##### CONTENTS

[1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS 3](#_Toc463861336)

[2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE 3](#_Toc463861337)

[3. DISCLOSURE OF INTERESTS 3](#_Toc463861338)

[4 PUBLIC QUESTION TIME 4](#_Toc463861339)

[4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE 4](#_Toc463861340)

[4.2 QUESTIONS WITHOUT NOTICE 4](#_Toc463861341)

[5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED 4](#_Toc463861342)

[6. APPLICATIONS FOR LEAVE OF ABSENCE 4](#_Toc463861343)

[7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED 4](#_Toc463861344)

[7.1 MEETINGS ATTENDED BY ELECTED MEMBERS 4](#_Toc463861345)

[8. CONFIRMATION OF MINUTES 6](#_Toc463861346)

[8.1 ORDINARY COUNCIL MEETING 6](#_Toc463861347)

**C2016-1001 Minutes of the Ordinary Meeting …………………………………………………...**6

[9. REPORTS OF COMMITTEE 6](#_Toc463861348)

[10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters 6](#_Toc463861349)

[10.1 INFORMATION ITEMS 6](#_Toc463861350)

[11 MATTERS FOR DECISION 7](#_Toc463861351)

[11.0 MATTERS BROUGHT FORWARD 7](#_Toc463861352)

[11.1 TECHNICAL SERVICES 8](#_Toc463861353)

[11.1.1 Progress Report on the Capital Works Program 2016 - 2017 8](#_Toc463861354)

**C2016-1002 Progress Report on the Capital Works Program 2016 - 2017 …………………..**13

[11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH 14](#_Toc463861355)

[11.3 FINANCE 14](#_Toc463861356)

[11.3.1 Financial Activity Statements and Accounts Paid for the Period ended the 31 August 2016 14](#_Toc463861357)

**C2016-1003 Financial Activity Statements and Accounts Paid for the Period ended**

**the 31 August 2016 …………………………………………………………………………………………….……..16**

[11.3.2 Accounts for Payment August 2016 17](#_Toc463861358)

**C2016-1004 Accounts for Payment August 2016 …………………………………………………….…22**

[11.3.3 Investments as at 31 August 2016 23](#_Toc463861359)

**C2016-1005 Investments as at 31 August 2016 ………………………………………………………….25**

[11.3.4 Report on Expenditure from the Telstra Technology Fund 26](#_Toc463861360)

**C2016-1006 Report on Expenditure from the Telstra Technology Fund ……………………..27**

[11.4 ADMINISTRATION 28](#_Toc463861361)

[11.4.1 Report on Matters Outstanding as at 5 October 2016 28](#_Toc463861362)

**C2016-1007 Report on Matters Outstanding as at 5 October 2016 …………………………....29**

[11.4.2 Report on the Murchison Regional Vermin Council Establishment Agreement 30](#_Toc463861363)

**C2016-1008 Report on the Murchison Regional Vermin Council Establishment**

**Agreement ……………………………………………………………………………………………………………...32**

[11.4.3 Report on Report on Wild Dog Bounty Scheme 33](#_Toc463861364)

**C2016-1009 Report on Report on Wild Dog Bounty Scheme ……………………………………...33**

[11.4.4 Report on Shire Records Procedure Manual 34](#_Toc463861366)

**C2016-1010 Report on Shire Records Procedure Manual …………………………………………..34**

[12. NOTICE OF MOTIONS 35](#_Toc463861367)

[12.1 PREVIOUS NOTICE RECEIVED 35](#_Toc463861368)

[13. URGENT BUSINESS 35](#_Toc463861369)

13.1 Report on AGO Regional Advertising Partnership……………………………………………………………..35

**C2016-1011 Report on AGO Regional Advertising Partnership……………………………….………**36

13.2 Report on Awarding of Tender RFT 2-2016 – Design and Construction of an Arts Centre

Building…………………………………………………………………………………………………………………………….36

**C2016-1012 Report on Awarding of Tender RFT 2-2016 – Design and Construction of an**

**Arts Centre Building ………………………………………………………………………………………………..**38

[14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED 39](#_Toc463861370)

[STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC 39](#_Toc463861371)

[Local Government Act 1995 39](#_Toc463861372)

[14.1 Matters of a Confidential Nature 41](#_Toc463861373)

[14.1.1 Report on the Employees Collective Enterprise Agreement 41](#_Toc463861374)

[15. NEXT MEETING……………………………………………………………………………………………………………………………41](#_Toc463861375)

[16. MEETING CLOSURE 41](#_Toc463861376)



Minutes of the Ordinary Meeting of the Yalgoo Shire Council,

held in the Council Chambers, Yalgoo,

on 27 October 2016 commencing at 11.00 am.

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

# 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Neil Grinham declared the Ordinary Meeting open at 11.12am

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

|  |  |
| --- | --- |
| MEMBERS | Cr Neil Grinham, Shire President  Cr M Raul Valenzuela, Deputy Shire President  Cr Jo Kanny  Cr Gail Trenfield |
| STAFF | Silvio Brenzi, Chief Executive Officer (CEO)  Steven Cosgrove , Coordinator Governance & Technical Services (CGTS) |
| GUESTS |  |
| OBSERVERS |  |
| LEAVE OF ABSENCE |  |
| APOLOGIES | Cr Bob Grinham  Cr Percy Lawson |

# 3. DISCLOSURE OF INTERESTS

Cr Gail Trenfield declared a full interest for Report No. 14.1.1 - Report on the Employees Collective Enterprise Agreement.

Mr Steven Cosgrove declared a full interest for Report 14.1.1 Report on the Employees Collective Enterprise Agreement.

# 4 PUBLIC QUESTION TIME

## 4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

# 5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 - Report on the Employees Collective Enterprise Agreement

# 6. APPLICATIONS FOR LEAVE OF ABSENCE

# 7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

## 7.1 MEETINGS ATTENDED BY ELECTED MEMBERS

|  |  |  |
| --- | --- | --- |
| **Date** | **Details** | **Attended with whom** |
| 4th October 2016 | Minister for Agriculture (MRVC) , Perth | President Neil Grinham |
| 8th October 2016 | Emu Cup, Yalgoo | Silvio Brenzi CEO Cr Jo Kanny, Cr Raul Valenzuela |
| 12th October 2016 | RRG Sub Group – Telephone conference | President Neil Grinham,  Silvio Brenzi CEO |
| 14th-16thOctober 2016 | St John First Aid Course, Gabyon St. | Cr Raul Valenzuela |
| 17th October 2016 | 3rd National Indigenous Economic Forum, Darwin | President Neil Grinham,  Silvio Brenzi CEO, Elisha Hodder |
| 18th October 2016 | Lorrie Perry – Presenter Economic Development Forum, Darwin | President Neil Grinham,  Silvio Brenzi CEO |
| 18th October 2016 | MRBA | Cr Jo Kanny |
| 22nd October 2016 | Nhulunbuy, Darwin | President Neil Grinham,  Silvio Brenzi CEO  Shane & Barry Executive Staff – East Arnhem Land  Barnimbi President East Arnhem Land  Lillie & Rose – Councillors East Arnhem Land |
| 22nd October 2016 | Multiple telephone conferences | President Neil Grinham, Vince Catania , Dominic Carbone, Karen Cosgrove |
| 25th October 2016 | Jarman McKenna , Perth | President Neil Grinham,  Silvio Brenzi CEO, Dominic Carbone |
| 25th October 2016 | LGIS, Perth | President Neil Grinham,  Silvio Brenzi CEO, Dominic Carbone |
| 25th October 2016 | MRVC , Dumas House – Minister for Agriculture and Advisors | President Neil Grinham,  Silvio Brenzi CEO, Mark Lewis , Dean Smith, Karen Cosgrove , Dominic Carbone |
| 26th October 2016 | DORAY Opening | Cr Raul Valenzuela, Steven Cosgrove |
| August 2016 | Mt Magnet Training Course Debate/Procedures | Cr Jo Kanny |

# 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**

**C2016-1001 Minutes of the Ordinary Meeting**

**That the Minutes of the Ordinary Council Meeting held on 30 September 2016 be confirmed.**

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

The President requested that members move the Officer Recommendation, however there was no mover and seconder to the motion. The Officers’ Recommendation lapsed for the wanting of a mover and seconder.

