



UNCONFIRMED MINUTES  
OF THE ORDINARY MEETING  
OF COUNCIL  
HELD IN THE COUNCIL CHAMBERS, YALGOO  
ON 16 DECEMBER 2016  
COMMENCING AT 11.00 AM



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Minutes of the Ordinary Meeting of the Yalgoo Shire Council,  
held in the Council Chambers, Yalgoo,  
on 16 December 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 11:58 am.

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

MEMBERS	Cr Neil A Grinham, Shire President Cr M Raul Valenzuela, Deputy Shire President Cr Bob Grinham Cr Gail Trenfield Cr Joanne Kanny
STAFF	Silvio Brenzi, CEO Steven Cosgrove, Coordinator Governance & Technical Services (CGTS) Karen Malloch, Executive Assistant (EA)
GUESTS	Mrs Amanda Rolland – Edah Station
OBSERVERS	
LEAVE OF ABSENCE	
APOLOGIES	

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

Disclosures of interest made before the Meeting - Nil

### **4 PUBLIC QUESTION TIME**

#### **4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE**

Nil

#### **4.2 QUESTIONS WITHOUT NOTICE**

Nil

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

Nil

### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Leave of absence was requested from Cr Percy Lawson for a period of 6 months. Section 2.25 of the Local Government Act 1995 states leave is not to be granted to a member in respect of more than 6 consecutive Ordinary Meetings of Council without the approval of the Minister unless all the meetings are within a 3 month period.

However, the granting of Leave of Absence was not required as the CEO received a formal resignation from Cr Percy Lawson on 16 December 2016.

### ***ORDER OF BUSINESS***

#### **NEW MOTION/COUNCIL DECISION**

**C2016-1201**    Changed Order of Business

**That the Order of Business be changed and that Item 10 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / Other Matters be brought forward.**

**Moved: Cr R Valenzuela**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

## **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).

**10.1.1** Each year the Shire of Yalgoo holds an Early Incentive draw for the winning Rate payer whom paid their rates on time. The President drew the winning number 596 as the Early Incentive winner. N<sup>o</sup> 596 is Mrs Janice Derchow of Lot 30, 15 Selwyn Street, Yalgoo. Mrs Derchow has been informed.

**10.1.2** Cr Jo Kanny informed the Council that she has been approached by a member of the staff, to enquire into the status of the sewerage system for the Shire staff housing units.

The CEO has requested an investigation of the sewerage system from Sun City Plumbing and a quote for repairs or replacement.

**10.1.3** Cr Jo Kanny enquired about the organisation of the Shire of Yalgoo 2016 Children's Christmas Party, which is partially funded and supported by MMG Golden Grove. This event is normally inclusive of all Shire children but this year no children outside of the township received invitations. Cr Kanny would like the matter investigated to prevent it happening in future years.

The CEO confirmed he would look into the matter. The CEO suggested that the Community Youth and Development Officer present a Report on activities and events in the Shire, to the Council at each meeting.

### **10.2 PRESENTATION**

#### **Mrs Amanda Rolland – Proposed Project – Edah Station and Yalgoo – Kangaroo Processing Facility.**

The President welcomed Mrs Amanda Rolland to the Shire Council meeting and introduced her to the Councillors.

Amanda, whom recently purchased Edah Station with a group of investors, has been researching the kangaroo industry in Australia and the increased consumption of kangaroo meat.

The intended purpose is to formulate a proposal for the establishment of a kangaroo processing plant at Edah Station.

However, Amanda acknowledges that more research on the harvesting, the product development management and potential export agreements, require an in-depth feasibility study, a business case and business plan.

The President thanked Amanda for her presentation and stated the Shire is supportive of her proposal. Establishing alternative light industries in the Yalgoo Shire will encourage future employment opportunities and growth for the local population.

**ATTENDANCE:** *Mrs Amanda Rolland departed from the meeting at 12.20 pm.*



## **ORDER OF BUSINESS**

### **COUNCIL DECISION**

**C2016-1202**    **Changed Order of Business**

**That the Order of Business revert to Item 7 on the Agenda.**

**Moved: Cr G Trenfield**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

**ATTENDANCE:**        *12:13 pm Cr J Kanny left the meeting.*

**ATTENDANCE:**        *12:14 pm Cr J Kanny rejoined the meeting.*

**ATTENDANCE:**        *12:16 pm Cr G Trenfield left the meeting.*

**ATTENDANCE:**        *12:18 pm Cr G Trenfield rejoined the meeting.*

**ADJOURNMENT:**        ***Lunch 12:26 pm – 1:12 pm.***

The meeting adjourned at 12:26 pm for lunch.

The Shire President, Neil Grinham re-opened the Ordinary Meeting at 1:12 pm.

Remaining in the meeting were:

Cr Neil Grinham, Shire President,

Cr Raul Valenzuela, Deputy Shire President,

Cr Bob Grinham,

Cr Gail Trenfield,

Cr Jo Kanny,

Silvio Brenzi, Chief Executive Officer (CEO),

Steven Cosgrove, Coordinator Governance & Technical Services (CGTS),

Karen Malloch (EA).

**7. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**7.1 MEETINGS ATTENDED BY ELECTED MEMBERS**

<b>Date</b>	<b>Details</b>	<b>Attended with whom</b>
29 October 2016	National Party dinner for Local Government Presidents - Geraldton	President Neil Grinham
3 November 2016	New Police Station Opening, Yalgoo	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi Steven Cosgrove CGTS Cr Gail Trenfield
4 November 2016	Murchison Country Zone - Cue Parliament	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi
8-12 November 2016	National Roads Group Conference – Toowoomba, NSW Meetings with: Civic Legal - Perth Datacom - Perth Jarman McKenna Solicitors - Perth Dean Smith - Federal Senator Mark Lewis - Minister of Agriculture	President Neil Grinham CEO Silvio Brenzi
15 November 2016	Local Emergency Management Council Meeting (LEMC) & VESTOC Exercise, Paynes Find	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi
27 November 2016	St John Ambulance Meeting - Geraldton	Cr Raul Valenzuela
28 November 2016	Gundurra Conservation Association Meeting - Perenjori	Cr Raul Valenzuela
30 November 2016	Mid West Gascoyne District Emergency Management Committee Meeting - Geraldton	Cr Raul Valenzuela
6 December 2016	Civic Legal – Yalgoo Auditing Compliance Meeting & Presentation of two paintings by Margaret Simpson	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi
7 December 2016	Yalgoo Primary School Prize Giving & Graduation	Cr Raul Valenzuela
9 December 2016	Datacom Meeting - Perth	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi
9 December 2016	Public Health Advocacy Award – Perth “Safety Program – Children’s Bike Helmets” organised by CYDC Linaire Hodge	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi
13 December 2016	Murchison Regional Vermin Council Meeting - Mt Magnet	President Neil Grinham Cr Bob Grinham
13 December 2016	Christmas BBQ – Paynes Find community	President Neil Grinham Cr Raul Valenzuela CEO Silvio Brenzi Steven Cosgrove CGTS

## **8. CONFIRMATION OF MINUTES**

### **8.1 ORDINARY COUNCIL MEETING – 30 September 2016**

#### **Background**

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors and presented to Council for confirmation, however there was no mover or seconder to the motion and the Officer's recommendation lapsed for "the wanting of a mover or seconder".

