



**UNCONFIRMED MINUTES
OF THE ORDINARY MEETING
OF COUNCIL
HELD ON
23 JANUARY 2015
AT 11:00 AM**

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Minutes of the Ordinary Meeting of the Yalgoo Shire Council,
held in the Council Chambers, 37 Gibbons Street, Yalgoo,
on Friday 23 January 2015, commencing at 11.00 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Neil Grinham declared the Ordinary Meeting open at 11:07am.

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 Adam B Fawkes
STAFF	Dr Ross Theedom, Chief Executive Officer (CEO) Heather Boyd, Executive Manager Corporate (EMCC) Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO)
GUESTS	Jenni Law, Department of Local Government & Communities (DLGC)
OBSERVERS	Mata Te Hiini, Indigenous Parenting Coordinator Centacare Family Services (11:37am) Craig Hodder (11:37am) Tamisha Hodder (11:22am) Phyllis Simpson (11:22am) Olive Gibson (11:22am)
LEAVE OF ABSENCE	Nil
APOLOGIES	Nil

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting:

Items 11.3.2 and 14.1.2 –

Cr’s MR Valenzuela, AB Fawkes, NA Grinham, RW Grinham, SK Willock, PJ Lawson disclosed a financial interest in these items.

4. PUBLIC QUESTION TIME

ORDER OF BUSINESS: *The meeting agreed to return to Public Question Time for the members of the public whom arrived at 11:37am after the commencement of the meeting.*

4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

No written questions were registered by members of the public prior to the meeting.

4.2 QUESTIONS WITHOUT NOTICE

The President asked the appropriate staff to respond to questions which were relevant to the operational area concerned.

Q: Member of the Public:

When we had the last Community Meeting, there was an item on the electric fence. We are concerned about it as we need a new fence?

A: CEO:

A new fence will be done. The electric fence will be on the inside not on the main fence. It is a security issue as we have had a number of people entering the yard and trying to steal plant equipment – the electricity will only be turned on at night.

R: Member of the Public:

People are walking in because the gates are being left open.

A: CEO:

Families should tell everyone that no-one is allowed to enter. We must protect the assets of the Shire.

R: Member of the Public:

The kids are from out of town. At Christmas the kids trying to break in were from out of town.

A: CEO:

Security on the Railway Station/Sports Complex will be improved and the toilets will only be open during the day.

R: Member of the Public:

The toilets at the Railway Station should be sign posted.

Q: Member of the Public:

Will the Waterpark be running tomorrow?

A: DCEO:

The work is being done as fast as possible. We need to ensure the water is correctly treated for health reasons.

Q: Member of the Public:

The Waterpark issue has been on-going from 22 December 2014 and many people are asking about it. An email was sent on 22 December 2014 to say it would be fixed on 23 December 2014. It still isn't fixed. Why?

A: DCEO:

The time this occurred was during Christmas, so people were not available. The Waterpark isn't just blocked – the chemical treatment is also a problem.

ADJOURNMENT: Lunch 12:29pm to 2:28pm.

The meeting adjourned for lunch at 12:29pm and resumed at 2:28 with all who were in attendance before the adjournment being present at the resumption with the exception of Cr Stanley Willock.

ORDER OF BUSINESS:

The order of business resumed at item 4.2

General Discussion:

Mata Te Hiini, Indigenous Parenting Coordinator, Centacare Family Services:

Mata gave an overview of the children's camp at Lake Leschenaultia which is a safe, green environment. The children 3 to 14 years enjoyed themselves – spent a lot of time in the water and playing water games with the volunteers.

There were a few problems with the older children.

Mata said the inverter worked well and thanked the Shire for their support.

Cr Raul Valenzuela, Shire Deputy President:

Raul thanked Mata for organising and enabling the camp to occur.

He suggested the Shire could provide the volunteers with certificates and letters of appreciation.

Mata Te Hiini, Indigenous Parenting Coordinator, Centacare Family Services:

Mata discussed the location of the venue for the Australia Day cricket.

He was concerned about the sand being placed in front of the Shire Community Hall, as there is no shade or access to toilets.

Cr Raul Valenzuela, Shire Deputy President:

Raul disagreed with moving the cricket venue so far away from the Rage Cage to the front of the Shire Community Hall.

Cr Raul Valenzuela wished his objection be noted.

The shop would be closed on Australia Day.

ATTENDANCE: 2:49pm - Cr Stanley K Willock rejoined the meeting.

Q: Member of the Public:

Is the Community Recreation Centre still going ahead?

A: CEO:

The Shire needs a new concept plan and to secure grant funding.

A: SHIRE PRESIDENT

The cost of proceeding with the original concept plan would now cost \$6.9M. Therefore a staged approach with a new revised modular plan is planned utilising the existing facilities.

Q: Member of the Public:

It seems all the workers are leaving their jobs at the Shire.

A: CEO:

There have been resignations and retirements and some people have decided to move on. Reviewing and changes to the positions is required. The Shire will be advertising some positions next week.

The Shire President Neil Grinham thanked the public for attending the meeting.

ATTENDANCE: 3:12pm pm - Mata Te Hiini, Craig Hodder, Tamisha Hodder, Phyllis Simpson and Olive Gibson departed the meeting.