# 9. REPORTS OF COMMITTEE

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

## 10.1 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).

The President listed correspondence and information he has received on behalf of the Shire:

These information items included:

1. DFES – Funeral for Mr Steve McDonald
2. WALGA – Civic Services St George Cathedral
3. Training with Yalgoo Police – Defibrillator
4. Letter to CEO – Re: Flood Damage Works from Michael and Jano Foulkes Taylor
5. OAG Colin Murphy – Local Government Amendment (Auditing) Bill 2016
6. First nations Tax Commission – Restoring Indigenous Institutions
7. National Indigenous Mental Health & Wellbeing Forum
8. Floodplain Management Australia
9. East Arnhem Regional Council Newsletter , President Neil Grinham handed out pens and thumb drives with East Arnhem land information and photos
10. Young Achiever Awards – Nominate a Local Young Achiever
11. WALGA – Invitation End of Year Cocktail Event
12. WALGA – Road Ribbon for Road Safety 2016 Campaign

***ATTENDANCE:*** 12.08 pm Cr Gail Trenfield left the meeting.

12.10 pm Cr Gail Trenfield re-joined the meeting.

# 11 MATTERS FOR DECISION

## 11.0 MATTERS BROUGHT FORWARD

## 11.1 TECHNICAL SERVICES

### 11.1.1 Progress Report on the Capital Works Program 2016 - 2017

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 2 October 2016 |
| Attachments | Nil |

Matter for Consideration

To receive the Progress Report on the 2016 – 2017 Capital Works Program.

Background

The Shire in adopting its 2016 – 2017 Annual Budget has allocated funds amounting to $3,182,204 for the purpose of acquiring capital assets and undertaking infrastructure works.

Statutory Environment

Nil

Strategic Implications

Timely delivering of the various capital projects which will deliver the objectives of the Community Strategic Plan.

Policy Implications

Nil

Financial Implications

To deliver the Capital Works Program within the budgeted allocations.

Consultation

Nil

Comment

The Capital Works Projects for the 2016-2017 financial year are detailed below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAPITAL WORKS PROGRAMME 2016-17** | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The following assets and works are budgeted to be acquired or undertaken during the year: | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | **2016-17** | **2016-17** | **2016-17** | **VARIANCE** |  |
| **ANNUAL** | **JULY-AUG** | **JULY -AUG** | **FAV** | **COMMENTS** |
| **BUDGET** | **BUDGET** | **ACTUAL** | **(UNFAV)** |  |
|  |  |  |  |  |  |  |  |  |  | **YTD** | **YTD** |  |  |
|  |  |  |  |  |  |  |  |  | **$** | **$** | **$** | **$** |  |
| **By Program** | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Governance** | |  |  |  |  |  |  |  |  |  |  |  |  |
| 000000- Admin Cente - Refurbish Morning Tea / Public Meeting Room | | | | | | | | F & E | 5,000 | 0 | 0 |  | The CEO to provide a verbal update on the |
| 000000-Council Chamber Chairs Replacement | | | | |  |  |  | F & E | 10,000 | 0 | 0 |  | status of the capital projects as at 31 AUGUST 2016 |
| 000000-Council Chamber Improvements | | | | |  |  |  | F & E | 5,000 | 0 | 0 |  |  |
| 000000- Admin Centre - New Front Reception Counter | | | | | |  |  | F & E | 8,140 | 0 | 0 |  |  |
| 000000- Admin Centre - Internal Painting | | | | |  |  |  | L & B | 15,000 | 0 | 0 |  |  |
| 000000- Admin Centre - Records Fit Coolroom Panel to Sea Container | | | | | | | | L & B | 16,800 | 0 | 0 |  |  |
| C175103- Admin Centre - Covered Area Carpark | | | | |  |  |  | L & B | 11,000 | 0 | 12020 | (12,020) | Project completed minor overexpenditure |
| 000000- Motor Vehicle CEO | | |  |  |  |  |  | P & E | 90,000 | 0 | 0 |  |  |
| C175001- Mobile Phones HCP and Caravan Park | | | | | |  |  | F & E | 0 | 0 | 2160 | (2,160) | Expenditure not in 2016-17 Budget needs to be authorised by Council as per Section 6.8 of the LG Act subject to a report on this Agenda |
| C175002- Mobile Phone CGTS | | | |  |  |  |  | F & E | 0 | 0 | 1368 | (1,368) | Expenditure not in 2016-17 Budget needs to be authorised by Council as per Section 6.8 of the LG Act subject to a report on this Agenda |
| C175203- Laptop HP Spectre CEO | | | |  |  |  |  | F & E | 0 | 0 | 2599 | (2,599) | Expenditure not in 2016-17 Budget needs to be authorised by Council as per Section 6.8 of the LG Act subject to a report on this Agenda |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Housing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 000000- Housing - Security Systems | | | |  |  |  |  | F & E | 60,248 | 0 | 0 |  |  |
| C175102-Staff Housing - 3 Storage Shed | | | | |  |  |  | L & B | 17,400 | 0 | 17710 | (17,710) | Project completed minor over expenditure |
| 000000-Staff Housing - 19b Stanley Street Security Screens | | | | | | |  | L & B | 2,000 | 0 | 0 |  |  |
| 000000-Staff Housing - 6 Henty street Replace Carpet with Floor Board | | | | | | | | L & B | 7,000 | 2,100 | 0 | 2,100 | Project yet to commence |
| 000000-Staff Housing - 8 Henty street Colorbond Fence Front | | | | | | |  | L & B | 3,000 | 900 | 0 | 900 | Project yet to commence |
| 000000-Staff Housing - Power to 3 Storage Sheds | | | | | |  |  | L & B | 8,000 | 2,400 | 0 | 2,400 | Project yet to commence |
| 000000-Staff Housing -75 Weekes Street Landscaping | | | | | |  |  | L & B | 5,000 | 1,500 | 0 | 1,500 | Project yet to commence |
| 000000-Staff Housing -8 Henty Street Landscaping | | | | | |  |  | L & B | 5,000 | 1,500 | 0 | 1,500 | Project yet to commence |
| 000000-Staff Housing - 19b Stanley Street Floorboards, Gate,Skylight | | | | | | | | L & B | 4,500 | 1,350 | 0 | 1,350 | Project yet to commence |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Community Amenities** | | |  |  |  |  |  |  |  |  |  |  |  |
| C175101- Mobile Ablution Block | | | |  |  |  |  | L & B | 15,000 | 0 | 3,890 | (3,890) | project in progress 50% |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Recreation and Culture** | | |  |  |  |  |  |  |  |  |  |  |  |
| 000000 - Arts and Crafts Building | | | |  |  |  |  | L & B | 381,837 | 0 | 0 |  |  |
| C165233 - Community Hall - Detailed Plan for Renovations | | | | | | |  | L & B | 10,000 | 0 | 5,308 | (5,308) | Project completed savings $4,692 |
| 000000 -Community and Youth Centre CLGF 2012-13 Unspent | | | | | | |  | L & B | 44,222 | 0 | 0 |  |  |
| 000000- Kubota Utility Parks | | | | | | | | P & E | 28,000 | 0 | 0 |  |  |
| 000000- Truck 3 Tonne Parks | | | |  |  |  |  | P & E | 64,000 | 0 | 0 |  |  |
| 000000- Replace Playground Equipment - Shamrock Park | | | | | |  |  | Recreation | 45,000 | 0 | 0 |  |  |
| 000000- New Fence - Shamrock Park | | | |  |  |  |  | Recreation | 5,000 | 0 | 0 |  |  |
| 000000 - 2 Replacement Irigation Pumps | | | | |  |  |  | Recreation | 8,000 | 0 | 0 |  |  |
| 000000 - Community/ School Oval Shared Use Development | | | | | | |  | Recreation | 400,000 | 0 | 0 |  |  |
| 000000- Paynes Find Beautification | | | |  |  |  |  | Other | 78,658 | 0 | 0 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Transport** | |  |  |  |  |  |  |  |  |  |  |  |  |
| 000000- Ablution Block Depot | | | |  |  |  |  | L & B | 20,000 | 0 | 0 |  |  |
| 000000- Electric Boundary Fence Depot | | | | |  |  |  | L & B | 45,500 | 0 | 0 |  |  |
| 000000- Tailer Float Reconditioning | | | |  |  |  |  | P & E | 30,000 | 0 | 0 |  |  |
| 000000-Mobile Batching Plant | | | |  |  |  |  | P & E | 68,700 | 0 | 0 |  |  |
| 000000- 3qm Agitator Truck Second Hand | | | | |  |  |  | P & E | 35,000 | 0 | 0 |  |  |
| 000000- Motor Vehicle Works Foreman | | | | |  |  |  | P & E | 75,000 | 0 | 0 |  |  |
| 000000- Works Truck | | |  |  |  |  |  | P & E | 92,000 | 0 | 0 |  |  |
| ROADS TO RECOVERY GRANTS | | | |  |  |  |  |  |  |  |  |  |  |
| 000000- Paynes Find Airstrip Fence | | | |  |  |  |  | Other | 45,000 | 0 | 0 |  |  |
| 000000- Yalgoo/Morawa Road - Widen | | | |  |  |  |  | Roads | 400,000 | 0 | 0 |  |  |
| 000000- Yalgoo/Ninghan Road - Shoulder Binding | | | | | |  |  | Roads | 180,000 | 0 | 0 |  |  |
| 000000- Yalgoo/Ninghan Road - Seal | | | |  |  |  |  | Roads | 212,310 | 0 | 0 |  |  |
| 000000- Yalgoo/Morawa Road - Reseal Program | | | | | | | | Roads | 5,255 | 0 | 0 |  |  |
| RRG SPECIAL GRANT RD WORKS | | | |  |  |  |  |  |  |  |  |  |  |
| C165106 - Yalgoo/Ninghan Road -Reform and Resheet to 8M Wide Slk 25-32 | | | | | | | | Roads | 322,564 | 0 | 320040 | (320,040) | Project completed |
| C165105- Yalgoo/North Road -Reform and Resheet | | | | | |  |  | Roads | 142,350 | 0 | 201,207 | (201,207) | Over expenditure on project $58,857 |
| MUNICIPAL FUND | |  |  |  |  |  |  |  |  |  |  |  |  |
| 000000- Warne River Crossover | | | |  |  |  |  | Roads | 20,000 | 0 | 0 |  |  |
| 000000- Ninghan Homestead Road Floodway Crossover | | | | | |  |  | Roads | 20,000 | 0 | 0 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Economic Services** | | |  |  |  |  |  |  |  |  |  |  |  |
| 000000- Caravan Park Multiple Store Shelving | | | | |  |  |  | F & E | 1,200 | 1,200 | 0 | 1,200 | Project yet to commence |
| C175104- Shade Structure Caravan Park | | | | |  |  |  | L & B | 2,520 | 0 | 2520 | (2,520) | Project completed within budget estimates |
| 000000- Caravan Park Sealing of Parking Bays and Driveways | | | | | | |  | L & B | 22,000 | 0 | 0 |  |  |
| 000000- Caravan Park Sealing of Rammed Earth Walls | | | | | |  |  | L & B | 15,000 | 0 | 0 |  |  |
| 000000- Caravan Park Auto Reticulation System | | | | |  |  |  | L & B | 30,000 | 0 | 0 |  |  |
| 000000- Shelter and Seating Jokker Tunnel | | | | |  |  |  | L & B | 15,000 | 0 | 0 |  |  |
| 000000- Shelter and Visitors Board at Railway Station | | | | | |  |  | L & B | 15,000 | 0 | 0 |  |  |
| 000000- Entry Road Sheeting Jokker Tunnel | | | | |  |  |  | Other | 15,000 | 0 | 0 |  |  |
|  |  |  |  |  |  |  |  |  | **3,182,204** | **10,950** | **568,822** | **(557,872)** |  |