#### **Voting Requirements**

Simple majority

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

**C2016-1203**     Minutes of the Ordinary Meeting

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

**Moved: Cr R Valenzuela**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

### **8.2 ORDINARY COUNCIL MEETING – 27 October 2016**

#### **Background**

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

#### **Voting Requirements**

Simple majority

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

**C2016-1204**     Minutes of the Ordinary Meeting

**That the Minutes of the Ordinary Council Meeting held on 27 October 2016 be confirmed.**

**Moved: Cr J Kanny**

**Seconded: Cr G Trenfield**

**Motion put and carried 5/0**

## 9. REPORTS OF COMMITTEE

### 9.1 Report on Appointment of Auditors for the 2016-17 Financial Year

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	a/. Audit Proposal RSM & Shire; b/. Audit Agreement RSM & Shire; c/. Letter Department of Local Government and Communities; d/. Request for Quotation (RFQ); e/. Local Government Operational Guidelines.

#### Matter for Consideration

That the Council determine an appropriate process for the selection and appointment of a person/s as the Local Government Auditor together with a written agreement for Council consideration and a list of matters to be audited.

#### Background

The Shire of Yalgoo appointed RSM Bird Cameron as its external auditors for a period of 3 years being the financial years ending 30 June 2014, 2015 and 2016.

Advice has been received from the Department of Local Government and Communications stating that the Auditor General will be taking responsibility of financial audits from July 2017 and therefore recommends that the Shire extend or renew the audit contract

The Audit agreement states that the Audit Appointment is a term of three financials as stated above and does not provide for the extension of the term.

#### Statutory Environment

##### *Local Government Act 1995*

#### Division 2 — Appointment of auditors

##### 7.2. Audit:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

##### 7.3. Appointment of auditors:

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.

\* Absolute majority required.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —  
(a) a registered company auditor; or  
(b) an approved auditor.

[Section 7.3 amended by No. 49 of 2004 s. 6.]

**7.4. Disqualified person not to be auditor:**

- (1) A person may not be appointed as a local government’s auditor if that person is a disqualified person.
- (2) In this section —

**disqualified person** means a person who —

- (a) is a councillor or an employee of the local government; or
- (b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —
  - (i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or
  - (ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government; or
- (c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or
- (d) is a member of a class of persons prescribed for the purposes of this subsection.

**7.5. Approval of auditors:**

The Minister may approve a person who, immediately before the commencement of this Act —

- (a) was a registered local government auditor within the meaning of that term in Part XXVII of the Local Government Act 1960 4 as in force before that commencement; and
- (b) was the auditor of a local government, as an approved auditor for the purposes of this Act.

**7.6. Term of office of auditor:**

(1) The appointment of a local government’s auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

- (a) his or her registration as a registered company auditor is cancelled; or
- (b) his or her approval as an approved auditor is withdrawn; or
- (c) he or she dies; or
- (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person; or
- (e) the auditor resigns by notice in writing addressed to the local government; or
- (f) the appointment is terminated by the local government by notice in writing.

(3) Where —

- (a) the registration of a local government’s auditor as a registered company auditor is suspended; or
- (b) a local government’s auditor becomes unable or unwilling to carry out all or part of his or her duties, the local government is to appoint\* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

\* Absolute majority required.

**7.7. Departmental CEO may appoint auditor:**

If by 30 November in any year a local government has not appointed an auditor the Departmental CEO may appoint —

- (a) a qualified person; or
- (b) in default of an appointment under paragraph (a), the Auditor General, to be the auditor of the local government’s accounts and annual financial report for the relevant financial year.

**7.8. Terms of appointment of auditors:**

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government.

*[Section 7.8 amended by No. 28 of 2006 s. 364.]*

**Division 3 — Conduct of audit**

**7.9. Audit to be conducted**

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

- (a) the mayor or president; and
- (b) the CEO of the local government; and
- (c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

- (a) there is any error or deficiency in an account or financial report submitted for audit; or
- (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
- (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

- (a) prepare a report thereon; and
- (b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

(4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.

*[Section 7.9 amended by No. 49 of 2004 s. 7.]*

**7.10. Powers of auditor:**

(1) An auditor —

- (a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted; and
- (b) may require from a member or an employee of the local government —
  - (i) any book, account, document or asset of the local government; or
  - (ii) any information, assistance or explanation, necessary for the performance of the duty of the auditor in relation to the audit; and
- (c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 employee includes a person who has a contract for services with the local government.

**7.11. Power to demand production of books etc:**

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

**7.12. Employees and financial institutions to furnish particulars of money received**

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

**Division 4 — General 7.12A.**

**Duties of local government with respect to audits:**

(1) A local government is to do everything in its power to —

- (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
- (b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —

- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
- (b) ensure that appropriate action is taken in respect of those matters.

(4) A local government is to —

- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
- (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

**4. Prescribed amount of debt which disqualifies person as auditor (Act s. 7.4(2)(b)):**

The amount prescribed for the purposes of section 7.4(2)(b) is \$5 000.

**5. Prescribed entity, employment or membership of which disqualifies person as auditor (Act s. 7.4(2)(c)):**

The prescribed entities for the purposes of section 7.4(2)(c) are, in relation to a local government —

- (a) a regional local government in which the local government is a participant; and
- (b) an incorporated association which the local government has formed or taken part in forming under the Associations Incorporation Act 1987.

**6. Prescribed class of persons, membership of which disqualifies person as auditor (Act s. 7.4(2)(d)):**

(1) The prescribed classes of persons for the purposes of section 7.4(2)(d) are —

- (a) persons who are disqualified for membership of a council under section 2.22; and
- (b) persons who are insolvents under administration within the meaning of the Corporations Act 2001 of the Commonwealth; and
- (c) persons who are closely associated with a relevant person.

(2) For the purposes of subregulation (1)(c) a person is to be treated as being closely associated with a relevant person if the person —

- (a) is in partnership with the relevant person; or

- (b) is an employer of the relevant person; or
- (c) is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
- (d) is a body corporate —
  - (i) of which the relevant person is a director, secretary or executive officer; or
  - (ii) in which the relevant person holds shares having a total value exceeding —
    - (I) the amount prescribed for the purposes of section 5.62; or
    - (II) the percentage of the total value of the issued share capital of the company prescribed for the purposes of section 5.62, whichever is less; or
- (e) is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or
- (f) has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.

(3) In this regulation —

**relevant person in relation to a local government**, means a member of the council of the local government or an employee of the local government; value has the meaning given by section 5.62(2).

[Regulation 6 amended in Gazette 28 Sep 2001 p. 5357-8; 30 Jun 2003 p. 2615; 31 Mar 2005 p. 1042.]

#### **7. Agreements with auditors, contents of:**

An agreement between a local government and an auditor is to include —

- (a) the objectives of the audit; and
- (b) the scope of the audit; and
- (c) a plan for the audit; and
- (d) details of the remuneration and expenses to be paid to the auditor; and
- (e) the method to be used by the local government to communicate with, and supply information to,

#### **8. Termination of audit agreement, Executive Director to be notified:**

(1) Where an agreement between a local government and an auditor is terminated —

- (a) the local government is to, within a period of 30 days from the termination, give to the Executive Director —
  - (i) notice of the termination; and
  - (ii) the reasons for the termination; and
- (b) the auditor is to, within a period of 30 days from the termination, advise the Executive Director of the termination.

(2) Notwithstanding any provision of an agreement between a local government and an auditor to the contrary, an auditor is to be given notice in writing of the termination of his or her appointment.

#### **9. Performance of audit:**

(1) An audit is to be carried out in accordance with the “Auditing Standards” and “Auditing Guidance Statements” adopted from time to time by the Australian Society of Certified Practising Accountants and The Institute of Chartered Accountants in Australia.

(2) An auditor is to carry out such work as is necessary to form an opinion as to whether —

- (a) the accounts are properly kept; and
- (b) the annual financial report —
  - (i) is prepared in accordance with the financial records; and
  - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards and the Act.