Comment - Cr Raul Valenzuela, Shire Deputy President:

Cr Raul Valenzuela suggested that an invitation should be extended to Vince Catania to attend an Ordinary Council Meeting in 2015.

Q: Member of the Public:

Every new gardener coming into the Shire has different ideas. There is no grass in the Community Park. It only requires removing 700ml, some new soil to grow more grass.

A: DCEO:

The DCEO stated that can be done but there is a problem with the water supply to the park.

ORDER OF BUSINESS:

Voting Requirements

Simple majority

MOTION/COUNCIL DECISION

C2015-0101 Change the Order of Business

That Council change the order of business from Item 5 to Urgent Business (Item 13).

Moved: Cr AB Fawkes

Seconded: Cr SK Willock

Motion put and carried 6/0

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
21 Jan 2015	Tourism Video – Karen Cosgrove	Cr’s MR Valenzuela PJ Lawson

7.2 COUNCILLORS

Date	Details	Councillors

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

C2015-0102 Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting Held on 16 December 2014 be confirmed.

Moved: Cr RW Grinham Seconded: Cr AB Fawkes Motion put and carried 6/0

ATTENDANCE: 11:20am - Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO) left the meeting.

ATTENDANCE: 11:21am - Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO) rejoined the meeting.

ATTENDANCE: 11:22am - Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO) left the meeting.

ATTENDANCE: 11:22am - members of the public - Tamisha Hodder, Phyllis Simpson, Olive Gibson joined the meeting.

ATTENDANCE: 11:37am - members of the public - Mata Te Hiini, Craig Hodder joined the meeting.

ATTENDANCE: 11:38am - Dr Ross Theedom, Chief Executive Officer (CEO) left the meeting.

ATTENDANCE: 11:43am - Dr Ross Theedom, Chief Executive Officer (CEO) rejoined the meeting.

8.2 SPECIAL COUNCIL MEETINGS

Background

Minutes of the following Special Meetings of Council have previously been circulated to all Councillors:

Voting Requirements

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0103 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 5 December 2014 be confirmed.

Moved: Cr RW Grinham Seconded: Cr AB Fawkes Motion put and carried 6/0

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0104 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 22 December 2014 be confirmed.

Moved: Cr AB Fawkes Seconded: Cr MR Valenzuela Motion put and carried 6/0

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0105 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 8 January 2015 be confirmed.

Moved: Cr AB Fawkes Seconded: Cr MR Valenzuela Amended Motion put and carried 6/0

Cr Robert W Grinham:

The Minutes of the Special Meeting on 8 January 2015 show Cr Robert W Grinham as an apology. This is incorrect and the Minutes need to be changed to state that Cr Robert W Grinham arrived at the meeting at 1:47pm.

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0106 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 13 January 2015 be confirmed.

Moved: Cr AB Fawkes Seconded: Cr RW Grinham Motion put and carried 6/0

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0107 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 15 January 2015 at 11:00am be confirmed.

Moved: Cr AB Fawkes Seconded: Cr MR Valenzuela Motion put and carried 6/0

Cr Adam B Fawkes:

The Minutes of the Special Meeting on 15 January 2015 show the Purpose of Meeting as:

“The purpose of the Special Meeting is to approve President’s travel to Yalgoo to be interviewed for a Tourism Promotional video about Yalgoo.”

Cr Adam B Fawkes objected to this wording and declared the Purpose of the Meeting should be re-written.

Cr Adam B Fawkes would like to see the Order of Business as per the Standing Orders. The Agendas and Minutes should be prepared in future as per the Standing Orders.

OFFICER RECOMMENDATION/COUNCIL DECISION AMENDED

C2015-0108 Minutes of the Special Meeting.

That the Minutes of the Special Council Meeting held on 15 January 2015 at 1:47pm be confirmed.

Moved: Cr AB Fawkes Seconded: Cr MR Valenzuela Amended Motion put and carried 6/0

ORDER OF BUSINESS: *The meeting agreed to return to Public Question Time for the members of the public whom arrived at 11:37am after the commencement of the meeting.*

Voting Requirements

Simple majority

NEW MOTION/COUNCIL DECISION

C2015-0109 Return to Public Question Time

That Council changes the order of business and return to Public Question Time.

Moved: Cr AB Fawkes Seconded: Cr SK Willock Motion put and carried 6/0

9. MINUTES OF COMMITTEE MEETINGS

Nil

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

ATTENDANCE: *3:25pm Heather Boyd, Executive Manager Corporate (EMCC) left the meeting.*

ATTENDANCE: *3:28pm Heather Boyd, Executive Manager Corporate (EMCC) 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).

11. MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD

Nil

11.1 TECHNICAL SERVICES – JANUARY COUNCIL REPORT

File:	
Author:	Silvio Brenzi, DCEO
Interest Declared:	No interest to disclose
Date:	10/12/2014
Attachments	Nil

Matter for Consideration:

Receive Technical Services Report and Schedules.

Comment:

The following report has limited information due the recent holiday/shut down period since the previous report.

Road Construction:

Yalgoo-Morawa Rd

1. RRG Project has been costed and awarded for sealing works. Central Earthmoving will complete in January 2015.

Yalgoo-Ningham Rd:

1. RRG Year 2 is underway. Central Earthmoving is completing these works, culvert pipes remain for completion.

Road Maintenance – Light Grading Works:

Completed/current works on roads are:
Flood damage works are semi complete.