Voting Requirements

Simple Majority

The CEO provided additional information it was then:

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1002 Progress Report on the Capital Works Program 2016 - 2017**

**That Council receive the Progress Report on the Capital Works Program 2016 – 2017 as at August 2016.**

**Moved: Cr Jo Kanny Seconded: Cr Gail Trenfield Motion put and carried 4/0**

## 11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

The President asked that the meeting be adjourned it was moved Cr Raul Valenzuela seconded Cr Jo Kenny that the meeting be adjourned for lunch.

***ADJOURNMENT: Lunch 12.26 pm – 1.05 pm.***

The Shire President, Neil Grinham resumed the adjourned Ordinary Meeting at 1.05 pm.

In the chamber the following were present:

Cr Neil Grinham, Shire President

Cr Jo Kanny

Cr Gail Trenfield

Silvio Brenzi, Chief Executive Officer (CEO)

Steven Cosgrove, Coordinator Governance & Technical Services (CGTS)

Cr Raul Valenzuela re-joined the meeting at 1.06 pm.

## 11.3 FINANCE

### 11.3.1 Financial Activity Statements for the Period ended the 31 August 2016

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 4 October 2016 |
| Attachments | * Statement of Comprehensive Income ending the 31 August 2016; * Statement of current Financial Position; * Financial Activity Statement; * Summary of Current Assets and Current Liabilities as of 31 August 2016; * Detailed worksheets; * Other Supplementary Financial Reports:   + Reserve Funds;   + Loan Funds;   + Trust Fund |

Matter for Consideration

Adoption of the Monthly Financial Statements.

Background

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

Statutory Environment

*Local Government Act 1995*

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

*Local Government (Financial Management) Regulations 1996*

Regulation 34 states:

1. A local government is to prepare each month a statement of financial activity reporting on the

sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional

purpose under section 6.8(1)(b) or (c);

(b) budget estimates to the end of month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the

statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c);

(e) the net current assets at the end of the month to which the statement relates.

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

**Strategic Implications**

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

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

**Policy Implications**

2.1 Capitalisation of Assets

2.4 Material Variance

**Financial Implications**

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

Consultation

Dominic Carbone – Dominic Carbone & Associates

Comment

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

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

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

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1003 R34 (1) Financial Activity Statements for the Period ended the 31 August 2016**

**That Council adopts the Financial Activity Statement for the period ended 31 August 2016**

**Moved: Cr Jo Kanny Seconded: Cr Gail Trenfield Motion put and carried 4/0**

### 11.3.2 Accounts for Payment August 2016

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 4 October 2016 |
| Attachments | Nil |

Matter for Consideration

Council approve the Accounts for Payment list for the period 1 August 2016 to 31 August 2016 as detailed in the report below.

Background

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

Statutory Environment

*Local Government Act 1995*

*6.10 Financial Management regulations*

Regulations may provide for –

1. The security and banking of money received by a local government’ and
2. The keeping of financial records by a local government; and
3. The management by a local government of its assets, liabilities and revenue; and
4. The general management of, and the authorisation of payments out of –
5. The municipal fund; and
6. The trust fund, of a local government.

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

13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
2. The payee’s name; and
3. The amount of the payment; and
4. The date of the payment; and
5. Sufficient information to identify the transaction.
6. A list of accounts for approval to be paid is to be prepared each month showing –
7. For each account which requires council authorisation in that month –
8. The payee’s name; and
9. The amount of the payment; and
10. Sufficient information to identify the transaction; and
11. The date of the meeting of the council to which the list is to be presented.
12. A list prepared under subregulation (1) or (2) is to be –
13. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
14. Recorded in the minutes of that meeting.