**10. Report by auditor:**

- (1) An auditor’s report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor’s opinion on –
  - (a) the financial position of the local government; and
  - (b) the results of the operations of the local government.
- (3) The report is to include –
  - (a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and
  - (b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and
  - (c) details of whether information and explanations were obtained by the auditor; and
  - (d) a report on the conduct of the audit; and
  - (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions –
    - (i) the asset consumption ratio; and
    - (ii) the asset renewal funding ratio. (4A) In subregulation (3)(e) – asset consumption ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2); asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).
- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor’s report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor’s report.

*[Regulation 10 amended in Gazette 21 Jun 2013 p. 2449-50.]*

**11. Hours and fees, auditor to give Minister statement of:**

- An auditor is to provide to the Minister with the auditor’s report a detailed statement of –
- (a) the hours worked on the audit; and
  - (b) the remuneration and expenses due to the auditor by the local government.

**12. Auditor’s conflict of interest, auditor to report:**

An auditor is to report a possible conflict of interest to the Minister as soon as possible after the auditor becomes aware of the possible conflict of interest.

**Policy Schedule 7.2 – Purchasing and Tenders**

The purchasing thresholds as detailed in the policy are stated below:

**4. Purchasing Thresholds**

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be –

Amount of Purchase	Model Policy
Up to \$1,000	Direct purchase from suppliers – <ul style="list-style-type: none"> <li>- where an item of frequent supply or in association with other work, quotations not required</li> <li>- where an infrequent supply over \$500 two verbal quotations required</li> </ul>
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 -	Obtain at least three written quotations

\$39,999	
\$40,000 to \$99,999	Obtain at least three written quotations to be considered by panel of CEO and either of Executive Manager Corporate or Executive Manager Works and Infrastructure

**Consultation**

Nil

**Comment**

A Request for Quotation (RFQ) has been proposed for the Audit Committee consideration, which addresses the requirements of the Local Government Act 1995 and its Local Government (Audit) Regulations 1996. In order to comply with the Shire’s policy 7.2 Purchasing And Tenders it is recommended that the Chief Executive Officer request written quotation for Audit services from three registered auditors upon which a report be prepared for the Audit Committee consideration in relation to a recommendation to Council for the appointment of an auditor/s.

**Voting Requirements**

Simple Majority.

**AUDIT COMMITTEE RECOMMENDATION**

**A2016-0102 Report on Appointment of Auditors for the 2016-17 Financial Year**

**That the Audit Committee:**

- (1) Approves of the Request for Quotation attached to Report No 5.1 which addresses the requirements of Part 7 of the Local Government Act 1995 and the applicable regulations as set out in the Local Government (Audit Regulations) 1996.**
- (2) That the Chief Executive Officer request at least three (quotations) from suitable suppliers of audit services for the 2016-17 financial year.**

**Moved: Cr J Kanny**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

**AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION**

**C2016-1205 Report on Appointment of Auditors for the 2016-17 Financial Year**

**That the Audit Committee:**

- (1) Approves of the Request for Quotation attached to Report No 5.1 which addresses the requirements of Part 7 of the Local Government Act 1995 and the applicable regulations as set out in the Local Government (Audit Regulations) 1996.**
- (2) That the Chief Executive Officer request at least three (quotations) from suitable suppliers of audit services for the 2016-17 financial year.**

**Moved: Cr R Valenzuela**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

## 9.2 Report on 2015 – 2016 Audited Financial Statements and Auditor’s Report

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments:	<ul style="list-style-type: none"> <li>• 2015 – 2016 Audited Financial Statements</li> </ul>

### Matter for Consideration

That Council is required to give consideration to the 2015 – 2016 Financial Statements and Independent Auditor’s Report and to take appropriate action in relation to the Auditor’s qualification detailed in the Auditor’s report. The Council is to meet with the Auditor at least once per year.

### Background

The Council is required to examine the Auditor’s Report and consider what actions are to be taken.

### Statutory Environment

*Local Government Act 1995*

#### 7.12A. Duties of local government with respect to audits

- 1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - determine if any matters raised by the report, or reports, require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

#### 7.9. Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
  - (a) the mayor or president; and
  - (b) the CEO of the local government; and
  - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —

- (a) there is any error or deficiency in an account or financial report submitted for audit; or
  - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
  - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —
- (a) prepare a report thereon; and
  - (b) forward a copy of that report to the Minister, and that direction has effect according to its terms.
- (4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.

*[Section 7.9 amended by No. 49 of 2004 s. 7.]*

#### **Business Implications**

Nil

#### **Consultation**

Nil

#### **Comment**

The matter was addressed in Report 5.3 – Report on Audit Management Letter for the Year Ended 30 June 2016 in Finding N<sup>o</sup> 2. The Management comment is as follows:

“External financial suppliers can impede the expediency of reports being delivered on time. From November 2016 financial statements are reported within one month after the end of the month to Council”.

Section 7.12A (4) requires a local government to prepare a report and forward a copy of the report to the Minister by the end of the next financial year or 6 months after the last report prepared under section 7.9 is received whichever is the latest.

Section 7.12A (4) requires a local government to meet with the Auditor at least once a year. A teleconference with the Auditor has been arranged for 10:30 am on 16 December 2016.

## Voting Requirements

Simple Majority

### AUDIT COMMITTEE RECOMMENDATION

#### **A2016-0103 Report on 2015 – 2016 Audited Financial Statements and Auditor’s Report**

That Council:

1. Receive the Audited Financial Statements for the Financial Year ended 30 June 2016;
2. Forward a copy of report to the Department of Local Government and Communities.

Moved: Cr R Valenzuela

Seconded: Cr G Trenfield

Motion put and carried 5/0

### AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION

#### **C2016-1206 Report on 2015 – 2016 Audited Financial Statements and Auditor’s Report**

That Council:

1. Receive the Audited Financial Statements for the Financial Year ended 30 June 2016;
2. Forward a copy of report to the Department of Local Government and Communities.

Moved: Cr R Valenzuela

Seconded: Cr R Grinham

Motion put and carried 5/0

### 9.3 Report on Audit Management Letter for the year ended 30th June 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments:	Nil

#### Matter for Consideration

That Council give consideration to the Audit Management letter for the year 30<sup>th</sup> June 2016 together with the responses provided by the Acting Chief Executive Officer.

#### Background

Council is required to examine the report of the Auditor and take appropriate action in relation to matters raised.

#### Statutory Environment

*Local Government Act 1995*

#### 7.12A. Duties of local government with respect to audits

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
  
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

#### Business Implications

Nil

#### Consultation

Nil

#### Comment

Findings identified during the Audit of the Shire’s Financial Statements for the year ended 30<sup>th</sup> June 2015 are as follows, together with the response provided by the Chief Executive Officer under the heading of “Management Comment”

## **1) Non-compliance with internal purchasing policy**

### **Findings:**

Section 7.2 Purchasing and Tenders of the Shire's purchasing policy require that purchases within different price ranges have certain conditions that need to be met in order to comply with the Local Government Act 1995 and accompanying regulations.

Our testing of procurement identified instances when there was insufficient documentation to show compliance with the purchasing policy. We were unable to locate evidence that quotations were either sought or received as required. In addition, the quotation documentation was not always attached to the payment records.

Furthermore, we noted during our sample selection the following anomalies:

- Five invoices had no purchase orders;
- Three invoices had a purchase order date after invoice date

**Rating:** Significant

### **Implication:**

Non-compliance with the internal purchasing policy Section 7.2 Purchasing and Tenders.

### **Recommendation:**

The requirement for compliance with the internal purchasing policy should be communicated across the Shire in order to reduce the risk of non-compliance with the Shire's purchasing policy.