Access Roads/Airstrips:

Nil

Other Infrastructure Maintenance:

1. 17 Shamrock St requires leach drain installation. Works are being costed currently.
2. 54 Campbell St is now vacated. Works for light renovation works are being quoted.
3. Plant And Equipment No new items.

Parks and Reserves:

Ongoing mowing and general clean up works.

Infrastructure – Capital:

1. Weekes St
2. Skirting edges to finalise works.

Comment:

The Weekes St home will be ready for occupancy this month. The Deputy CEO will occupy this residence.

Infrastructure – Maintenance:

1. Road maintenance on North Rd at the Dalgaranga/Pindathunna intersection and some realignment of bends is underway.
2. Poison signage is being installed on Shire boundaries.

Staff:

A resignation has been received and accepted from the Town Gardener. A temporary person will take over in the short term whilst advertising is undertaken.

Note:

Shire Deputy President, Cr Raul Valenzuela suggested organising an official ceremony for the opening /final construction phase of the Yalgoo-Morawa Road.

11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

No report this month.

11.3 FINANCE

11.3.1 Financial Activity Statements and Accounts Paid for the Months of November 2014 and December 2014.

File:	
Author:	Heather Boyd, EMCC
Interest Declared:	No interest to disclose
Date:	7 January 2015
Attachments (White)	P2-26 Financial Activity Statements - R34 (1) November 2014 P27-29 Schedule of Payments - R13(1) November 2014 P68-93 Financial Activity Statements - R34 (1) December 2014 P94-95 Major Project Progress Reports - C2012-0320 <ul style="list-style-type: none"> • BD008 Staff Housing: Weekes St • CA002: Caravan Park: Major Upgrade P96-97 Schedule of Payments - R13(1) December 2014

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 DEFERRED
R34 (1) - Financial Activity Statements for the Months of November 2014 and December 2014
That Council adopts the financial activity statements for the periods ending 30 November 2014 and 31 December 2014, as attached.
Moved: **Seconded:** **Motion Deferred**

OFFICER RECOMMENDATION DEFERRED
R13 (1) - List of Accounts Paid for the Months of November 2014 and December 2014
That Council receives the Schedule of Payments for accounts paid in the months of November 2014 and December 2014.
Moved: **Seconded:** **Motion Deferred**

11.3.2 Review of Annual Budget as at 31 December 2014

File:	
Author:	Heather Boyd, EMCC
Interest Declared:	No interest to disclose
Date:	14 January 2015
Appendix A (white)	P121-133 2014/2015 Budget Review Statement

Matter for Consideration

To consider and adopt the Budget Review as presented in the Statement of Budget Review for the period 1 July 2014 to 31 December 2014.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2015 for the period ending 31 December 2014 is presented for council to consider.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year.

A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

Triple Bottom Line Assessment

- Economic Implications: The budget has been reviewed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.
- Social Implications: The budget has been reviewed to deliver social outcomes identified in various planning and community supporting strategies that have previously been adopted by the Council.
- Environmental Implications: The budget has been reviewed to support key environmental strategies and initiatives adopted by the Council.

The adjustments have resulted in no change to the closing funds and therefore remain within the percentage and dollar material variance set by council in the 2014/2015 Adopted Budget.

Features of the budget review include:

The details of the budget review and explanations are contained in appendix A.

Refer attachment for detailed explanation of budget variances.

Budget Review

General Ledger	Program	Capital/ Operational	Increase in Cash Available	Decrease in Cash Available
	Opening Balance			91,864
C155027	2x Document Fire Protect Safes	Capital Expenditure	10,000	
C155010	Yalgoo Hub - Bungarra	Capital Expenditure	5,000	
C155011	Yalgoo Hub - Tennis Court	Capital Expenditure		20,000
C155015	Yalgoo Airstrip Hardstand	Capital Expenditure	5,000	
C155018	Grader - Rippers 14ft	Capital Expenditure	360,000	
C155025	Works Ute	Capital Expenditure	47,000	
C155022	Car Trailer	Capital Expenditure	2,000	
C155023	Trailer - Comm Sport	Capital Expenditure	11,500	
C155026	Accounting Software	Capital Expenditure		40,000
C155029	Auger	Capital Expenditure		10,000
C155005	Ablution Block	Capital Expenditure	20,000	
C155000	74 Weekes St	Capital Expenditure		110,000
New	Land Campbell St	Capital Expenditure		35,000
C155028	Caravan Park Redevelopment	Capital Expenditure		30,000
C155020	Prime Mover	Capital Expenditure		14,000
C155022	Car Trailer	Capital Expenditure	2,000	
I032025	UV - Mining Leases	Operation Income		100,000
I031030	UV - Prospecting	Operation Income		7,000
I031085	UV - Interim (mining)	Operation Income		24,000
I031086	UV - Interim (Exploration)	Operation Income	19,000	
I032030	Interest Muni	Operation Income		30,000
I041030	Recovery overpayment Councillor Fr	Operation Income	40,126	
I077010	Reimburse WACHS	Operation Income		6,500
I107301	Sale of Land	Operation Income	5,000	
I121016	MRWA Ninghan Rd Intersection	Capital Income	110,000	
I121026	Road Agreements Income	Capital Income		620,000
I121045	Contrib to Road Mtce - Mining	Capital Income	126,000	
I121055	Depot Sale of Cement	Operation Income	5,000	
I132005	Caravan Park Revenue	Operation Income	50,000	
I145061	RAV Admin - Engineering	Operation Income		15,000
I145062	RAV Admin - Admin	Operation Income		1,000
E031200	Admin Allocation - Rates	Operational Exp		96,000
E032200	Admin Allocation - GPF	Operational Exp		3,000
E041005	Members Subscriptions	Operational Exp		3,000
E041015	Members Meeting fees	Operational Exp		6,000
E041020	Members Travelling	Operational Exp		45,000
E041030	Conference Expenses	Operational Exp		5,000
E041200	Admin Allocation Members	Operational Exp		11,000
E051200	Admin Allocation - Fire Control	Operational Exp		1,000
E052200	Admin Allocation - Animal Contr	Operational Exp		1,000
E053010	Roadwise LG Road Safety Grant	Operational Exp		5,000
E061010	Education Initiative	Operational Exp	3,500	
E075005	Mosquito Control	Operational Exp	1,000	
E075298	Depn Prev Services	Operational Exp		15,000