Strategic Implications

Nil

Financial Implications

Nil

Consultation

Nil

Comment

The list of accounts paid for the period 1 August 2016 to 31 August 2016 are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **SHIRE OF YALGOO** | | | |
| **LIST OF ACCOUNTS PAID AND PAYABLE** | | | |
| **FOR THE PERIOD 1 AUGUST 2016 TO 31 AUGUST 2016** | | | |
|  |  |  |  |
| **DATE** | **PAYEE** | **PARTICULARS** | **AMOUNT** |
| **PAID** |  |  | **$** |
| 1/08/2016 | BARBARA CARNAMAH | REFUND COMMUNITY BUS BOND | 100.00 |
| 1/08/2016 | BOQ ASSET FINANCE AND LEASING | PHOTOCOPIER RENTAL | 329.50 |
| 1/08/2016 | C & S AUTOMOTIVE REPAIRS | SERVICE PRADO YA0 | 545.60 |
| 1/08/2016 | CANINE CONTROL | ANIMAL RANGER EXPENSES | 929.50 |
| 1/08/2016 | CAREER DEVELOPMENT SERVICES | HCP PROJECT ACTIVITY EXPENSES | 207.45 |
| 1/08/2016 | CIVIC LEGAL | ROAD MTCE AGREEMENT | 858.00 |
| 1/08/2016 | CORE BUSINESS AUSTRALIA | CONSULTANCY FLOOD DAMAGE PROJECT | 8,517.75 |
| 1/08/2016 | COURIER AUSTRALIA | FREIGHT CHARGES | 3,366.13 |
| 1/08/2016 | CROWE'S ELECTRICAL | ELCTRICAL REPAIRS PUBLICE CONVENIENCES | 4,407.35 |
| 1/08/2016 | DOMINIC CARBONE AND ASSOCIATES | CONSULTANCY FEES ADMIN AND FINANCIAL | 7,920.00 |
| 1/08/2016 | GAIL TRENFIELD | MEETING FEES | 236.00 |
| 1/08/2016 | GERALDTON FUEL COMPANY | FUEL AND OIL | 17,239.72 |
| 1/08/2016 | JOANNE KANNY | MEETING AND TRAVEL FEES | 291.45 |
| 1/08/2016 | JUDITH HILL | REIMBURSEMENT RELOCATION EXPENSES SHED INCL.CONCRETE PAD | 500.00 |
| 1/08/2016 | LGIS | INSURANCE PREMIUMS | 13,706.00 |
| 1/08/2016 | LGISWA | INSURANCE PREMIUMS | 35,020.04 |
| 1/08/2016 | MURCHISON COUNTRY ZONE WALGA | SUBSCRIPTIONS | 2,100.00 |
| 1/08/2016 | NEIL GRINHAM | MEETING ,COMMUNICATION ,TRAVEL AND PRESIDENT ALLOW | 2,034.31 |
| 1/08/2016 | ONE STOP ELECTRONICS GERALDTON | OFFICE EQUIPMENT MTCE | 189.00 |
| 1/08/2016 | PAGODA RESORT AND SPA | ACCOMMODATION | 659.50 |
| 1/08/2016 | PARKER WINDOWS | UPGRADE WINDOWS ADMIN CENTRE | 5,710.00 |
| 1/08/2016 | RAUL VALENZUELA | MEETING AND COMMUNICATION ALLOWANCE | 527.67 |
| 1/08/2016 | SILVIO BRENZI | REIMBURSEMENT CONFERENCE EXPENSES | 1,706.80 |
| 1/08/2016 | STEVEN COSGROVE | MEALS | 41.36 |
| 1/08/2016 | SUN CITY PLUMBING | PLUMBING REPAIRS CARAVAN PARK ANF HEALTH CENTRE | 1,051.16 |
| 1/08/2016 | URBIS | CONSULTANCY TOWN PLANNING | 1,624.84 |
| 1/08/2016 | W & E ROWE CONTRACTORS | ROAD WORKS YALGOO/NINGHAN,FLOOD DAMAGE ,ROAD MTCE | 60,255.25 |
| 1/08/2016 | WA LOGOVERNMENT ASSOCIATION | ANNUAL SUBSCRIPTIONS | 19,107.40 |
| 1/08/2016 | YALGOO GENERAL STORE | CONSUMABLES | 1,006.07 |
| 1/08/2016 | WESTRAC EQUIPMENT | PURCHASE CAT PRIME MOVER | 249,292.69 |
| 3/08/2016 | PAYROLL | NET SALARIES AND WAGES PAID | 41,940.01 |
| 8/08/2016 | W & E ROWE CONTRACTORS | ROAD WORKS YALGOO/NINGHAN | 351,318.00 |
| 8/08/2016 | AUSTRAL MERCANTILE COLLECTION | DEBT COLLECTION FEES | 1,246.70 |
| 8/08/2016 | BOQ ASSET FINANCE AND LEASING | PHOTOCOPIER RENTAL | 329.50 |
| 8/08/2016 | CUTTING EDGES EQUIPMENT PARTS | BLADES AND TYRES | 3,099.80 |
| 8/08/2016 | DAVID ROCKE | REIMBURSEMENT PAYNES FIND COMPLEX EXPENSES | 60.00 |
| 8/08/2016 | GERALDTON BLUE SEA PLUMBING | REPAIRS AND MAINTENANCE PLUMBING | 1,280.00 |
| 8/08/2016 | GERALDTON FUEL COMPANY | FUEL AND OIL | 3,206.44 |
| 8/08/2016 | GERALDTON MOWER AND REPAIRS SPECIALISTS | BLADES AND TYRES | 198.80 |
| 8/08/2016 | HITACHI CONSTRUCTION MACHINERY | PARTS AND REPAIRS | 5,318.89 |
| 8/08/2016 | JR AND A HERSEY | WORKSHOP COMSUMABLES | 1,962.75 |
| 8/08/2016 | JASON SIGNMAKERS | SIGNS FOR YALGOO/NINGHAN ROAD WORKS | 10,868.55 |
| 8/08/2016 | K9 ELECTRICAL | REPAIRS TO HALL, ADMIN AND RAILWAY ST | 162.23 |
| 8/08/2016 | LGIS | INSURANCE PREMIUMS PLANT | 75,536.54 |
| 8/08/2016 | LGISWA | INSURANCE PREMIUMS BUILDINGS AND STRUCTURES | 28,288.21 |
| 8/08/2016 | MINE TRADE AND MAINTENANCE | STAFFF HOUSING REPAIRS AND MTCE | 2,139.50 |
| 8/08/2016 | NEWS CORP | ADVERTISING TOURISM PROMOTION | 834.09 |
| 8/08/2016 | NOVAS AUTOGLASS MIDWEST | REPAIRS TOYOTA PRADO | 334.35 |
| 8/08/2016 | PURCHER INTERNATIONAL PTY LTD | SERVICE,CLEAN BUS AND REPLACE WINDSCREEN | 4,491.88 |
| 8/08/2016 | RECORDS ARCHIVES HISTORICAL MANAGEMENT | CONSULTANCY RECORD MANAGEMENT | 825.00 |
| 8/08/2016 | S AND H CRANES P/L | CRANE HIRE | 247.50 |
| 8/08/2016 | SOCIAL INNOVATIONS PTY LTD | CONSULTANCY FUNDING SUBMISSIONS | 2,860.00 |
| 8/08/2016 | SUN CITY PRINT | PRINTING AND STATIONERY | 310.10 |
| 8/08/2016 | WESTRAC EQUIPMENT | PARTS AND REPAIRS | 757.32 |
| 12/08/2016 | BEAUREPAIRES | TYRES AND TUBES | 1,493.51 |
| 12/08/2016 | BRIDGED GROUP PTY LTD | COMPUTER MAINTENANCE AND SUPPORT | 206.25 |
| 12/08/2016 | BUNNINGS | HARDWARE AND CONSUMABLES | 644.99 |
| 12/08/2016 | FIVE STAR BUSINESS EQUIPMENT | OFFIVE EQUIPMENT MTCE | 59.72 |
| 12/08/2016 | GERALDTON MOWER AND REPAIRS SPECIALISTS | PARTS AND REPAIRS | 151.60 |
| 12/08/2016 | G M FREIGHT | FREIGHT CHARGES | 132.00 |
| 12/08/2016 | HALLINAN REFRIGERATION AND AIRCONDITIONING | AIR CONDITIONER MTCE | 7,221.92 |
| 12/08/2016 | JASON SIGNMAKERS | SIGN REPAIRS AND REPLACEMENTS | 6,662.59 |
| 12/08/2016 | MISWEST INDUSTRY ROAD SAFETY | CONTRIBUTION ROADWISE LG ROAD SAFETY | 5,500.00 |
| 12/08/2016 | RED DUST HOLDING | INSTALLATION OF SIGNS | 16,280.00 |
| 12/08/2016 | ST JOHN AMBULANCE GERALDTON | SUPPLY OF FIRST AID KITS | 1,155.05 |
| 12/08/2016 | STAPLES AUST PTY LTD | PRINTING , STATIONEY AND OFFICE CONSUMABLES | 1,195.14 |
| 12/08/2016 | SUN CITY PLUMBING | STAFFF HOUSING REPAIRS AND MTCE | 543.40 |