### **Management Comment:**

Purchase order forms to be amended to incorporate a section where details of quotations obtained and recommended supplier can be recorded

**Responsible Person:** CEO

**Completion Date:** April 2017

## **2) Submission of Statement of Financial Activity to Council (matter brought forward from the 2015 management letter)**

### **Findings:**

The July 2015, August 2015 and September 2015 Statements of Financial Activity were not presented at an ordinary meeting of Council within 2 months after the end of the month to which the statement relates as required by Local Government (Financial Management) Regulations 1996 regulation 34(4)(a).

**Rating:** Significant

### **Implication:**

Non-compliance with Local Government (Financial Management) Regulations 1996 regulation 34(4)(a).

### **Recommendation:**

The monthly Statements of Financial Activity should be presented at an ordinary meeting of Council within 2 months after the end of the month to which the statement relates in accordance with the requirements of Local Government (Financial Management) Regulations 1996 regulation 34(4)(a).

### **Management Comment:**

External financial suppliers can impede the expediency of reports being delivered on time. From November 2016 monthly financial statements are reported within 1 month after the end of the month to Council

**Responsible Person:** CEO

**Completion Date:** Complete.

### 3) Double payment and negative creditors

**Findings:**

During the testing of the creditor age analysis we have identified some negative creditors. Upon further investigation we were informed that during the course of the year there were two instances in November 2015 and May 2016, where payments were duplicated. This resulted in a receivable balance of \$45,319.80 and negative creditors balance of \$5,210.23 as at 30 June 2016.

In addition to the above we have noted that Robert Grinham, councillor of the Shire, has an amount owing, greater than 90 days as per the age analysis, to the Shire of \$2,404.71.

**Rating:** Significant

**Implication:**

Failure to follow correct policies and procedures around the payments and reconciliation of accounts payable could have an adverse impact on the Shire and financial loss, in addition, not complying with internal policies and procedures could mask fraud.

**Recommendation:**

Stricter controls need to be put in place around internal policies and procedures for payments and reconciliations and staff trained to ensure that overpayments do not occur again.

**Management Comment:**

The double payment problem has been communicated to the bank and processes are now in place to ensure it won't occur again. In relation to the double payment to Cr R Grinham this will be followed up at the next Council meeting

**Responsible Person:** CEO

**Completion Date:** 16th December 2016

### 4) Review of journals

**Findings:**

Part of an effective system of internal control is the review of journal entries. The individual who reviews and approves the journal entry should be different from the preparer. Evidence of journal entry approval should be in the form of written signature and date or electronic approval via email. During our review of journal entries we noted that there is insufficient evidence to show that journal entries are properly reviewed.

**Rating:** Moderate

**Implication:**

Absence of independent review and approval of journal entries increases the risk invalid, inaccurate or fraudulent entries into the accounting system.

**Recommendation:**

The Shire should review the processes for general ledger journal entry with a view to ensuring all journals are reviewed/approved by an independent officer and evidence is maintained of the review.

**Management Comment:**

There are limited staff resources that are capable of this procedure. This reduces the capacity to ensure an independent reviewer is available for timely actions. The Co-ordinator Governance and Technical Services is being trained to fulfil this role

**Responsible Person:** CEO, Co-ordinator Governance and Technical Services Officer

**Completion Date:** Ongoing



## 5) Bank reconciliation (matter brought forward from the 2015 management letter)

### **Findings:**

During the testing of the monthly bank reconciliation process, it was identified that monthly bank reconciliations did not agree back to the monthly general ledger maintained within the Quickbooks accounting system. It was identified that the Shire's cut-off policies and procedures for the posting of accounting entries are not being adhered to.

During the testing of the monthly bank reconciliation process, it was identified that some bank reconciliations had no evidence of review and they are not performed in a timely manner.

We have noted that no formal procedure exists for the monthly bank reconciliation process.

**Rating:** Moderate

### **Implication:**

Increased risk of inaccurate, untimely or unavailable information regarding cash inflows and outflows and increased risk of erroneous financial reporting.

### **Recommendation:**

A procedure should be implemented to ensure that proper monthly bank reconciliations are being performed in a timely manner and reviewed by a senior staff member who is independent to the preparer.

### **Management Comment:**

Staff are being trained in the reconciliation process and the Co-ordinator Governance and Technical Services will be responsible for the review of the reconciliations.

**Responsible Person:** CEO, Co-ordinator Governance and Technical Services Officer

**Completion Date:** Ongoing

## 6) Credit card support (matter brought forward from the 2015 management letter)

### **Findings:**

During our review of the monthly credit statements it was noted that not all transactions had supporting invoices attached to them or the supporting invoices could not be located. Four months statements had supporting documentation for a small number of transactions only.

**Rating:** Moderate

### **Implication:**

This increases the risk of non-compliance with the Local Government Act 1995 section 6.5(a) where the Act requires the Chief Executive Officer to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Failure to obtain supporting documentation for credit card transactions increases the risk of fraud and error occurring.

### **Recommendation:**

Credit Card procedures should be reviewed and ensure that staff comply with the Credit Card Policy. All credit card transactions should be supported by a valid invoice.

### **Management Comment:**

Suppliers do not always send the electronic (e-mail) invoice when requested. Once the purchase is made and an invoice requested, it is not always possible to receive an invoice.

**Responsible Person:** CEO

**Completion Date:** Ongoing

## 7) Revenue recognition

**Findings:**

During our rates detail testing we have identified that some assessments had been raised with incorrect land valuations. The land area was used instead of the land value.

During the testing of grant revenue we have identified that the Shire has not issued invoices on the receiving of grants but had journaled the transactions into the accounting record.

**Rating:** Moderate

**Implication:**

Increased risk of inaccurate, untimely or unavailable information regarding cash inflows and outflows and increased risk of erroneous financial reporting.

**Recommendation:**

A procedure need to be put into place to ensure that correct recording method are put into place to ensure that information has been correctly recorded into the accounting system.

**Management Comment:**

The new software system includes a rates module to eliminate inaccurate data being manually inputted. Invoices for grant revenue are not raised by the Shire as Government Departments require the Shire to use their claim forms and claims be signed off by the CEO. However in the future when claim forms are completed invoices will also be raised.

**Responsible Person:** CEO, Rates officer, Co-ordinator Governance and Technical Services Officer

**Completion Date:** July 2017

## 8) Negative leave balance

**Findings:**

During the audit of the annual leave provision we have noted that one employee had a negative leave balance, which means that employee has overdrawn on their leave entitlement.

**Rating:** Moderate

**Implication:**

Failure to have accurate payroll information increases the risk of overpayment of leave entitlements to employees and can create the situation where employees are unable to repay the overpayment resulting in financial loss to the Shire.

**Recommendation:**

The Shire should manage and monitor the annual leave taken by employees in order to avoid leave entitlements going into negative balances.

**Management Comment:**

The leave balances are monitored and the negative leave was approved.

**Responsible Person:** CEO

**Completion Date:** Complete

**9) Ratio Benchmarks**

**Findings:**

Local Government Operational Guideline Number 18 – June 2013 (the Guideline), provides benchmark standards for the ratios required to be reported under regulation 50 of the Local Government (Financial Management) Regulations 1996.

The following ratios are below the benchmark standards in the Guideline:

<b>Ratio</b>	<b>As per Financials</b>	<b>Recommended</b>
Current ratio	0.97	1:1
Asset sustainability ratio	0.67	Between 0.90 and 1.10
Debt service cover ratio	(1.07)	Greater or equal to 2
Operating surplus ratio	(0.59)	Between 0.01 and 0.15
Own source revenue coverage ratio	0.30	Between 0.40 and 0.60

**Rating:** Moderate

**Implication:**

Ratios below the benchmark standard could indicate adverse trends in the short term financial sustainability of the Shire in accordance with the Guideline.