E077005	Health Centre Maintenance	Operational Exp	6,000	
E077025	Dental Services	Operational Exp	1,200	
E077100	Other Health admin Alloca	Operational Exp		1,000
E077298	Depn - Other Health	Operational Exp	19,470	
E091007	Housing Exp - Utilities	Operational Exp	15,000	
E091008	Housing Expenses - R&M	Operational Exp		24,332
E091009	Housing Exp - Other	Operational Exp	5,000	
E091100	Admin Allocation	Operational Exp		2,000
E092105	18C Shamrock St Expense	Operational Exp	2,000	
E092110	18D Shamrock St Expense	Operational Exp	6,000	
E092298	Depn - Other Housing	Operational Exp	26,000	
E101005	Household Refuse Collection	Operational Exp		10,000
E106011	Yalgoo Revitalisation Planning	Operational Exp		6,000
E107005	Cemetry Expenses	Operational Exp		2,000
E107010	Public Conveniences	Operational Exp	5,000	
E107015	Community Bus	Operational Exp	1,000	
E107021	Vacant Land Mtce	Operational Exp	3,000	
E107200	Admin Allocation - Other Comm	Operational Exp		1,000
E107298	Depn - Other Community Serv	Operational Exp		1,500
E111005	Yalgoo Hall Expenses	Operational Exp	4,000	
E111200	Admin Allocation - Public Halls	Operational Exp		3,000
E111298	Depn - Public Halls	Operational Exp	5,000	
E113060	Minor Equipment	Operational Exp	5,000	
E113025	Tennis Courts	Operational Exp	7,000	
E113090	Water Park Mtce	Operational Exp	10,000	
E113200	Admin Allocation - Other Rec	Operational Exp		3,000
E113298	Depn - Other Recreation	Operational Exp		2,500
E115200	Admin Allocation - Libraries	Operational Exp		3,000
E117298	Depn Other Heritage	Operational Exp	20,000	
E122010	Footpaths/Crossover Maint	Operational Exp		10,000
E122016	Street Tree Watering	Operational Exp		50,000
E025.13	Veg/Weed Control	Operational Exp	50,000	
E122050	Engineering	Operational Exp	50,000	
E122055	Rural Road Maint	Operational Exp		209,000
E122057	Road Agreement Maint	Operational Exp	367,000	
E122061	Road Agreement Admin	Operational Exp	10,000	
E122062	RAV Admin - Engineering	Operational Exp	15,000	
E122200	Admin Alloation Roads	Operational Exp		2,700
E126010	Paynes Find Airstrip	Operational Exp	12,000	
E126015	Emergency Airstrips	Operational Exp	5,000	
E126298	Depn - Aerodromes	Operational Exp		20,000
E131200	Admin Allocated	Operational Exp		1,000
E132005	Caravan Park Expend	Operational Exp		30,000
E132006	HCP Salaries and Wages	Operational Exp	15,000	
E132007	HCP Staff Training	Operational Exp	3,000	
E132026	Emu Cup Event	Operational Exp		16,000
E132119	HCP Vehicle	Operational Exp		8,000
E132121	HCP Office Materials	Operational Exp	3,000	
E132132	HCP Sponsored Activity	Operational Exp	5,000	
E132200	Admin Allocated Tourism	Operational Exp		2,700