| 12/08/2016 | TOTAL TRENCHING | REIMBURSEMENT FOR ACCOMMODATION AT CARAVAN PARK | 160.00 |
| 12/08/2016 | TOTALLY WORKWEAR GERALDTON | PROTECTIVE CLOTHING | 1,089.33 |
| 12/08/2016 | TRUCK CENTRE (WA) PTY LTD | REPAIR TO TIP TRUCK YA795 | 6,977.55 |
| 12/08/2016 | W & E ROWE CONTRACTORS | FLOOD DAMAGE PROJECT WORKS | 45,380.50 |
| 12/08/2016 | WESTRAC EQUIPMENT | PARTS AND REPAIRS | 262.19 |
| 18/08/2016 | PAYROLL | NET SALARIES AND WAGES PAID | 43,196.18 |
| 18/08/2016 | PERCY LAWSON | TRAVEL ALLOWANCE | 1,232.26 |
| 23/08/2016 | CORE BUSINESS AUSTRALIA | CONSULTANCY FLOOD DAMAGE PROJECT | 37,549.73 |
| 23/08/2016 | RECORDS ARCHIVES HISTORICAL MANAGEMENT | CONSULTANCY RECORD MANAGEMENT | 8,030.00 |
| 24/08/2016 | JUDITH HILL | REIMBURSEMENT OF RELOCATION EXPENSES CLOTHESLINE PAVING | 385.00 |
| 26/08/2016 | DOMINIC CARBONE AND ASSOCIATES | CONSULTANCY FEES ADMIN AND FINANCIAL | 4,730.00 |
| 26/08/2016 | GERALDTON DRAFTING SERVICE | CONSULTANCY COMMUNITY HALL DETAILED PLAN | 5,838.25 |
| 26/08/2016 | GERALDTON SHEDS N HOMES | STORAGE SHEDS.COVERED CARPARK ADMIN , SHADE STRUCT C/PK | 33,704.00 |
| 26/08/2016 | MCINTOSH AND SON | PARTS AND REPAIRS | 793.89 |
| 26/08/2016 | SOCIAL INNOVATIONS PTY LTD | LANDCARE GRANT EXPENSES | 1,818.27 |
| 26/08/2016 | W & E ROWE CONTRACTORS | FLOOD DAMAGE PROJECT WORKS | 116,473.50 |
| 26/08/2016 | WESTRAC EQUIPMENT | PARTS AND REPAIRS | 1,867.60 |
| 26/08/2016 | YOUNG MOTORS PRY LTD | PARTS AND REPAIRS | 831.71 |
| 26/08/2016 | ASPHALT IN A BAG | MATERIAL | 1,718.75 |
| 26/08/2016 | BEAUREPAIRES | TYRES AND TUBES | 1,139.00 |
| 26/08/2016 | BUNNINGS | CEMENT ,HARDWARE,CONSUMABLES | 1,019.38 |
| 26/08/2016 | COCKBURN CEMENT LTD | MATERIAL | 3,168.00 |
| 26/08/2016 | ELITE ELECTRICAL CONTRACTING | REPAIRS RAILWAY ST,DEPOT AND STAFF HOUSING | 6,155.75 |
| 26/08/2016 | GERALDTON MOWER AND REPAIRS SPECIALISTS | PARTS AND REPAIRS | 251.80 |
| 26/08/2016 | GERALDTON TOYOTA | SERVICE FORTUNER AND FOREMANS VEHICLE | 746.65 |
| 26/08/2016 | HALLINAN REFRIGERATION AND AIRCONDITIONING | AIR CONDITIONER MTCE HALL STAFF HOUSING | 726.00 |
| 26/08/2016 | MARKETFORCE | ADVERTISING | 157.39 |
| 26/08/2016 | MIDWEST CHEMICAL AND PAPER | CLEANING CONSUMABLES | 571.11 |
| 26/08/2016 | OCEAN AND EARTH TRAING SPECIALIST | STAFF TRAINING | 6,580.00 |
| 26/08/2016 | RECORDS ARCHIVES HISTORICAL MANAGEMENT | CONSULTANCY RECORD MANAGEMENT | 6,930.00 |
| 26/08/2016 | SIGNS AHEAD | SIGNS | 1,408.00 |
| 26/08/2016 | STAPLES AUST PTY LTD | PRINTING AND STATIONERY | 288.77 |
| 26/08/2016 | SUN CITY PLUMBING | REPAIRS STAFF HOUSING AND AMBULANCE SHED | 1,813.68 |
| 26/08/2016 | SUN CITY PRINT | PRINTING AND STATIONERY | 346.50 |
| 26/08/2016 | THINKWATER GERALDTON | RETICULATION PARTS AND FERTILISER | 1,003.25 |
| 26/08/2016 | TOTALLY WORKWEAR GERALDTON | PROTECTIVE CLOTHING AND PROMOTIONAL CLOTHING | 4,994.10 |
| 26/08/2016 | URBIS | CONSULTANCY TOWN PLANNING | 1,336.50 |
| 26/08/2016 | WA LOGOVERNMENT ASSOCIATION | STAFF TRAINING | 5,253.00 |
| 30/08/2016 | GAIL TRENFIELD | MEETING,COMMUNICATION ALLOW | 763.67 |
| 30/08/2016 | JOANNE KANNY | MEETING,COMMUNICATION ALLOW,TRAVEL | 781.14 |
| 30/08/2016 | NEIL GRINHAM | MEETING,COMMUNICATION ALLOW,TRAVEL | 3,409.04 |
| 30/08/2016 | PERCY LAWSON | MEETING,COMMUNICATION ALLOW | 763.67 |
| 30/08/2016 | RAUL VALENZUELA | MEETING,COMMUNICATION ALLOW | 763.67 |
| 30/08/2016 | ROBERT GRINHAM | MEETING,COMMUNICATION ALLOW | 763.67 |
| 30/08/2016 | SILVIO BRENZI | REIMBURSEMENT CONFERENCE EXPENSES | 1,296.00 |
| 31/08/2016 | WA SHIRE COUNCILS UNION | PAYMENT OF UNION FEES COLLECTED VIA PAYROLL | 123.00 |
| 31/08/2016 | CHILD SUPPORT AGENCY | PAYMENT OF DEDUCTIONS VIA PAYROLL | 330.62 |
| 31/08/2016 | SHIRE OF YALGOO | PAYMENT OF DEDUCTIONS VIA PAYROLL | 276.00 |
| 29/08/2016 | TELSTRA | TELEPHONE/INTERNET | 184.97 |
| 29/08/2016 | TELSTRA | TELEPHONE/INTERNET | 373.79 |
| 12/08/2016 | CONCEPT MEDIA PTY LTD | ADVERTISING TOURISM PROMOTION | 944.46 |
| 12/08/2016 | GINDALBIE METALS LTD | RATES REFUND | 5.87 |
| 12/08/2016 | HORIZON POWER | STREET LIGHTING AND POWER STAFF HOUSING | 1,976.41 |
| 12/08/2016 | MINJAAR GOLD PTY LTD | RATES REFUND | 50.07 |
| 12/08/2016 | PIVOTEL SATELLITE PTY LTD | SATELLITE PHONES | 1,268.00 |
| 12/08/2016 | TARGET | HCP PROJECT ACTIVITY EXPENSES | 753.96 |
| 12/08/2016 | TELSTRA | TELEPHONE/INTERNET | 14,756.92 |
| 12/08/2016 | WESTCOAST SEAFOOD | REFRESHMENTS | 236.00 |
| 12/08/2016 | MAIN ROADS WA | LICENCE AND PERMITS | 50.00 |
| 12/08/2016 | TELSTRA | TELEPHONE/INTERNET | 211.75 |
| 1/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 12.70 |
| 9/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 274.70 |
| 10/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 94.30 |
| 12/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 25.30 |
| 18/08/2016 | COMMANDER AUSTRALIA | SERVICE EQUIPMENT CONTRACT TELEPHONE | 39.95 |
| 19/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 64.25 |
| 20/08/2016 | TRUST FUND | TRANFER OF MONEY OWING TO TRUST FUND | 750.00 |
| 24/08/2016 | NAB | BANK CHARGES | 50.24 |
| 25/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 73.55 |
| 29/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 29.05 |
| 30/08/2016 | DEPARTMENT OF TRANSPORT | PAYMENT OF VEHICLE LICENCES AND REGISTRATIONS COLLECTED | 230.05 |
| 30/08/2016 | SHIRE OF YALGOO | CREDIT CARD TRANSFER | 4,242.23 |
| 31/08/2016 | NAB | BANK CHARGES | 50.20 |
|  | **TOTAL** |  | **1,410,289.66** |

