to develop with all sections of the resident population and will return this function to its original purpose, namely to bring community together for the benefit of all.

Where Councillors would like to include a particular person, group or organisation that they would like recognise with an invitation, names should be forwarded to the Executive Assistant by 14 November 2014.

The December 2014 meeting is to be held on Tuesday 16<sup>th</sup>, and it is recommended that the councillor function be held on Thursday 11 December 2014.

**Councillors please note that your timely rsvp is important as staff need to confirm numbers with the hotel for catering purposes.** Invitations will be issued to you in late October-early November.

It is proposed that the Shire office closes for the Christmas break from noon Friday 19 December 2014, and reopens on Monday 5 January 2015.

With respect to the annual closure, Council is being requested to approve the closure as in previous years. However, the CEO is seeking to have a skeleton crew on hand to ensure that there are resources available to deal with any urgent matters. These staff will take the public holidays off but will work on normal work days. Such a situation will have no impact on the Shires financial position but will enhance operational performance.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**End of Year Arrangements and Christmas Shutdown 2014**

That:

1. Council host a Christmas dinner on Thursday 11 December 2014 at 6:00pm at the Railway Station.
2. Council invites councillors, Shire staff and special guests whom contribute to the well being of the Shire, to attend with a partner who is 18 years of age or over; and
3. Council approves the closure of the Shire offices for the Christmas/New Year break from noon on Friday 19 December 2014 to close of business Friday 2 January 2014.

Moved: Cr MR Valenzuela

Seconded: Cr PJ Lawson

Motion amended

**Voting Requirements**

Simple Majority

**AMENDMENT**

**C2014-1006 End of Year Arrangements and Christmas Shutdown 2014**

That:

**Council host a Christmas dinner on Friday 19 December 2014 at 6:00pm at the Railway Station.**

Moved: Cr MR Valenzuela

Seconded: Cr PJ Lawson

Motion put and carried 5/0

## Voting Requirements

Simple Majority

### ORIGINAL MOTION AS AMENDED

#### **C2014-1007 End of Year Arrangements and Christmas Shutdown 2014**

**That:**

1. Council host a Christmas dinner on Friday 19 December 2014 at 6:00pm at the Railway Station.
2. Council invites councillors, Shire staff and special guests whom contribute to the well being of the Shire, to attend with a partner who is 18 years of age or over; and
3. Council approves the closure of the Shire offices for the Christmas/New Year break from noon on Friday 19 December 2014 to close of business Friday 2 January 2014.

**Moved: Cr SK Willock      Seconded: Cr MR Valenzuela      Motion put and carried 5/0**

#### **Note:**

Following agenda item 11.4.3 a discussion ensued regarding the accounting system for the Caravan Park. Councillors wish to see a separate system established for financial reporting with accurate figures recorded per quarter on visitor numbers and dollar values.

The CEO, Dr Ross Theedom explained to Councillors that there are five Local Government accounting systems available. Of the five systems two are established on over 5000 rate payers leaving three systems possible.

The CEO gave a brief overview on three different accounting packages he has recently investigated on behalf of the Shire. Another of the systems does not have support technical people in WA.

One system is flexible and appropriate for the Shire's use allowing access to a whole range of accounting systems and can reproduce reports for separate areas and access for the Councillors can beset up through a local intranet service.

The CEO will write a report on the various systems to be presented to Council at a later date.



### 11.4.5 Yalgoo Town Planning Scheme

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	Nil

#### Matter for Consideration

That Council endorse the Yalgoo Town Planning Scheme.

#### Background

In May 2013 a grant was obtained from the Northern Planning Scheme to address a variety of planning principles including residential, commercial and industrial land use as well as provide urban design guidelines. Areas to be taken into consideration included tourist amenities and facilities, landscape and streetscape architecture, traffic movements and main street commercial frontages.

Urbis Planning was engaged to prepare the scheme. Urbis prepared a draft Scheme Amendment and this was presented to Council on 25 October 2013. The Scheme has been advertised and a letter was sent to the Environmental Protection Authority on 21 November 2013.

#### Statutory Environment

##### *Local Government Act 1995*

s.3.1 (1) The general function of the local government is to provide for the good government of persons in its district.