E143010	Sick leave	Operational Exp		10,000
E143040	Wages Allowances	Operational Exp	9,000	
E143064	Depot Mtce (Works)	Operational Exp		65,000
E143065	Depot Mtce (P&G)	Operational Exp		13,000
E143075	PWO Vehicle Exp	Operational Exp	12,000	
E143105	Other PWOH Exp	Operational Exp		1,000
E143200	Admin Allocated	Operational Exp		5,500
E143299	Less PWOH Allocated	Operational Exp	68,500	
E144005	Fuel and Oil	Operational Exp	40,000	
E144015	Parts & Repairs	Operational Exp		40,000
E144025	Insurance	Operational Exp	8,000	
E144040	Blades and Tynes	Operational Exp	5,000	
E144054	Loss on Disposal of Asset	Operational Exp		4,000
E144200	Admin Alloc - POC	Operational Exp		2,700
E144299	Less POC Allocated	Operational Exp		31,000
E145007	Wages Allowances	Operational Exp		12,000
E145030	Staff Training	Operational Exp	10,000	
E145080	Audit Fees	Operational Exp		23,000
E145085	Consultancy	Operational Exp	5,000	
E145095	Admin Building Mtce	Operational Exp		24,000
E145110	Insurance	Operational Exp		11,000
E145130	Expenses Other	Operational Exp		1,000
E145145	Admin Vehicle	Operational Exp		3,000
E145300	Less Admin Allocated	Operational Exp	59,000	
	YA-Ni Rd Reserve	Reserve	186,000	
	Building Reserve	Reserve	100,000	

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.
- (3) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (4) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (5) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

The Budget Review has been developed based on existing strategic planning documents adopted by Council.

Policy Implications

The budget is based on the principles contained in the Plan for the Future.

Financial Implications

Specific financial implications are as outlined in this report and the attachment.

Consultation

Dr Ross Theedom – CEO
Heather Boyd – EMCC
Silvio Brenzi – Deputy CEO

Comment

The budget has been reviewed to continue to deliver on other strategies adopted by the Council and maintains a high level of service across all programs.

The closing funds remain in surplus as a result of this budget review with no movement from the budget review.

Refer attachments for full details and explanations of the budget adjustments.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION DEFERRED

Adoption of Annual Budget Review for the Period ended 31 December 2014

That Council adopt the budget review with the variations for the period 1 July 2014 to 31 December 2014 and amend the budget accordingly as per appendix A.

Moved:

Seconded:

Motion Deferred

11.4 ADMINISTRATION

11.4.1 Shire of Yalgoo Drug and Alcohol Policy

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

Matter for Consideration

That Council note the proposed Drug and Alcohol Policy for introduction into the Shire of Yalgoo and approve the consultation and education programme to be implemented prior to the formal introduction of the policy.

Background

Council has been seeking the introduction of a Drug and Alcohol Policy for some time. To date there have been issues with the policies available that have meant that it was not possible to formally adopt and implement such a policy.

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)	Yes. Will be determined before the introduction on 1 April 2015.

Consultation

Cr N Grinham, President

Cr S Willock

Ms Katherine Kempin

S Brenzi, Deputy Chief Executive Officer

M H Boyd, Executive Manager Corporate and Community

Comment

The Chief Executive Officer (CEO) undertook an investigation into available Drug and Alcohol Policies in Local Governments and Government autonomous bodies. One policy identified was deemed to be suitable

for introduction into the Shire of Yalgoo with minimal change. The policy is comprehensive and robust thus providing the Shire with a strong tool for the management of drugs and alcohol in the workplace.

Following modification, the policy was submitted to our insurers to determine if it was suitable. The response from LGIS was that the policy is suitable but required minor changes to meet their consideration. These changes have been effected and the policy document is being presented to Council for their endorsement.

One aspect that will need to be set in place before full implementation is a comprehensive consultation and education process for all staff. The Shire of Yalgoo will also speak to the Unions operating within the Shire to ensure that they also are familiar with the new requirements in relation to drugs and alcohol.

As a consequence of the training and consultation it is not envisaged that the policy will be operational until 1 April 2015. During the consultation and training period, the full implementation cost of the new policy will be determined.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0110 Shire of Yalgoo Drug and Alcohol Policy

That Council note the proposed Drug and Alcohol Policy for introduction into the Shire of Yalgoo and approve the consultation and education programme to be implemented prior to the formal introduction of the policy.

Moved: Cr AB Fawkes

Seconded: Cr PJ Lawson

Motion put and carried 6/0

11.4.2 Councillor Mileage Allowance

File:	
Author:	Heather Boyd, Executive Manager Corporate and Community
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P 1-13

Matter for Consideration

That Council note the advice received from Rockwell Oliver on the mileage rate for Councillor fees and allowances.

Background

It was noted by staff when doing the annual budget review that the Councillor allowance for travel expenses was higher than anticipated. The CEO sought advice from the Department of Local Government and Communities who recommended seeking a legal opinion from Rockwell Oliver on the amount to be charged, which is attached for information.

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.

s.5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

the relevant person; or

(b) a person with whom the relevant person is closely associated, has —

(c) a direct or indirect financial interest in the matter; or

(d) a proximity interest in the matter.

s.5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Business Implications

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

Consultation

Dr Ross Theedom, CEO

Vern McKay, Department of Local Government and Communities

Gary Mohen, Rockwell Oliver (Civic Legal)

Comment

Following advice from Rockwell Oliver that the mileage rate paid to Councillors is incorrect, Councillor mileage allowances will be paid at the rate set in schedule f of the Public Service Award 1998.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION DEFERRED

Councillor Mileage Allowance

That Council note the advice from Rockwell Oliver on the Councillor mileage allowance.

Moved:

Seconded:

Motion Deferred

11.4.3 Tourism Plan - Upper Gascoyne Murchison

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P 14-26

Matter for Consideration

That Council adopt the Upper Gascoyne Murchison Tourism Plan.