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1004 Accounts for Payment August 2016**

**That Council approve the list of accounts paid for the period 1 August 2016 to 31 August 2016 amounting to $1,410,289.66 and the list be recorded in the minutes.**

**Moved: Cr Raul Valenzuela Seconded: Cr Gail Trenfield Motion put and carried 4/0**

### 11.3.3 Investments as at 31 August 2016

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 4 October 2016 |
| Attachments | Nil |

Matter for Consideration

That Council receive the Investment Report as at 31 August 2016

Background

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

Statutory Environment

**Local Government Act 1995**

**6.14. Power to invest**

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

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

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

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

[(b) deleted]

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

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

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

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

**19. Investments, control procedures for**

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

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

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

(b) the transactions related to each investment.

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

(1) In this regulation —

***authorised institution*** means —

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

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

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

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

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

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

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

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

(e) invest in a foreign currency.

Strategic Implications

Nil

Consultation

Nil

Comment

The worksheet below details the investments held by the Shire as at 31 August 2016:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SHIRE OF YALGOO INVESTMENTS AS AT 31 AUGUST 2016** | | | | | | | | |
| **INSTITUTIONS** | **SHORT TERM RATING** | **INVESTMENT TYPE** | **ACCOUNT Nº** | **TERM** | **DATE OF TRANSACTION** | **DATE OF MATURITY** | **INTEREST RATE** | **PRINCIPAL** |
| **MUNICIPAL FUND** | | | | | | | | |
| NAB | N/A | Operating a/c | 50-832-4520 | Ongoing | N/A | N/A | Variable | $515,613.13 |
| NAB | N/A | Cash Maximiser | 86-538-7363 | Ongoing | N/A | N/A | Variable | $40,718.77 |
| NAB | N/A | Term Deposit | 89-977-1574 | 7 days | 28.08.2016 | 04.09.2016 | 1.50% | $60,284.82 |
| NAB | N/A | Short Term Investment | 24-831-4222 | Ongoing | N/A | N/A | Variable | $51,329.54 |
| **TOTAL $667,946.26** | | | | | | | | |
|  | | | | | | | | |
| **RESERVE FUNDS** | | | | | | | | |
| NAB | N/A | Term Deposit | 77-142-8128 | 6 mths | 11.03.2016 | 11.09.2016 | 2.95% | $153,109.12 |
| NAB | N/A | Term Deposit | 89-972-5236 | 7 days | 28.04.2016 | 04.09.2016 | 1.50% | $449,781.24 |
| NAB | N/A | Term Deposit | 14-662-6305 | 6 mths | 11.03.2016 | 11.09.2016 | 2.95% | $1,013,656.59 |
| **TOTAL $1,616,546.95** | | | | | | | | |
|  | | | | | | | | |
| **TRUST** | | | | | | | | |
| NAB | N/A | Trust a/c | 50-832-4559 | Ongoing | N/A | N/A | Variable | $23,288.51 |
| **TOTAL $23,288.51** | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INVESTMENT REGISTER** | | | | | | |
| **01 JULY 2016 TO 31 JULY 2016** | | | | | | |
| **NATIONAL AUSTRALIA BANK** | | | | | | |
| **ACCOUNT Nº** | **DATE OF MATURITY** | **INTEREST RATE** | **OPENING BALANCE** | **INTEREST EARNT TO 31.08.2016** | **INVESTMENT TRANSFERS** | **CLOSING BALANCE 31.08.2016** |
| 86-538-7363 | Ongoing | Variable | $40,656.41 | $62.28 | 0 | $40,718.77 |
| 89-977-1574 | 04.09.2016 | 1.50% | $409,475.52 | $809.30 | $350,0000 | $60,284.82 |
| 24-831-4222 | Ongoing | Variable | $51,251.03 | $78.51 | 0 | $51,329.54 |
| 77-142-8128 | 11.09.2016 | 2.95% | $153,109.12 | $0 | 0 | $153,109.12 |
| 89-972-5236 | 04.09.2016 | 1.50% | $448,595.14 | $1186.10 | 0 | $449,781.24 |
| 14-662-6305 | 11.09.2016 | 2.95% | $1,013,656.59 | $0 | 0 | $1,013,656.59 |

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1005 Investments as at 31 August 2016**

**That the Investment Report as at 31 August 2016 be received.**

**Moved: Cr Jo Kanny Seconded: Cr Raul Valenzuela Motion put and carried 4/0**

### 11.3.4 Report on Expenditure from the Telstra Technology Fund

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 5 October 2016 |
| Attachments | Nil |

Matter for Consideration

That Council authorise the expenditure incurred from the Telstra Technology Fund in accordance with Section 6.8 of the Local Government Act 1995 and amend the 2016 – 17 Annual Budget accordingly.

Background

The Shire was charged for data usage by Telstra on a mobile phone owned by the Shire not on a monthly plan.

Successful negotiations with Telstra resulted in the Shire paying for part of the cost relating to data usage amounting to $40,248.00 and receiving a credit for the same amount in the form of a Technology Fund.

The 2016 – 17 Annual Budget proposed to utilise these funds to upgrade security in relation to staff housing.

Statutory Environment

*Local Government Act 1995*

**6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution\*; or

(c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

(1a) In subsection (1) —

***additional purpose*** means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Strategic Implications

Nil

Consultation

Nil

Comment

The following items were purchased by the Shire via the Telstra Technology Fund:

3G Next G Digital Handsets (2) (mobile phones) $2160.00

Apple iphone 6S 128 GB (4GX) $1368.00

HP Spectre 13 – VODITV 13” Laptop $2599.00

Total: $6127.00

Leaving a balance of $34,121.00.

The above items were not incorporated in the 2016 – 17 Annual Budget and accordingly not authorised.

Council is requested to give consideration to authorising the abovementioned expenditure in accordance with Section 6.8 of the Local Government Act 1995 and amend the 2016 – 17 Annual Budget as follows:

Increase Allocation

3G Next G Digital Handsets (2) (mobile phones) $2160.00

Apple iPhone 6S 128 GB (4GX) $1368.00

HP Spectre 13 – VODITV 13” Laptop $2599.00

Decrease Allocation

Housing Security Systems

(Decrease by $6127.00 from $60,248.00 to $54,121.00) $54,121.00

Note expenditure to be funded,

Telstra Technology Fund $40,248.00

And Municipal Fund $20,000.

Voting Requirements

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1006 Expenditure from the Telstra Technology Fund**

**That Council:**

**(1) Authorise the following expenditure in accordance with Section 6.8 of the Local Government Act 1995:**

**3G Next G Digital Handsets (2) (mobile phones) $2160.00**

**Apple iPhone 6S 128 GB (4GX) $1368.00**

**HP Spectre 13 – VODITV 13” Laptop $2599.00**

**(2) Subject to (1) above the 2016 – 17 Annual Budget be amended as follows:**

**Increase Allocation**

**3G Next G Digital Handsets (2) (mobile phones) $2160.00**

**Apple iphone 6S 128 GB (4GX) $1368.00**

**HP Spectre 13 – VODITV 13” Laptop $2599.00**

**Decrease Allocation**

**Housing Security Systems**

**(Decrease by $6127.00 from $60,248.00 to $54,121.00) $54,121.00**

**Moved: Cr Raul Valenzuela Seconded: Cr Gail Trenfield Motion put and carried by Absolute Majority 4/0**

## 11.4 ADMINISTRATION

### 11.4.1 Report on Matters Outstanding as at 5 October 2016

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 5 October 2016 |
| Attachments | Nil |

**Matter for Consideration**

That Council note the report on outstanding matters.

**Background**

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

**Statutory Environment**

Nil

**Business Implications**

Nil

**Consultation**

Nil

**Comment**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Matters Outstanding** | | |  |
| **MEETING DATE** | **ITEM REFERENCE** | **RESOLUTION** | **CURRENT STATUS** |
| 22nd January 2016 | 2014-2015 Budget-Imposition of Rates and Minimum Proposal Requiring Ministerial Approval | That Council: | Application has been submitted. Awaiting on response from the State Administrative Tribunal (SAT). |
| 1/. Make application to the State Administrative Tribunal in accordance with Section 6.82 of the Local Government Act 1995 to have the following rates quashed: |
| - GRV-Town Vacant Land Minimum $600 |
| - UV-Mining/Mining Tenement 35:75 cents |
| - UV-Exploration and Prospecting 18:99 cents |
| 2/. The Department of Local Government and Communities be advised of (1) above. |
| 22nd January 2016 | Application for Funding Round Five of the Heavy Vehicles Safety and Productivity Program. | That council engage the services of a suitable external consultant to prepare the application for funding for the new rest areas at Paynes Find for Round Five of the Heavy Vehicle Safety and Productivity Program. | Paperwork completed. Ready to be submitted to the Application Funding Round when it opens. |
| 18 Aug 16 | Establishment of an Emergency Services Training Centre in Yalgoo. | That Council engage the services of a suitable consultant to undertake a review of the Business Case for the construction of a Volunteer Emergency Services Training and Operations Centre/VESTOC in Yalgoo | Consultant yet to be engaged. |
| 30 Sept 16 | Appointment of Bushfire Control Officers | Council resolved to appoint Ms Gail Pilmoor and Mr David Rocke as Bushfire Control Officers and that the appointments be advertised and Delegation 2.8 be updated. | Notice in paper duly completed.  Delegation 2.8 updated. |
| 30 Sept 16 | Wild Dog Bounty Scheme | Council resolved to form a working group comprising 3 elected members, the CEO and an independent advisor. | Report Nº 11.4.3 is included in this agenda for consideration. |
| 30 Sept 16 | Consultation Paper Regional Subsidiaries Legislation | Council resolved to support the legislative changes and a copy of the stakeholder survey be forwarded to DLGC. | Letter together with stakeholder survey sent to DLGC. |

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1007 Report on Matters Outstanding as at 5 October 2016**

**That Council receives Report Nº 11.4.1 Report on Matters Outstanding as at 5 October 2016.**

**Moved: Cr Jo Kanny Seconded: Cr Raul Valenzuela Motion put and carried 4/0**

### 11.4.2 Report on the Murchison Regional Vermin Council Establishment Agreement

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | A/CEO of the MRVC |
| Date: | 5 October 2016 |
| Attachments | * Establishment Agreement |

Matter for Consideration

The Shire of Yalgoo being a participant Local Government in Murchison Regional Vermin Council (MRVC) give consideration and accept the new MRVC Draft Establishment Agreement.