**Recommendation:**

The Shire needs to consider the impact of the above ratios on the short term financial sustainability of the Shire and any actions required to be incorporated into budgets and the long term financial plan to address this.

**Management Comment:**

New financial support has increased our real knowledge of our financial status. Ongoing gradual improvements will continue with the addition of new software and a more stable rate base.

**Responsible Person:** CEO.

**Completion Date:** July 2017

**Voting Requirements**

Simple Majority

**AUDIT COMMITTEE RECOMMENDATION**

**A2016-0104 Report on Audit Management Letter for the Year Ended 30th June 2016**

**That Council:**

- 1/. Receives the Report on Audit Management Letter for the year ended 30th June 2016: and
- 2/. Forward a copy of the report to the Minister for Local Government and Community.

**Moved:** Cr R Valenzuela

**Seconded:** Cr G Trenfield

**Motion put and carried 5/0**

**AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION**

**C2016-1207 Report on Audit Management Letter for the Year Ended 30th June 2016**

**That Council:**

- 1/. Receives the Report on Audit Management Letter for the year ended 30th June 2016: and
- 2/. Forward a copy of the report to the Minister for Local Government and Community.

**Moved:** Cr R Valenzuela

**Seconded:** Cr J Kanny

**Motion put and carried 5/0**

## 9.4 Report on the Review on Appropriateness and Effectiveness of Local Government Systems and Procedures.

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Civic Legal Report</li> </ul>

### Matter for Consideration

That Council give consideration to the report prepared by the Shire's Consultants Civic Legal on the review of the Appropriateness and Effectiveness of Local Government Systems and Procedures in relation to risk management, internet control and Legislative compliance.

### Background

In 2014 the Local Government (Audit) Regulations 1996 were amended to insert Regulation 17. Council in September 2016 engaged the services of Civic Legal to undertake the review in order that the Shire meet its statutory compliance requirements.

### Statutory Environment

#### *Local Government Act 1995*

#### LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 17

#### 17 . CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

*[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]*

### Strategic Implications

Nil

### Financial Implications

The cost to be charged to Account N<sup>o</sup> E145085 – Consultancy.

### Consultation

Civic Legal

**Comment**

**Voting Requirements**

Simple Majority.

**AUDIT COMMITTEE RECOMMENDATION**

**A2016-0105 Report on the Review on Appropriateness and Effectiveness of Local Government Systems and Procedures**

That Council :

Defer the item to the January 27 Ordinary Council meeting on the basis that the report was not ready and that all members are members of the Audit Committee.

Moved: Cr R Valenzuela

Seconded: Cr G Trenfield

Motion put and carried 5/0

**AUDIT COMMITTEE RECOMMENDATION/COUNCIL DECISION**

**C2016-1208 Report on the Review on Appropriateness and Effectiveness of Local Government Systems and Procedures**

That Council :

Defer the item to the January 27 Ordinary Council meeting on the basis that the report was not ready and that all members are members of the Audit Committee.

Moved: Cr R Valenzuela

Seconded: Cr R Grinham

Motion put and carried 5/0

**11 MATTERS FOR DECISION**

**11.0 MATTERS BROUGHT FORWARD**

Nil

## 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:	10 December 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 ANNUAL BUDGET	2016-17 JULY-NOV BUDGET	2016-17 JULY-NOV ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	YTD \$	\$	
<b>By Program</b>						
<b>Governance</b>						
000000- Admin Cente - Refurbish Morning Tea / Public Meeting Room	F & E	5,000	0	0		The CEO to provide a verbal update on the status of the capital projects as at 30 November 2016
000000-Council Chamber Chairs Replacement	F & E	10,000	0	0		To commence in January 2017
000000-Council Chamber Improvements	F & E	5,000	0	5,302	(5,302)	TV purchased
000000- Admin Centre - New Front Reception Counter	F & E	8,140	0	0		To commence in January 2017
000000- Admin Centre - Internal Painting	L & B	15,000	0	5,382	(5,382)	Partly completed
000000- Admin Centre - Records Fit Coolroom Panel to Sea Container	L & B	16,800	0	0		Consultant Kim Boulton
C175103- Admin Centre - Covered Area Carpark	L & B	11,000	0	12,020	(12,020)	Project completed minor overexpenditure
000000- Motor Vehicle CEO	P & E	90,000	0	0		Purchase in December 2016
C175001- Mobile Phones HCP and Caravan Park	F & E	0	0	2,160	(2,160)	Expenditure not in 2016-17 Budget authorised by Council as per Section 6.8 of the LG Act
C175002- Mobile Phone CGTS	F & E	0	0	1,418	(1,418)	Expenditure not in 2016-17 Budget authorised by Council as per Section 6.8 of the LG Act
C175203- Laptop HP Spectre CEO	F & E	0	0	2,599	(2,599)	Expenditure not in 2016-17 Budget authorised by Council as per Section 6.8 of the LG Act
<b>Housing</b>						
000000- Housing - Security Systems	F & E	60,248	0	0		
C175102-Staff Housing - 3 Storage Shed	L & B	17,400	0	17,710	(17,710)	Project completed minor over expenditure Budgetted \$17,400 works carried out earlier than anticipated
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	7,000	0	7,000	Project completed not yet invoiced
000000-Staff Housing - 8 Henty street Colorbond Fence Front	L & B	3,000	3,000	0	3,000	Project in progress
000000-Staff Housing - Power to 3 Storage Sheds	L & B	8,000	8,000	0	8,000	Project completed not yet invoiced
000000-Staff Housing -75 Weekes Street Landscaping	L & B	5,000	5,000	0	5,000	Project yet to commence
000000-Staff Housing -8 Henty Street Landscaping	L & B	5,000	5,000	0	5,000	Project yet to commence
000000-Staff Housing - 19b Stanley Street Floorboards, Gate,Skylight	L & B	4,500	4,500	0	4,500	Project yet to commence
<b>Community Amenities</b>						
C175101- Mobile Ablution Block	L & B	15,000	0	10,261	(10,261)	Project completed Budgetted \$15,000 Savings \$4,739 works carried out earlier than anticipated
<b>Recreation and Culture</b>						
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 Budgetted \$10,000
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		To be delivered in December 2016