##### *Planning and Development Act 2005 (Part 5, Section 75) and Town Planning Regulations 1967 (Regulation 25 and 25AA)*

Should initiation be granted to the proposal, the prior consideration by the Environmental Protection Authority (EPA) is required. Where the EPA advises that the proposed amendment need not be assessed on environmental grounds, the amendment would then be advertised for a period of not less than 42 days for agency and public comment. Following advertising, Council will be required to reconsider the proposal as well as any submissions received.

##### *State Planning Framework*

The proposed Amendment is generally consistent with the relevant State planning framework. Specifically, any future development applications relating to the Paynes Find area proposing tourist (including caravan park) uses will need to have due regard to Planning Bulletin No.49 (Caravan Parks) and Planning Bulletin No.83 (Planning for Tourism).

##### *Regional Planning Framework*

The proposed Amendment is generally consistent with the Mid West regional planning framework, as summarised below:

- Draft Mid-West Regional Planning and Infrastructure Framework (2011) - the Framework states that it is important that all communities to have access to adequate social infrastructure and services, as it has the potential to make a significant contribution to the liveability and attractiveness of a local community. Yalgoo is identified within the Framework as a 'local centre' and identifies Paynes Find as a 'service centre'.

The reclassification of land within Yalgoo and Paynes Find is consistent with the aims of this Framework in that it will facilitate further civic and community activity in Yalgoo, and will allow Paynes Find to expand to include additional service uses and accommodation.

**Shire of Yalgoo Local Planning Framework**

A summary of the key local planning considerations is provided below:

- Shire of Yalgoo Local Planning Strategy - the proposed Amendment is generally aligned with the key objectives of the Shire’s Local Planning Strategy. The reclassification of the Yalgoo Community Precinct to a Local ‘Civic and Cultural’ Reserve will deliver an accessible and high quality community facility available for use by the local community, particularly youth.
- The reclassification of the Paynes Find Commercial Area will ensure land is appropriately zoned to facilitate the minor expansion of Paynes Find as an important commercial/service centre for passing traffic, including freight vehicle drivers and tourists, providing essential services and accommodation.
- Local Planning Scheme No.2 – the Amendment seeks to reclassify both the Yalgoo and Paynes Find areas in order for the Scheme to more accurately reflect the development existing and proposed on the ground, whilst providing flexibility for the future development of the land. Both reclassifications are considered to be generally in accordance with the overall aims of the Scheme, in particular to provide for future land use needs and townsite expansion, encourage tourism opportunities and preserve, protect and enhance the natural and built environments.
- It is also noted that future development applications within each Amendment area will need to have due regard to the specific provisions of the Scheme.
- Shire of Yalgoo Municipal Heritage Inventory – the Paynes Find Tavern is included within the Municipal Heritage Inventory. Accordingly, any future applications relating to the Paynes Find area should have due regard to the protection and enhancement of the Paynes Find Tavern heritage site, given its historical significance.

**Business Implications**

Strategic Community Plan	
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

**Consultation**

Nil

**Comment**

Urbis Planning have now completed the work required for the Scheme Amendment to be lodged with WA Planning Commission.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION/COUNCIL DECISION

#### C2014-1008 Yalqoo Town Planning Scheme

That Council, pursuant to Section 75 of the Planning and Development Act 2005 (as amended), resolve to adopt Scheme Amendment No.1 to Town Planning Scheme No.2.

Moved: Cr MR Valenzuela      Seconded: Cr RW Grinham      Motion put and carried 5/0

*ATTENDANCE:      2:15pm Cr M Raul Valenzuela left the meeting.*

*ATTENDANCE:      2:17pm Cr M Raul Valenzuela rejoined the meeting.*

## 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

##### 5.23. 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.

### 5.92. 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.

### 5.93. 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

### 6. 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 meeting of Council will be the Annual Electors' Meeting on Friday 5 December 2014 at 11:00am.

The next Ordinary Meeting of Council is due to be held in the Council Chambers in Gibbons Street on Thursday, 16 December 2014 commencing at 11.00 am.

There being no further business, President Neil Grinham declared the meeting closed at 2:20pm.

**DECLARATION**

These minutes were confirmed by Council at the Electors' Meeting held on 5 December 2014..