Background

The MRVC adopted the following resolution:

“That Council refer the Draft Establishment Agreement to participant Local Governments comprising of the Shires of Cue, Meekatharra, Sandstone Mt Magnet and Yalgoo for consideration and acceptance.

Statutory Environment

*Local Government Act 1995*

**3.65. Establishment agreement, amendment of**

(1) The participants may amend the establishment agreement for a regional local government by agreement made with the Minister’s approval, and a reference in this Division to the establishment agreement includes a reference to the establishment agreement as so amended.

(2) The establishment agreement can be amended under subsection (1) to include another local government as a further participant if that local government is a party to the amending agreement.

(3) Section 3.61(2) and (3) apply, with any necessary modifications, to an agreement amending the establishment agreement.

Strategic Implications

Nil

Consultation

Nil

Comment

The MRVC was established by an Order of the Governor under the former Local Government Act 1960 and published in the Government Gazette on 13 December 1963. The MRVC constitution states that its function is for the rehabilitation of and maintenance of the Nº 1 Vermin Fence from the Junction of the Nº 1 and Emu Fences at the 80 mile at Lake Nabberu and the Nº 2 Vermin Fence, named “Gum Creek” Junction at the 322 mile and extending for a distance of 30 miles West and as far West as deemed necessary in order to maintain the fences in a “Dog Proof”(declared animal) condition.

Pursuant to the transitional provisions under Section 9.71 and Clause 10 of Schedule 9.3 of the Local Government Act 1995 the MRVC continues as a regional Local Government under the Act.

The MRVC now wishes to amend its Constitution Agreement to broaden its purposes and objectives as detailed below:

Regional Purposes:

(a) The regional purposes for which the MRVC is established are:

(i) The:

(A) Rehabilitation and maintenance of the Nº 1 Vermin Fence;

(B) The construction, rehabilitation and for maintenance of any other fence within the Region that the MRVC Council determines should be constructed, rehabilitated and maintained to form, or to form part of, the Murchison Region Vermin Cell; and

For the purpose of assisting in the restriction of movement, and the control and eradication of vermin within the Murchison Region Vermin Cell.

(ii) The control, prevention and eradication of vermin within the Region (whether within or outside of the Murchison Region Vermin Cell);

(iii) To provide advice, information and education to the participants and the communities of the participants in relation to the functions of the MRVC; and

(iv) To carry out and do all other acts and things which are reasonably necessary to bring into effect, and the promotion of the purposes referred to in paragraph (i) and (ii) of this clause.

(b) The MRVC Council may determine that any Project to be undertaken for a Regional Purpose is to be undertaken as:

(i) An existing undertaking, in the terms set out in Clause 9, provided that all of the participants determine to participate in that undertaking; or

(ii) As a new undertaking on terms to be determined under Clause 10, whether or not all of the participants determine to participate in that undertaking.

Objectives:

(a) The objectives of the MRVC are:

(i) To construct or facilitate the construction of, and maintain a system of fences to create the Murchison Region Vermin Cell;

(ii) To re-establish and enhance the viability and productivity of pastoral activities within the Murchison Region Vermin Cell through the control, prevention and eradication of vermin; and

(iii) To obtain the appropriate level of resources, financial and physical for:

(A) The construction and ongoing maintenance of the fences referred to in paragraph (a) (i); and

(B) The operation of the MRVC’s activities and the achievement of the MRVC’s objectives.

(b) No failure or alleged failure of the MRVC to meet any of the objectives set out in paragraph (a) will preclude any of the participants from meeting its obligations under the Establishment Agreement or otherwise give rise to any claim or entitlement on its part.

The new Establishment Agreement will allow the MRVC to borrow funds if required to fund projects.

The proportions in which the participants will contribute to operating expenditures and capital assets are as follows:

Shire of Cue 17.68%

Shire of Meekatharra 28.35%

Shire of Mt Magnet 19.42%

Shire of Sandstone 6.49%

Shire of Yalgoo 28.06%

Total 100%

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1008 Murchison Regional Vermin Council Establishment Agreement**

**That Council inform the Murchison Regional Vermin Council that the Shire of Yalgoo is in agreement with the amendments detailed in the Draft Establishment Agreement.**

**Moved: Cr Jo Kanny Seconded: Cr Gail Trenfield Motion put and carried 4/0**

### 11.4.3 Report on Report on Wild Dog Bounty Scheme

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 5 October 2016 |
| Attachments | Nil |

Matter for Consideration

That council appoint three elected members, the CEO and an independent advisor to the “Wild Dog Bounty Scheme Working Group”.

Background

The Shire in its 2016-17 Annual Budget has allocated the sum of $10,000 for the purpose of funding a Wild Dog Bounty Scheme.

Statutory Environment

Nil

Business Implications

Nil

Consultation

Nil

Comment

Council at the Ordinary Council Meeting held on 30 September 2016 resolved to form a working group comprising of elected members, the CEO and an independent advisor to determine the terms and conditions in relation to its undertaking of the Wild Dog Bounty Scheme.

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1009 Report on Wild Dog Bounty Scheme**

**That Council:**

**1. Nominate Cr Jo Kanny, Cr Neil Grinham, Cr Gail Trenfield and Dominic Carbone as the independent advisor to the “Wild Dog Bounty Scheme Working Group”.**

**2. Subject to (1) above the “Wild Dog Bounty Scheme Working Group” to comprise the following members:**

**Cr Jo Kanny**

**Cr Neil Grinham**

**Cr Gail Trenfield**

**CEO Silvio Brenzi**

**Independent Advisor Dominic Carbone**

**Moved: Cr Raul Valenzuela Seconded: Jo Kanny Motion put and carried 4/0**

***ATTENDANCE:*** 1.44 pm Cr Jo Kanny left the meeting.

1.45 pm Cr Jo Kanny re-joined the meeting.

### 

### 11.4.4 Report on Shire Records Procedure Manual

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 7 October 2016 |
| Attachments  (Yellow Cover) | * Shire Records Procedure Manual |

**Matter for Consideration**

That Council adopts the Record Keeping Procedure Handbook as prepared by the Shire’s consultants Records Archives Historical Management.

**Background**

The State Records Act 2000 requires a local government to prepare a Record Keeping Plan and develop record keeping procedures to assist the staff in understanding their roles and responsibilities for the making and keeping of proper and adequate government records in accordance with legislative requirements and best practice standards.

**Statutory Environment**

State Records Act 2000.

**Business Implications**

Nil.

**Consultation**

Records Archives Historical Management.

**Comment**

The attached Procedure Handbook is to be presented to Council for adoption and applies to all government records created or received by the Shire, Employees and Councillors or an organization performing outsourced services on behalf of the Shire of Yalgoo, regardless of their physical format, storage location or date of creation.

**Voting Requirement**

Simple Majority.

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1010 Report on Shire Records Procedure Manual**

**That Council adopts the Shire of Yalgoo Corporate Records Keeping Procedures detailed in the Record Keeping Procedures Handbook attached to Report No. 11.4.4 Report on Shire Records Procedure Manual.**

**Moved: Cr Raul Valenzuela Seconded: Cr Gail Trenfield Motion put and carried 4/0**

# 12. NOTICE OF MOTIONS

## 12.1 PREVIOUS NOTICE RECEIVED

# 13. URGENT BUSINESS

The CEO requested that the following reports be considered as a matter of urgency.

**13.1. Report on AGO Regional Advertising Partnership**

|  |  |
| --- | --- |
| Author: | Dominic Carbone |
| Interest Declared: | No interest to disclose |
| Date: | 27 October 2016 |
| Attachments | Nil |

Matter for Consideration

That Council approve that the Shire of Yalgoo participate in the AGO Regional Advertising Partnership and that the Shire will act as the co-ordinator for the collection and disbursement of funds for the project.