**CAPITAL WORKS PROGRAMME 2016-17**

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

		2016-17 ANNUAL BUDGET	2016-17 JULY-NOV BUDGET	2016-17 JULY-NOV ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
			YTD	YTD		
		2016-17 ANNUAL BUDGET	2016-17 JULY-NOV BUDGET	2016-17 JULY-NOV ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
			YTD	YTD		
000000- Truck 3 Tonne Parks	P & E	64,000	0	0		Purchased not yet invoiced
000000- Replace Playground Equipment - Shamrock Park	Recreation	45,000	45,000	0	45,000	Project yet to commence
000000- New Fence - Shamrock Park	Recreation	5,000	5,000	0	5,000	Project yet to commence
000000 - 2 Replacement Irrigation Pumps	Recreation	8,000	8,000	0	8,000	Project yet to commence
000000 - Community/ School Oval Shared Use Development	Recreation	400,000	0	0		
000000- Paynes Find Beautification	Other	78,658	78,658	0	78,658	Project yet to commence
<b>Transport</b>						
000000- Ablution Block Depot	L & B	20,000	20,000	0	20,000	Project yet to commence
000000- Electric Boundary Fence Depot	L & B	45,500	45,500	0	45,500	Project yet to commence
000000- Trailer Float Reconditioning	P & E	30,000	0	0		
000000- Mobile Batching Plant	P & E	68,700	0	73,700	(73,700)	Project completed
000000- 3qm Agitator Truck Second Hand	P & E	35,000	0	22,727	(22,727)	Project completed
000000- Motor Vehicle Works Foreman	P & E	75,000	0	0		
000000- Works Truck	P & E	92,000	0	57,390	(57,390)	Project completed savings \$34,610
<b>ROADS TO RECOVERY GRANTS</b>						
000000- Paynes Find Airstrip Fence	Other	45,000	0	0		
000000- Yalgoo/Morawa Road - Widen	Roads	400,000	300,000	0	300,000	Project yet to commence
000000- Yalgoo/Ninghan Road - Shoulder Binding	Roads	180,000	0	177,438	(177,438)	Project completed within budget estimates
000000- Yalgoo/Ninghan Road - Seal	Roads	212,310	212,310	0	212,310	Project yet to commence
000000- Yalgoo/Morawa Road - Reseal Program	Roads	5,255	0	0		Completed not yet invoiced
<b>RRG SPECIAL GRANT RD WORKS</b>						
C165106 - Yalgoo/Ninghan Road -Reform and Resheet to 8M Wide Slk 25-32	Roads	322,564	0	320,040	(320,040)	Project completed within budget estimates
C165105- Yalgoo/North Road -Reform and Resheet	Roads	142,350	0	320,109	(320,109)	Project completed overexpenditure
<b>MUNICIPAL FUND</b>						
000000- Warne River Crossover	Roads	20,000	20,000	0	20,000	Project yet to commence
000000- Ninghan Homestead Road Floodway Crossover	Roads	20,000	20,000	0	20,000	Project yet to commence
<b>Economic Services</b>						
000000- Caravan Park Multiple Store Shelving	F & E	1,200	1,200	0	1,200	Project yet to commence
000000- Caravan Park Washing Machine Replacement	F & E	0	0	2,450	(2,450)	Not budgetted replacement
C175104- Shade Structure Caravan Park	L & B	2,520	0	2,520	(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		Works in progress
000000- Caravan Park Auto Reticulation System	L & B	30,000	0	0		Obtaining quotations
000000- Shelter and Seating Jokker Tunnel	L & B	15,000	15,000	0	15,000	Material Delivered
000000- Shelter and Visitors Board at Railway Station	L & B	15,000	0	0		Material Delivered
000000- Entry Road Sheeting Jokker Tunnel	Other	15,000	0	0		Works in progress
		<b>3,182,204</b>	<b>803,168</b>	<b>1,038,534</b>	<b>(235,366)</b>	



**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1209    Progress Report on the Capital Works Program 2016 - 2017**

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

**Moved: Cr R Valenzuela**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

## 11.2 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH

Nil

## 11.3 FINANCE

### 11.3.1 Financial Activity Statements and Accounts Paid for the Period ended the 30 September 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income ending the 30 September 2016;</li> <li>• Statement of current Financial Position;</li> <li>• Financial Activity Statement;</li> <li>• Summary of Current Assets and Current Liabilities as of 30 September 2016;</li> <li>• Detailed worksheets;</li> <li>• Other Supplementary Financial Reports:                             <ul style="list-style-type: none"> <li>○ Reserve Funds;</li> <li>○ Loan Funds;</li> <li>○ Trust Fund.</li> </ul> </li> </ul>

#### Matter for Consideration

Adoption of the Monthly Financial Statements.

#### Background

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

#### Statutory Environment

##### *Local Government Act 1995*

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

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

Regulation 34 states:

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

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

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

**Strategic Implications**

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

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

**Policy Implications**

- 2.1 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**

**R34 (1) Financial Activity Statements for the Period ended the 30 September 2016.**

**That Council adopts the Financial Activity Statement for the period ended 30 September 2016.**

**Moved: Cr R Valenzuela                      Seconded: Cr J Kanny                      Motion put and carried 5/0**

### 11.3.2 Financial Activity Statements and Accounts Paid for the Period ended the 31 October 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income ending the 31 October 2016;</li> <li>• Statement of current Financial Position;</li> <li>• Financial Activity Statement;</li> <li>• Summary of Current Assets and Current Liabilities as of 31 October 2016;</li> <li>• Detailed worksheets;</li> <li>• Other Supplementary Financial Reports:                             <ul style="list-style-type: none"> <li>○ Reserve Funds;</li> <li>○ Loan Funds;</li> <li>○ Trust Fund.</li> </ul> </li> </ul>

#### Matter for Consideration

Adoption of the Monthly Financial Statements.

#### Background

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

#### Statutory Environment

##### *Local Government Act 1995*

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

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

Regulation 34 states:

- (2) 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**

**C2016-1210    R34 (1) Financial Activity Statements for the Period ended the 31 October 2016.**

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

**Moved: Cr R Valenzuela**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

### 11.3.3 Financial Activity Statements and Accounts Paid for the Period ended the 30 November 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income ending the 30 November 2016;</li> <li>• Statement of current Financial Position;</li> <li>• Financial Activity Statement;</li> <li>• Summary of Current Assets and Current Liabilities as of 30 November 2016;</li> <li>• Detailed worksheets;</li> <li>• Other Supplementary Financial Reports:                             <ul style="list-style-type: none"> <li>○ Reserve Funds;</li> <li>○ Loan Funds;</li> <li>○ Trust Fund.</li> </ul> </li> </ul>

#### Matter for Consideration

Adoption of the Monthly Financial Statements.

#### Background

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

#### Statutory Environment

##### *Local Government Act 1995*

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

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

Regulation 34 states:

- (3) 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

**ATTENDANCE:** 3.03 pm Cr G Trenfield left the meeting.

**ATTENDANCE:** 3.05 pm Cr G Trenfield rejoined the meeting left

**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**  
**C2016-1211    R34 (1) Financial Activity Statements for the Period ended the 30 November 2016.**  
**That Council adopts the Financial Activity Statement for the period ended 30 November 2016.**  
**Moved: Cr R Valenzuela                      Seconded: Cr J Kanny                      Motion put and carried 5/0**

### 11.3.4 Accounts for Payment September 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	Nil

#### Matter for Consideration

Council approve the Accounts for Payment list for the period 1 September 2016 to 31 September 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 –

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

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

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



**Strategic Implications**

Nil

**Financial Implications**

Nil

**Consultation**

Nil

**Comment**

The list of accounts paid for the period 1 September 2016 to 30 September 2016 are as follows:

**SHIRE OF YALGOO  
LIST OF ACCOUNTS PAID AND PAYABLE  
FOR THE PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016**

DATE	PAYEE	PARTICULARS	AMOUNT
PAID			\$
1/09/2016	PAYROLL	VARIOUS	42,774.64
2/09/2016	AMPAC DEBT RECOVERY PTY LTD	DEBT COLLECTION FEES	1,100.00
2/09/2016	ATYEO'S ENVIRONMENTAL HEALTH AUSTRAL MERCANTILE COLLECTION	CONSULTANCY FEES EHO AND BUILDING CONTROL	2,848.25
2/09/2016	BANK OF IDEAS	DEBT COLLECTION FEES	1,246.70
2/09/2016	BROADCAST AUSTRALIA PTY LTD	STAFF TRAINING	220.00
2/09/2016	COLONIAL FIRST STATE	REBROADCASTING COSTS	161.39
2/09/2016	FAIRFAX MEDIA PUBLICATIONS	STAFF SUPERANNUATION CONTRIBUTIONS	266.71
2/09/2016	FIONA NEWAY	ADVERTISING TOURISM PROMOTION	276.78
2/09/2016	FIVE STAR BUSINESS EQUIPMENT	REIMBURSEMENT	79.95
2/09/2016	GERALDTON FUEL COMPANY	PHOTOCOPIER MTCE EXPENSES	3,799.83
2/09/2016	GERALDTON TOYOTA	FUEL PURCHASES	21,322.57
2/09/2016	GRIFFIN VALUATION ADVISORY	MOTOR VEHICLE REPAIRS AND SERVICING	3,066.88
2/09/2016	LANDGATE	CONSULTANCY FEES LAND AND BUILDING VALUATION PART PAYMENT	6,930.00
2/09/2016	LOCAL GOVERNMENT MANAGERS ASSOCIATION	VALUATION EXPENSES	2,662.65
2/09/2016	LOCAL HEALTH AUTHORITIES	SUBSCRIPTIONS STAFF AND CORPORATE MEMBERSHIP	1,615.00
2/09/2016	ANALYTICAL	ANALYTICAL EXPENSES	385.00
2/09/2016	MINE TRADE AND MAINTENANCE	SEPTIC TANK WASTE REMOVAL STAFF HOUSING	3,030.50
2/09/2016	PROUDLOVES'S SMASH REPAIRS	MOTOR VEHICLE REPAIRS	300.00
2/09/2016	RED DUST HOLDINGS	ROAD SIGNS ERECTION	15,290.00
2/09/2016	SHIRE OF YALGOO	CASH CHEQUE EMU CUP EXPENSES	660.00
2/09/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY	529.65
2/09/2016	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOK EXPENSES	220.00