Background

In 2013 the Mid West Development Commission and Regional Development Australia in collaboration with the eighteen Shires across the Mid West commissioned a tourism development strategy for the Mid West. The Upper Gascoyne Murchison sub-region further required a collaborative approach to regional tourism development whilst also identifying actions to improve each Shire’s tourism offering, capacity and appeal. Through desktop study, consultation, fieldwork and analysis a series of action plans were developed at a regional *and* shire level for the Upper Gascoyne Murchison (UGM). The UGM is a vast area of over 423,000km² and is host to a significant mining-pastoral sector. Tourism has been prevalent in the region for decades, however, the potential value of tourism as a ‘supplementary’ economic driver for the region has only recently been acknowledged. Similarly, the eight shires in the UGM have traditionally operated ‘shire-centric’ approaches to tourism, often competing with neighbouring shires, and tourism has evolved with a focus on local towns. To grow tourism visitation, stay and expenditure across the UGM it is necessary to address the gaps in capacity, service standards and marketing. This action plan outlines a series of initiatives to be implemented by the eight Shires overseen by the ‘Murchison Executive Group’ (MEG), coordinated at Shire level by staff and executives, with potential assistance of a regional tourism sub-committee and sub-contracted services where necessary. The action plans adopt a five year time frame (2015 to 2019).

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	3.3.1
Corporate Business Plan	
Long Term Financial Plan	
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	

Consultation

Mid West Development Commission
 Peter Backshall
 Mid West Tourism Alliance
 Murchison Executive Group

Comment

The UGM is vital tool in the tourism armoury; it is about coordinating a regional response to tourism development with sufficient room for individual local governments to implement their own strategies.

This strategy is underpinned by the Mid West Development Blue Print, Tourism 2020 (Australia's National Tourism Strategy), 2020 Tourism Strategy (WA Governments Tourism Strategy) and the Mid West Tourism Development Strategy.

From discussions with a variety of people it is concluded that collectively the Upper Gascoyne Murchison area has exceptional potential to develop a range tourism products; however, individually we will struggle to have sufficient products to entice tourists away from the coastal strip. This document provides a pathway for regional co-operation, how well we work together is being examined as a future model for other Local Governments that may wish to cooperate collectively.

At the last MEG Meeting it was decided that 'Tourism' would be added to the agenda in order to maintain a strategic focus and ensure delivery of the action items contained within the strategy.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0111 Tourism Plan - Upper Gascoyne Murchison

That Council adopt the Upper Gascoyne Murchison Tourism Development Plan.

Moved: Cr AB Fawkes

Seconded: Cr SK Willock

Motion put and carried 6/0

Note:

During the discussion on Item 4.1.3 Tourism Plan, Council agreed that a town representative should be present at Tourism meetings.

Kerry Grieve was appointed to be the local representative and the Council will represent the regional area.

A suggestion was made for Tourism Officer, Kerry Grieve to report to Council at the next Ordinary Meeting on the tourism progress.

11.4.4 Caravan Park

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	12 January 2015
Attachments (yellow)	P 27-30 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.

Business Implications

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

Consultation

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 years. Assumptions have been made on figures prior to February 2014.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0112 Caravan Park Statistics

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

Moved: Cr AB Fawkes

Seconded: Cr MR Valenzuela

Motion put and carried 6/0

11.4.5 Yalgoo Town Revitalisation Strategy 2014

File:	
Author:	Heather Boyd, EMCC
Interest Declared:	No interest to disclose
Date:	8 January 2015
Attachments (yellow)	P 31-84

Matter for Consideration

For Council to note the Town Revitalisation Strategy 2014.

Background

In 2013 a grant was received through the Northern Planning Scheme for the Shire of Yalgoo to undertake a Town Revitalisation Strategy.

The purpose of the grant was:

1. The preparation of the Yalgoo Revitalisation Strategy to guide the revitalisation of the Town Centre, addressing a variety of planning principles including, but not limited to; residential, commercial and industrial land use; urban design guidelines; tourist amenities and facilities; landscape and streetscape architecture; traffic movements; and main street commercial frontages.
2. Preparation of Local Planning Policies required to effectively implement the principles contained in the current Local Planning Strategy and which will be contained in the Revitalisation Strategy.
3. Development of an Economic Assessment to aid in the preparation of an Economic Development Strategy to provide the framework for economic and residential growth in the Shire.

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)	

Consultation

Nil

Comment

In 2012-13 Urbis Planning were engaged to undertake the Revitalisation Strategy. Due to changes of staff both at Urbis Planning and at the Shire the report was not received until January 2015. The report provides

an overview of Yalgoo Township and makes recommendations as to actions that could be taken to help revitalise the town.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0113 Town Revitalisation Strategy 2014

That Council notes the Yalgoo Town Revitalisation Strategy as prepared by Urbis Planning

Moved: Cr MR Valenzuela

Seconded: Cr PJ Lawson

Motion put and carried 6/0

11.4.6 Self Assessment and Vision – Dr Ross Theedom

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P 85 - 89

Matter for Consideration

That Council note the self assessment and vision statement prepared by Dr Ross Theedom

Background

At the December 2014 meeting Council requested Dr Theedom, the Chief Executive Officer to provide a self assessment of his performance since commencement and a vision statement.