Background

At a MEG Meeting held in March 2016 it was proposed that the Murchison Shires, Wiluna and Upper Gasgoyne would participate in the AGO Regional Advertising Partnership for advertising in newspapers, magazines etc. This in principle agreement needed to be ratified by Councils.

Statutory Environment

*Local Government Act 1995*

*6.8 Expenditure from Municipal Fund not included in Annual Budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

*(a) is incurred in a financial year before the adoption of the annual budget by the local government; or*

*(b) is authorised in advance by resolution\*; or*

*(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

**Financial Implication**

Council to authorise the proposed contribution of $2,500 to the AGO Regional Advertising Partnership.

Consultation

Nil

Comment

No allocation of funds were made in the 2016-17 Annual Budget for the proposed AGO Regional Advertising Partnership and Council is now requested to authorise the expenditure pursuant to Section 6.8 of the Local Government Act and that the Shire will act as the co-ordinator of the project. AGO will contribute on a dollar for dollar basis towards the project based on the participating Shire’s contribution.

Voting Requirements

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1011 Report AGO Regional Advertising Partnership**

**That Council:**

**(1) Agree to participant in the AGO Regional Advertising Partnership.**

**(2) Agree that the Shire of Yalgoo will act as the co-ordinator for the project subject to (1) above.**

**(3) Contribute the sum of $2,500 subject to (1) above and that it authorises the expenditure pursuant to Section 6.8 of the Local Government Act 1995.**

**(4) That the sum of $2,500 be charged to Account Number E132007 Tourism Promotion.**

**Moved: Cr Raul Valenzuela Seconded: Cr Gail Trenfield Motion put and carried by absolute majority 4/0**

**13.2 Report on Awarding of Tender RFT 2-2016 – Design and Construction of an Arts Centre Building.**

|  |  |  |
| --- | --- | --- |
| Author: |  | Dominic Carbone |
| Interest to Declare: |  | No interest to disclose |
| Date: |  | 27 October 2016 |
| Attachment: |  | Core Business Austral Tender Report |

Matter for Consideration

That Council give consideration to the awarding of Tender RFT 2-2016 – Design and Construction of an Arts Centre Building.

Background

Council in its 2016-17 Annual Budget has allocated the sum of $381,837 to be funded from the Municipal Fund $305,362 and the Building Reserve Fund $76,475 for the development of an Arts Centre Building.

Statutory Environment

*Local Government Act 1995*

##### 3.57 Tenders for providing goods or services

*(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

*(2) Regulations may make provision about tenders.*

*Local Government (Functions and General) Regulation 1996*

*Reg. 11-24*

**Financial Implication**

The 2016-17 Annual Budget has allocated the sum of $381,837 towards the project.

Consultation

Core Business Australia.

Comment

Core Business Australia was engaged to prepare a tender document for the design and construction on an Arts Centre Building which was advertised in the West Australian on Saturday 9 April 2016. The tender to close as of 2.00pm Thursday 28 April 2016 however this was extended via the issue of an addendum to Wednesday 4 May 2016.

The tenders were evaluated using the information provided in the tender submission/s utilizing the following methodology.

* Compliance with the Condition of Tendering (Compliance Criteria).
* Responses provided addressing the Qualitative Criteria set out in the Request for Tender (Qualitative Criteria).
* Price (Price Criteria).

The qualitative criteria set is based on the following weightings:

* Experience
* Proposed Offering
* Price

The evaluation panel comprised of the following:

* Mr Silvio Brenzi Chief Executive Officer
* Mr Bruce Lorimer Managing Director Core Business Australia

Core Business Australia has provided a confidential Tender Assessment Report copy attached.

The tables below details the scores for each tenderer after the completion of the weighted assessment of all criteria.

Price Criteria

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tenderer** | **Assess**  **Yes/No** | **Total**  **(ex GST)** | **GST** | **Total**  **(inc GST)** | **Price Score** |
| Pindan Pty Ltd | Yes | 423,230.96 | 42,323.10 | 465,554.06 | 2.30 |
| Murray River North Pty Ltd | Yes | 358,402.73 | 35,840.27 | 394,243.00 | 5.00 |
| Australia Wide Transportables | Yes | 358,854.55 | 35,885.45 | 394,740.00 | 4.98 |
| Fleetwood Pty Ltd | Yes | 478,522.73 | 47,852.27 | 526,375.00 | 0.00 |

Summary of Assessment

The following overall scores were achieved by tenderers:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tenderer** | **Assess**  **Yes/No** | **Relevant**  **Experience**  **10%** | **Proposed**  **Offering**  **10%** | **Price**  **80%** | **Total**  **Score**  **Out of 5** | **Rank** |
| Pindan Pty Ltd | Yes | 0.38 | 0.33 | 1.84 | 2.54 | 3 |
| Murray River North Pty Ltd | Yes | 0.33 | 0.38 | 4.00 | 4.70 | 1 |
| Australia Wide Transportables | Yes | 0.33 | 0.30 | 3.98 | 4.61 | 2 |
| Fleetwood Pty Ltd | Yes | 0.40 | 0.20 | 0.00 | 0.60 | 4 |

The evaluation panel assessment reveals that Murray River North Pty Ltd achieved the highest score of 4.70 with the price of $367,843 (including GST) after a reduction of $26,400 for the exclusion of Kitchen and Laundry fit out and CCTV system.

Voting Requirements

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1012 Report on Awarding of Tender RFT2-2016 Design and Construction of an Arts Centre Building**

**That Council awards tender RFT2-2016 Design and Construction of an Arts Centre Building to Murray River North Pty Ltd and each tenderer be notified in writing of the outcome of the tender including particulars relating to the successful tenderer in accordance with Regulation 19 of the Local Government (Functions and General) Regulations 1996.**

**Moved: Cr Raul Valenzuela Seconded: Cr Jo Kanny Motion put and carried 4/0**

# 14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

## *ATTENDANCE:*

## *2.00pm President Neil Grinham requested that the Deputy President Raul Valenzuela assume the chair and left the meeting.*

*2.04pm President Neil Grinham re-joined meeting and assumed the Chair.*

President Neil Grinham requested that the meeting proceed behind closed doors to deal with a confidential report. It was moved Cr Raul Valenzuela and seconded by Cr Joe Kenny to proceed behind closed doors, carried 4/0.

* 1. *pm Cr Raul Valenzuela left the meeting*
  2. *pm Cr Raul Valenzuela rejoined meeting*
  3. *pm Cr Gail Trenfield declared an interest in the matter and left the meeting.*

*2.10 pm Steven Cosgrove left the meeting (CEO requested staff member to leave meeting as he had an interest in the matter Mr Steven Cosgrove conceded that he had an interest and left the meeting).*

## STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

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

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

### Local Government Act 1995

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

(1) Subject to subsection (2), the following are to be open to members of the public —

(a) all council meetings; and

(b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal —

(i) a trade secret;

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;

(f) a matter that if disclosed, could be reasonably expected to —

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

(ii) endanger the security of the local government’s property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

(g) information which is the subject of a direction given under section 23(1a) of the

Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

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

(1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

(2) Without limiting subsection (1), a council member can have access to —

(a) all written contracts entered into by the local government; and

(b) all documents relating to written contracts proposed to be entered into by the local government.

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

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

(a) to gain directly or indirectly an advantage for the person or any other person; or

(b) to cause detriment to the local government or any other person. Penalty: $10,000 or imprisonment for 2 years.

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

**s6. Use of information**

(1) In this regulation —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

non-confidential document means a document that is not a confidential document.

(2) A person who is a council member must not disclose —

(a) information that the council member derived from a confidential document; or

(b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

## 14.1 Matters of a Confidential Nature

### 14.1.1 Report on the Employees Collective Enterprise Agreement

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1013 Report on the Employees Collective Enterprise Agreement**

**That Council:**

**(1) Agree to amend the Draft Shire of Yalgoo Employees Collective Enterprise Agreement as detailed**

**In Report No. 14.1.1 on the Employees Collective Enterprise Agreement;**

**(2) Subject to (1) above the Chief Executive Officer be authorised to obtain the necessary approval**

**From the Western Australia Industrial Relations Commission and other relevant parties to the**

**Agreement.**

**Moved: Cr Raul Valenzuela Seconded: Cr Jo Kanny Motion put and carried 3/0**

As there were no further confidential matters the members agreed to proceed with the meeting with open doors.

# 15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Chambers, Yalgoo on Friday 16 December 2016 commencing at 11.00 am.

# 16. MEETING CLOSURE

There being no further business the President closed the meeting at 2.34 pm.