2/09/2016	TOTAL WORKWEAR	PROTECTIVE CLOTHING	692.68
2/09/2016	GERALDTON	FLOOD DAMAGE CONTRACT WORKS	121,418.00
2/09/2016	W & E ROWE CONTRACTORS	MOBILE ABLUTION AIRSTRIP	3,575.00
	WAVECREST PROJECTS PTY LTD	REFRESHMENTS AND ACCOMMODATION	
2/09/2016	YALGOO HOTEL MOTEL	EXPENSES	3,511.86
2/09/2016	AGWEST MACHINERY	SPARE PARTS PLANT	1,768.02
2/09/2016	CANINE CONTROL	ANIMAL RANGER SERVICES	2,119.00
2/09/2016	CIVIC LEGAL	LEGAL EXPENSES	46,299.33
		PROJECT MANAGEMENT FEES FLOOD	
2/09/2016	CORE BUSINESS AUSTRALIA	DAMAGE	34,200.73
2/09/2016	COURIER AUSTRALIA	FREIGHT COSTS	895.67
2/09/2016	DFES	QUARTERLY ESL LEVY	4,238.70
2/09/2016	DUXTON HOTEL	ACCOMMODATION FEES CONFERENCE	7,608.85
2/09/2016	GM FREIGHT	FREIGHT COSTS	115.50
2/09/2016	IN2BALANCE PTY LTD	COMPUTER SOFTWARE SUPPORT	6,559.30
	MINE TRADE AND	SEPTIC TANK WASTE REMOVAL STAFF	
2/09/2016	MAINTENANCE	HOUSING	1,323.30
2/09/2016	MOORE STEPHENS WA	ACCOUNTING FEES	4,704.70
	PAYNES FIND ROAD HOUSE		
2/09/2016	AND TAVERN	ACCOMMODATION FEES FOR MEETING	2,234.50
	RECORDS ARCHIVES	CONSULTANCY FEES RECORD	
2/09/2016	HISTORICAL MANAGEMENT	MANAGEMENT	11,000.00
2/09/2016	ROYAL LIFE SAVING	TRAINING WATER PARK MANAGEMENT	4,094.40
2/09/2016	RSM	AUDIT FEE	4,891.02
	VEOLIA ENVIRONMENTAL		
2/09/2016	SERVICES	REFUSE COLLECTION	8,045.91
		PARTICIPATION IN OUR TOWN WA TV	
2/09/2016	VISAGE PRODUCTIONS	SERIES	5,500.00
2/09/2016	YUIN PASTORAL	CONTRACTOR FLOOD DAMAGE	14,850.00
	BOQ ASSET FINANCE AND		
9/09/2016	LEASING	PHOTOCOPIER RENTAL	329.50
9/09/2016	CORE BUSINESS AUSTRALIA	ENGINEERING FEES	5,980.34
9/09/2016	GALVANISED POLES	GALVANISED STEEL POLES 2	1,703.43
9/09/2016	GERALDTON FUEL COMPANY	FUEL PURCHASES	20,577.28
9/09/2016	LINK PROPERTY GROUP PTY LTD	PLANT PURCHASES	22,727.27
9/09/2016	MIDWEST FIRE AND SAFETY	FIRE SERVICE	1,269.73
9/09/2016	NOVUS AUTO GLASS MIDWEST	SPARE PARTS PLANT	94.05
		200 W LED SUNFLOWER HI BAY FLOOD	
9/09/2016	OZLITE PTY LTD	LIGHT	5,928.95
9/09/2016	PROUDLOVES'S SMASH REPAIRS	MOTOR VEHICLE REPAIRS	300.00
		REIMBURSEMENTS MATERIALS FOR	
9/09/2016	SILVIO BRENZI	ABLUTION BLOCK AIRSTRIP	860.00
9/09/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY AND STAFF AMENITIES	4,596.91
9/09/2016	THE GOOD GUYS	TV FOR COUNCIL CHAMBER	3,741.00
9/09/2016	THOMAS MANUFACTURING	MINI BATCHING PLANT	75,570.00
	WA LOCAL GOVERNMENT		
9/09/2016	ASSOCIATION	CONFERENCE EXPENSES	7,885.99
13/09/2016	NEIL GRINHAM	MEMBERS TRAVEL	502.97
15/09/2016	PAYROLL	VARIOUS	44,782.06
23/09/2016	AGWEST MACHINERY	REPAIRS PLANT	1,560.91
		REPLACEMENT TOOLS AND WORKSHOP	
23/09/2016	ATOM SUPPLY	CONSUMABLES	1,534.65
	ATYEO'S ENVIRONMENTAL	CONSULTANCY FEES EHO AND BUILDING	
23/09/2016	HEALTH	CONTROL	3,670.50
23/09/2016	AUSTRALIAN TAXATION OFFICE	BAS	26,814.04
23/09/2016	BATTERY MART	PARTS PLANT	292.60