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)	

Consultation

Comment

The attached documents provide Council with a self assessment by Dr Theedom and also his vision for the future together with some strategies for achieving that vision.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0114 Self Assessment and Vision – Dr Ross Theedom

That Council note the self assessment and vision statement provided by the Chief Executive Officer.

Moved: Cr AB Fawkes

Seconded: Cr RW Grinham

Motion put and carried 6/0

11.4.7 Policy Review Schedule

File:	
Author:	Cr Adam Fawkes
Interest Declared:	No interest to disclose
Date:	
Attachments	P90 C4 11.4.7
(yellow)	

Matter for Consideration

That Council endorse the policy review schedule for 2015.

Background

The Shire of Yalgoo policy manual requires review and updating. Council has sought a means to deal with efficiently with the large number of policies that if considered at one meeting would occupy a significant amount of meeting time.

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	Yes
Financial (short term/ annual budget)	

Consultation

Cr Neil Grinham, President
 Dr Ross Theedom, Chief Executive Officer

Comment

Cr A Fawkes has undertaken a review of the policy manual of the Shire of Yalgoo and has determined that an efficient and effective means of reviewing all policy areas of the organisation. The schedule is attached and Cr Fawkes is seeking endorsement of the schedule.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION DEFERRED

Policy Review Schedule

That Council endorse the policy review schedule for 2015.

Moved: Cr MR Valenzuela

Seconded: Cr AB Fawkes

Motion Deferred

- The original recommendation was moved and seconded and will be submitted to a future meeting.
- A New Motion was then.
- The amendment was put and carried.

Voting Requirements

Simple Majority

NEW MOTION/COUNCIL DECISION

C2015-0115 Establish Policy Committee

That Council:

- 1/. Approves the creation of a Policy Committee;**
- 2/. Appoints all Councillors as delegates to the Committee;**
- 3/. Approves the Policy Committee to meet twice a year; and**
- 4/. Approves a Special Meeting to establish the framework, operating procedures and review and modernise existing policies at that Special Meeting of the Policy Committee.**

Moved: Cr SK Willock

Seconded: Cr MR Valenzuela

Motion put and carried 6/0

11.4.8 - Policies for Review

File:	
Author:	Cr Adam Fawkes
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P 91-103

Matter for Consideration

That Council approve the policies presented for review at the January 2015 Ordinary meeting.

Background

The Shire of Yalgoo policy manual requires review and updating. Council sought a means to deal efficiently with the large number of policies that if considered at one meeting would occupy a significant amount of meeting time.

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	Yes
Financial (short term/ annual budget)	

Consultation

Dr Ross Theedom, Chief Executive Officer

Comment

Cr A Fawkes has considered the policies of the Shire of Yalgoo and determined that five policies should be reviewed at this meeting:

1. Annual Budget Policy
2. Tenders and Procurement Policy
3. Asset Policy
4. Occupational Health and Safety Policy
5. Record Management Policy

Cr Fawkes has revised the policies and now seeks Council endorsement for the revised documents.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION DEFERRED

Review of Policies

That Council endorse the following revised policies:

- 1. Annual Budget Policy;**
- 2. Tenders and Procurement Policy;**
- 3. Asset Policy;**
- 4. Occupational Health and Safety Policy; and**
- 5. Record Management Policy.**

Moved:

Seconded:

Motion Deferred

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

ORDER OF BUSINESS:

Council agreed (C2015-0101) change the order of business from Item 5 to Urgent Business (Item 13).

13.1.1 Use of Common Seal

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	16 January 2015
Attachments	Nil

Matter for Consideration

To acknowledge the application of the Common Seal of the Resolution Deciding to amend a Town Planning Scheme.

Background

At the ordinary meeting of Council on 16 December 2014 the Council resolved (C2014-1215) to adopt Local Planning Scheme Amendment No.1. In order to submit the new Planning Scheme to West Australian Planning Commission, it is necessary to sign and seal documents rescinding the previous Town Planning Scheme. Urbis Planning who have prepared Local Planning Scheme Amendment No, 1 have provided the relevant documents that will need to be signed by both the CEO and Shire President and have the seal affixed on each page.

Statutory Environment

Local Government Act 1995

Section 9.49A (2) of the Local Government Act 1995 prescribes that the common seal of a local government is not to be affixed to any document except as authorised by the local government.

Section 9.49A (3) requires that the common seal is to be affixed to a document in the presence of the President and CEO.

Strategic Implications

NA

Policy Implications

NA

Financial Implications

NA

Consultation

Dr Ross Theedom, CEO
Megan Gammon, Urbis Planning

Comment

This is an administrative matter to authorise use of the Common Seal to complete a decision of Council in relation to Local Planning Scheme Amendment No.1.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0116 Use of Common Seal

That Council acknowledges the use of the Common Seal of the Shire the Resolution Deciding to Amend a Town Planning Scheme.

Moved: Cr AB Fawkes

Seconded: Cr RW Grinham

Motion put and carried 6/0

ATTENDANCE: *3:58pm Cr Raul Valenzuela left the meeting.*

ATTENDANCE: *4:00pm Cr Raul Valenzuela rejoined the meeting*

13.1.2 Purchase of Yalgoo Township Residential Blocks

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

Matter for Consideration

That Council approve the purchase of three (3) residential blocks from Landcorp for a sum of \$30,000.