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

## Common Acronyms

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<b>Acronym</b>	<b>Detail</b>
AA	Administration Assistant
ACEA	Admin Coordinator Executive Assistant
AFAC	Australasian Fire Authorities Council
AGDRP	Australian Government Disaster Recovery Payment
AGM	Annual General Meeting
AIIMS	<i>Australasian Inter-Service Incident Management System</i>
AMMS	<i>Accredited Mass Management Scheme</i>
ASKAP	<i>Australian Square Kilometre Array Pathfinder</i>
ATU	Aerobic Transfer Unit
BA	Broadcast Australia
BCA	<i>Building Code Australia</i>
BCITF	<i>Building and Construction Industry Training Fund</i>
BFS	Bush Fire Service
BFTA	Bush Fire Threat Analysis
CALD	Culturally and Linguistically Diverse
CANWA	Community Arts Network of WA
CAR	Compliance Audit Report
CCYP	Commissioner for Children & Young People
CDC	Certificate of Design Compliance
CEMO	Community Emergency Management Officer
CEO	Chief Executive Officer
CERM	Community Emergency Risk Management
CLGF	Country Local Government Fund (Royalties for Regions)
CPTDM	Caravan Park & Tourism Development Manager
CRC	Community Resource Centre
CRS	Coordinator Regional Services
CSRFF	Community Sporting and Recreation Facilities Fund
Das	Development Applications
DAFWA	Department of Agriculture & Food
DAIP	Disability & Access Inclusion Plan
DAP	Development Assessment Panel
DCA	Department for Culture and the Arts
DCD	Department for Communities
DCEO	Deputy Chief Executive Officer
DCP	Department of Child Protection
DEMC	District Emergency Management Committee
DET	Department of Education
DFES	Department of Fire & Emergency Services - formerly FESA
DHW	Department of Housing
DIA	Department of Indigenous Affairs
DISCEX	Discussion Exercise
DITRD LG	Department of Infrastructure, Transport, Local Government (Federal)
DLAG	Drug & Liquor Action Group
DLGC	Department of Local Government & Communities
DoHA	Department of Health & Ageing
DoL	Department of Lands
DON	Director of Nursing
DRD	Department of Regional Development
DoT	Department of Transport
DoW	Department of Water
DPAW	Department of Parks and Wildlife (previously CALM & DEC)
DPI	Department for Planning and Infrastructure

<b>Acronym</b>	<b>Detail</b>
DSR	Department of Sport & Recreation
DTWD	Department of Training & Workforce Development
EA	Executive Assistant
EC	Events Corp
ECC	Emergency Coordination Centre
EMC	Executive Manager Corporate
EMWA	Emergency Management Western Australia
EMWI	Executive Manager Works & Infrastructure
ERM	Emergency Risk management
EWP	Elevated Work Platform
FaHCSIA	Families, Housing, Community Services & Indigenous Affairs
FAG	Financial Assistance Grant
FAO	Finance & Admin Officer
FCWP	Forward Capital Works Plan
FHRO	Finance & HR Officer
FRS	Fire and Rescue Service
GPG	General Purpose Grant
GRAMS	Geraldton Regional Aboriginal Medical Service
GTS	Greenfield Technical Services – consulting civil engineers
GRV	Gross Rental Value
HCP	Healthy Community Program
HMA	Hazard Management Agency
HSM	Health Services Manager
IAP	Incident Action Plan
ICC	Indigenous Coordination Centre
ICPAWA Inc	Isolated Children’s Parents’ Association of WA
ICV	Indigenous Community Volunteers
ILRG	Identified Local Road Grant
ILUA	Indigenous Land Use Agreement
IMG	Incident Management Group
IMT	Incident Management Team
IPWEA	Institute of Public Works/Engineering WA
ISA	Integrated Service Arrangement – replacing MRWA TNCs in 2011 or 2012
ISG	Incident Support Group
LAA	Land Administration Act 1997 (WA)
LC	Landcorp
LCD	Land Conservation District
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGAP	Local Government Assistance Program
LGEEP	Local Government Energy Efficiency Program
LGGC	Local Government Grants Commission
LGMA	Local Government Managers’ Association
LGMLA	Local Government Master Lending Agreement
LMDRF	Lord Mayor’s Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
LWA	Lotteries West
MCZ	Murchison Country Zone
MEEDAC	Midwest Employment and Economic Development Aboriginal Corporation
MEG	Murchison Executive Group (CEOs)
MEITA	Morawa Education, Industry and Training Alliance
MGM	Mount Gibson Mining (Extension Hill Haematite)
MMG	Minerals and Mining Group (Golden Grove Mine)
MMGHSRMG	Murchison Mid West Gascoyne Human Services Regional Managers



