



AGENDA

FOR THE ORDINARY MEETING

OF COUNCIL

TO BE HELD ON

FRIDAY 23 JANUARY 2015

Commencing 11.00 am

SHIRE OF YALGOO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON FRIDAY 23 JANUARY 2015 COMMENCING AT 11.00 am.

Dr Ross Theedom
MEC PHD FAIM GAICD MLGMA
Chief Executive Officer

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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
to be 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

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

4.2 QUESTIONS WITHOUT NOTICE

5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

7.1 PRESIDENT

Date	Details	Attended with whom

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

Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting Held on 23 October 2014 be confirmed.

Moved: _____ Seconded: _____ Motion put and carried/lost

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

Minutes of the Special Meeting.

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

Moved: _____ Seconded: _____ Motion put and carried/lost

OFFICER RECOMMENDATION

Minutes of the Special Meeting.

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

Moved: _____ Seconded: _____ Motion put and carried/lost

OFFICER RECOMMENDATION

Minutes of the Special Meeting.

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

Moved: _____ Seconded: _____ Motion put and carried/lost

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-Ninghan Rd

1. RRG Year 2 is underway. Central Earthmoving are 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.

11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

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

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 put and carried/lost**

Officer Recommendation

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 put and carried/lost**

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

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 put and carried/lost by Absolute Majority

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

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:

Seconded:

Motion put and carried/lost

11.4.2 Councillor Mileage Allowance

File:	
Author:	Heather Boyd, Executive Manager Corporate and Community
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P1-13

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

Councillor Mileage Allowance

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

Moved:

Seconded:

Motion put and carried/lost

11.4.3 Tourism Plan - Upper Gascoyne Murchison

File:	
Author:	Dr Ross Theedom, CEO
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P14-26

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

Tourism Plan - Upper Gascoyne Murchison

That Council adopt the Upper Gascoyne Murchison Tourism Development Plan.

Moved:

Seconded:

Motion put and carried/lost

11.4.4 Caravan Park

File:	
Author:	Heather Boyd, EMC
Interest Declared:	No interest to disclose
Date:	12 January 2015
Attachments (yellow)	P27-30 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 year. Assumptions have been made on figures prior to February 2014.

Voting Requirements

Simple Majority

Officer Recommendation

Caravan Park Statistics

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

Moved: _____ **Seconded:** _____ **Motion put and carried/lost**

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)	P31-84

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

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

Town Revitalisation Strategy 2014

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

Moved:

Seconded:

Motion put and carried/lost

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

Self Assessment and Vision – Dr Ross Theedom

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

Moved:

Seconded:

Motion put and carried/lost

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

Policy Review Schedule

That Council endorse the policy review schedule for 2015.

Moved:

Seconded:

Motion put and carried/lost

11.4.8 - Policies for Review

File:	
Author:	Cr Adam Fawkes
Interest Declared:	No interest to disclose
Date:	
Attachments (yellow)	P91-103

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

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 put and carried/lost

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

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

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

Local Government Act 1995

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