Background

The Shire is seeking to build four (4) staff houses in Yalgoo. Currently the Shire only has available three (3) residential lots on which to build the houses

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	3.1.1, 3.2.4
Corporate Business Plan	
Long Term Financial Plan	3.2.4
Asset Management Plan	
Workforce Plan	
Policy	
Financial (short term/ annual budget)	Short Term - \$30,000

Consultation

- Mr Silvio Brenzi, Deputy Chief Executive Officer
- Ms Heather Boyd, Executive Manager Corporate and Community
- Ms Ania Long, Landcorp

Comment

As a consequence of a shortage of residential land for building the Shire staff houses on, the Chief Executive Officer sought advice on how to procure additional lots within the township of Yalgoo. Discussions with Landgate, Landcorp and a letter to the Hon T Redman, Minister for Regional Development and Land elicited no useful assistance. The Shire was advised that it would take three (3) to four (4) years for land to be made available in the town. Native Title clearance was required and this would require considerable resources to effect. Additionally, the Shire was advised that the State Government would only clear five (5) blocks under such an arrangement. They advised the Shire to take possession of land with outstanding rates as this was a quicker process. Given the need for land in the very short term, the repossession of land with outstanding rates is not a viable option.

Rather than demolish one of the Shire’s older properties (30 Selwyn Street) which has passed its effective use by date, and would cost at least \$30,000 to remove due to the Asbestos, the Shire of Yalgoo sought land from other sources. The only land identified, that is easily obtainable at a reasonable price was through Landcorp. They have three (3) residential lots available at a price of \$10,000 per lot, a total of \$30,000. This would enable the Shire to erect all four (4) houses and have several residential lots available should the need arise.

For these reasons, the Shire is seeking Council approval to purchase the three (3) lots from Landcorp. The resources for the purchase have been determined as part of the mid year review that has been presented to Council at the January 2015 meeting.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION
Purchase of Yalgoo Township Residential Blocks
That Council approve the purchase of three Residential lots from Landcorp at a cost of \$30,000.
Moved: Cr AB Fawkes Seconded: Cr MR Valenzuela Motion Deferred

ATTENDANCE: 4:16pm Cr Raul Valenzuela left the meeting.

ATTENDANCE: 4:17pm Cr Raul Valenzuela rejoined the meeting

13.1.3 Audit Quote

File:	
Author:	Heather Boyd, EMCC
Interest Declared:	No interest to disclose
Date:	22/1/15
Attachments (yellow)	Nil

Matter for Consideration

That Council accepts the quote from RSM Bird Cameron for further audits for the Shire of Yalgoo.

Background

At the special Council meeting held on 15 January 2015, the Council requested quotes from Travis Bate at RSM Bird Cameron to undertake additional audits being

1. Analysis of Reserve Account Transactions; and
2. Reconciliation of 31 December 2014 cash position.

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)	

Consultation

Comment

Travis Bate from RSM Bird Cameron attended the special Council meeting on 15 January 2015 and was asked to quote on the provision of audits outside the scope of the yearly audit. The quotes were received from Mr Bate on 22 January 2014 and are attached for Councils Reference.

Department of Local Government and Communities Director, Jenni Law, has advised that there is no conflict of interest with the role of Mr Bate as the Shire’s external auditor.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0117 Audit Quote

That Council accept the quotes from RSM Bird Cameron for additional audits.

Moved: Cr MR Valenzuela Seconded: Cr SK Willock Motion put and carried 6/0

ATTENDANCE: *4:16pm Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO) left the meeting.*

ATTENDANCE: *4:17pm Silvio Brenzi, Executive Manager Works & Infrastructure (DCEO) rejoined the meeting*

13.1.4

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0118 Australia Day Ceremony

That Council agree to Shire President, Neil Grinham and Deputy President Raul Valenzuela attend the Australia Day Ceremony to deliver the public address.

Moved: Cr MR Valenzuela Seconded: Cr SK Willock Motion put and carried 6/0

13.1.5

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

C2015-0119 Australia Day

Shire President, Neil Grinham to present a report on Australia Day Ceremony to Council at the next Ordinary Meeting.

Moved: Cr MR Valenzuela Seconded: Cr SK Willock Motion put and carried 6/0

ORDER OF BUSINESS:**Voting Requirements**

Simple majority

NEW MOTION/COUNCIL DECISION**C2015-0120** Change the Order of Business

That Council return to the normal order of business from Item 13 to Item 11.4.1.

Moved: Cr SK Willock

Seconded: Cr MR Valenzuela

Motion put and carried 6/0

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC**

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

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

Local Government Act 1995**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 Ordinary Meeting of Council is due to be held in the Council Chambers in Gibbons Street on Thursday 19 February 2015 commencing at 11.00 am.

16. MEETING CLOSURE

There being no further business, President Neil Grinham declared the meeting closed at 5:00pm.

DECLARATION

These minutes were confirmed by Council at the Ordinary Meeting held on _____.

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

Common Acronyms

Acronym	Detail
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

Acronym	Detail
DoT	Department of Transport
DoW	Department of Water
DPAW	Department of Parks and Wildlife (previously CALM & DEC)
DPI	Department for Planning and Infrastructure
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

Acronym	Detail
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 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

Acronym	Detail
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
SLICP	<i>State Land Information Capture Program</i>
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