<b>Acronym</b>	<b>Detail</b>
	Group
MOU	Memorandum of Understanding
MRBA	Meekatharra Rangelands Biosecurity Association
MRVC	Murchison Regional Vermin Council
MRWA	Main Roads WA
MSC	Model Subdivision Conditions Schedule
MWAC	Municipal Waste Advisory Council
MWDC	Mid West Development Commission
MWGAAS	Mid West Group of Affiliated Agricultural Societies
MWIP	Mid West Investment Plan
MWIRSA	Mid West Industry Road Safety Alliance
MWLGEMN	Mid West Local Government Emergency Management Network
MWRC	Mid West Regional Council – consisting of 7 Shires
NTA	Native Title Act 1993 (Cth)
NBN	National Broadband Network
NDES	National Digital Economy Strategy
NDCSG	Northern Districts Community Support Group
NRIS	National Register Inquiry System
OASG	Operations Area Management Group
OCM	Ordinary Council Meeting
OMI	Office of Multicultural Interests
OPR	Oakajee Port and Rail
PE	Project Executive
PGA	Pastoralists and Graziers Association
PIA	Post Incidence Analysis
PLB	Pastoral Lands Board
PMS	Pastoral/Photographic Monitoring Sites
POC	Plant Operating Costs
PSA	Public Service Authority
PSG	Project Steering Committee
PWOC	Public Works Overhead Costs
R-Codes	Residential Design Codes
R2R	Roads to Recovery (Commonwealth)
R4R	Royalties for Regions (State)
RAV	Restricted Access Vehicle
RCM	Rangeland Condition Monitoring – a self monitoring system to be implemented 2015
RDA	Regional Development Australia
RDAF	Regional Development Australia Fund
RDAMWG	Regional Development Australia Mid West Grants
REVISE	Retired Educator Volunteers for Isolated Students Education
RFT	Request for Tender
RGS	Regional Grant Scheme
RLCIP	Regional and Local Community Infrastructure Program
RRG	Regional Roads Group
RRWA	Remote and Regional Western Australia
RSPCA	Royal Society for the Prevention of Cruelty to Animals
ROMAN	Road Management – software system
SAO	Senior Administration Officer
SAT	State Administrative Tribunal (Salaries & Allowances)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SIDE	Schools In Distance Education

<b>Acronym</b>	<b>Detail</b>
SLICP	State Land Information Capture Program
SLK	Straight line kilometres
SMUG	Shires of Murchison & Upper Gascoyne
SOP	Standard Operating Procedure
SOTA	Schools Of The Air
SoY	Shire of Yalgoo
SWMP	(Regional) Strategic Waste Management Plan
STED	Septic Tank Effluent Disposal System
TNC	Term Network Contract – from MRWA for State roads maintenance
TQUAL	Tourism Quality Projects
TIRF	Tourism Infrastructure Regional Development Fund
TWA	Tourism WA
UV	Unimproved Value
VAST	Viewer Access Satellite Television
VESTOC	Volunteer Emergency Services Training & Operations Centre
VET	Vocation, Education & Training
VPD	Vehicles per day
VPN	Virtual Private Network
WAAA	West Australian Agriculture Authority
WACHS	WA Country Health Service
WACRN	Western Australian Community Resource Network
WARDT	Western Australian Regional Development Trust
WAEC	West Australian Electoral Commission
WAERN	West Australian Emergency Response Network
WALGA	WA Local Government Association
WALGEMAG	Western Australian Local Government Emergency Management Advisory Group
WALGGC	West Australian Local Government Grants Commission
WANDRRA	West Australian Natural Disaster Relief and Recovery Arrangements
WAPC	Western Australian Planning Commission
WARDT	Western Australian Regional Development Trust
WARMS	Western Australian Rangeland Monitoring System – regional rangelands information
WATC	Western Australia Treasury Corporation
WPA	Wool Producers Australia
WWTP	Waste Water Treatment Plan
YPS	Yalgoo Primary School