23/09/2016	BOQ ASSET FINANCE AND LEASING	PHOTOCOPIER RENTAL	329.50
23/09/2016	BUNNINGS	HARDWARE PURCHASES	1,234.33
23/09/2016	CASTLEDEX	PRINTING AND STATIONERY	340.69
23/09/2016	CENTACARE FAMILY SERVICES	CENTRE CARE CONTRIBUTION	17,600.00
23/09/2016	COOK'S TOURS PTY LTD	ADVERTISING TOURISM PROMOTION	590.00
23/09/2016	CORPORATE HEALTH PROFESSIONALS	OH & S	2,184.60
23/09/2016	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY FEES ACCOUNTING AND ADMINISTRATION	11,715.00
23/09/2016	GAIL TRENFIELD	REFUND CANDIDATES NOMINATION FEES	80.00
23/09/2016	GERALDTON DIGITAL MEDIA	EMU CUP EVENT	550.00
23/09/2016	GERALDTON FUEL COMPANY	STARCASH CARD PURCHASES	2,000.00
23/09/2016	GERALDTON MOWER AND REPAIR SPECIALISTS	PARTS AND REPAIRS	203.60
23/09/2016	GM FREIGHT	FREIGHT COSTS	1,177.00
23/09/2016	GNC QUALITY PRECAST GERALDTON	MOBILE ABLUTION AIRSTRIP	6,716.60
23/09/2016	JASON SIGN MAKERS	ROAD SIGNS	3,311.77
23/09/2016	JOANNE KANNY	REFUND CANDIDATES NOMINATION FEES	80.00
23/09/2016	MCSPORRAN A R	REIMBURSEMENT FOR PARTS	35.51
23/09/2016	MINE TRADE AND MAINTENANCE	SEPTIC TANK WASTE REMOVAL STAFF HOUSING & RAILWAY ST	4,229.50
23/09/2016	NEIL GRINHAM	MEMBERS TRAVEL	1,010.90
23/09/2016	PROTECTOR FIRE SERVICES	FIRE VEHICLE EXPENSES	101.15
23/09/2016	QUESTAMON TRAINING SERVICES	STAFF TRAINING	1,295.00
23/09/2016	RAMM SOFTWARE PTY LTD	SOFTWARE LICENCE FEE ROMAN	6,336.12
23/09/2016	ROBERT GRINHAM	REFUND CANDIDATES NOMINATION FEES	80.00
23/09/2016	SOCIAL INNOVATIONS PTY LTD	CONSULTANCY FEES GRANT FUNDING APPLICATIONS	4,730.00
23/09/2016	STANLEY WILLOCK	REFUND CANDIDATES NOMINATION FEES	80.00
23/09/2016	THINKWATER GERALDTON	STREET TREE WATERING	97.00
23/09/2016	TOTALLY WORKWEAR GERALDTON	PROTECTIVE WORKWEAR	1,640.77
23/09/2016	TRUCK CENTRE WA PTY LTD	PARTS AND REPAIRS PLANT	1,684.03
23/09/2016	UNIFORM FASHIONS	STAFF UNIFORM	296.00
23/09/2016	URBIS PTY LTD	CONSULTANCY TOWN PLANNING	1,961.45
23/09/2016	W & E ROWE CONTRACTORS	CONTRACTOR FLOOD DAMAGE	134,219.25
23/09/2016	WESTERN INDEPENDENT FOODS	CARAVAN PARK SUPPLIES	66.69
23/09/2016	WESTRAC EQUIPMENT PTY LTD	PLANT REPAIRS	2,628.97
23/09/2016	WESTSIDE PAINTING SERVICE	MAINTENANCE STAFF HOUSING	3,402.30
23/09/2016	BEAUREPAIRES	TYRES AND TUBES	5,092.28
23/09/2016	CANINE CONTROL	ANIMAL RANGER SERVICES	929.50
23/09/2016	DAVID ROCKE	REIMBURSEMENT FIRE PREVENTION	134.82
23/09/2016	J R AND A HERSEY	TOOL REPLACEMENTS	704.78
23/09/2016	LANDGATE	VALUATION EXPENSES	60.80
23/09/2016	MIDWEST CHEMICAL AND PAPER	CARAVAN PARK SUPPLIES	396.67
23/09/2016	PERCY LAWSON	REFUND CANDIDATES NOMINATION FEES	80.00
23/09/2016	QUALITY PRESS	PRINTING AND STATIONERY	52.25
23/09/2016	TRUCKLINE GERALDTON	PLANT PARTS AND REPAIRS	309.77
23/09/2016	W & E ROWE CONTRACTORS	CONTRACTOR FLOOD DAMAGE	208,158.50
27/09/2016	PAYROLL	VARIOUS	41,055.49
27/09/2016	LINK PROPERTY GROUP PTY LTD	PLANT PURCHASES	2,272.73

27/09/2016	HARVEY NORMAN GERALDTON	WASHING MACHINE REPLACEMENT	
27/09/2016	COMBINED MUSIC SERVICES	CARAVAN PARK	2,695.00
30/09/2016	WA SHIRE COUNCILS UNION	EMU CUP EVENT	1,360.00
30/09/2016	SHIRE OF YALGOO	PAYROLL DEDUCTIONS UNION FEES	184.50
30/09/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS DEBT REPAYMENT	150.00
	COMMANDER AUSTRALIA	PAYROLL DEDUCTIONS CHILD SUPPORT	669.21
5/09/2016	LIMITED	TELEPHONE/INTERNET	159.80
9/09/2016	BOC LIMITED	INDUSTRIAL GASES	183.68
9/09/2016	HORIZON POWER	ELECTRICITY CHARGES	6,968.97
9/09/2016	TELSTRA CORPORATION LTD	TELEPHONE/INTERNET	188.25
9/09/2016	BOC LIMITED	INDUSTRIAL GASES	79.44
9/09/2016	HORIZON POWER	ELECTRICITY CHARGES	810.64
9/09/2016	BOC LIMITED	INDUSTRIAL GASES	170.76
9/09/2016	HORIZON POWER	ELECTRICITY CHARGES	3,082.75
9/09/2016	BOC LIMITED	INDUSTRIAL GASES	177.74
23/09/2016	BOC LIMITED	INDUSTRIAL GASES	743.73
23/09/2016	PIVOTEL SATELLITE PTY LIMITED	SATELLITE PHONES	634.00
23/09/2016	TELSTRA CORPORATION LTD	TELEPHONE/INTERNET	6,454.30
9/09/2016	DEPARTMENT OF MINES AND		
9/09/2016	PETROLEUM	LICENCE/PERMIT	662.00
9/09/2016	TARGET	HCP PROJECT ACTIVITY EXPENSES	228.00
9/09/2016	WATER CORPORATION	ANNUAL AND WATER USE CHARGES	7,398.13
9/09/2016	WESTCOAST SEAFOOD	REFRESHMENTS EXPENSES	333.00
9/09/2016	WESTNET	IT SUPPORT	99.00
23/09/2016	CITY OF GREATER GERALDTON	LIBRARY BOOK EXPENSES	388.00
	FAIRFAX MEDIA PUBLICATIONS		
23/09/2016	PTY LTD	ADVERTISING TOURISM PROMOTION	830.34
23/09/2016	MARKETFORCE	ADVERTISING	933.05
23/09/2016	MT GIBSON MINING LTD	RATES REFUND	334.82
23/09/2016	NEAROLOGY PTY LTD	RATES REFUND	79.01
23/09/2016	SPOTLIGHT PTY LTD	CONSUMABLES CELEBRATION	807.45
23/09/2016	ST JOHN AMBULANCE WA	DONATION	500.00
23/09/2016	TARGET	HCP PROJECT ACTIVITY EXPENSES	386.00
23/09/2016	VALTAN PTY LTD	RATES REFUND	7.05
5/09/2016	AMP FLEXIBLE LIFETIME SUPER	PAYROLL DEDUCTIONS SUPERANNUATION	1,051.80
5/09/2016	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS SUPERANNUATION	1,461.61
5/09/2016	COLONIAL FIRST STATE	PAYROLL DEDUCTIONS SUPERANNUATION	1,111.36
5/09/2016	CONCEPT ONE	PAYROLL DEDUCTIONS SUPERANNUATION	1,062.24
5/09/2016	FIRST STATE SUPER	PAYROLL DEDUCTIONS SUPERANNUATION	672.59
5/09/2016	WA SUPER	PAYROLL DEDUCTIONS SUPERANNUATION	20,224.53
	<b>TOTAL</b>		<b>1,163,693.22</b>

### Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION/COUNCIL DECISION

#### **C2016-1212    Accounts for Payment September 2016**

**That Council approve the list of accounts paid for the period 1 September 2016 to 30 September 2016 amounting to \$1,163,693.22 and the list be recorded in the minutes.**

**Moved: Cr J Kanny**

**Seconded: Cr R Valenzuela**

**Motion put and carried 5/0**

### 11.3.5 Accounts for Payment October 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	Nil

#### Matter for Consideration

Council approve the Accounts for Payment list for the period 1 October 2016 to 31 October 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 –

- e. The security and banking of money received by a local government' and
- f. The keeping of financial records by a local government; and
- g. The management by a local government of its assets, liabilities and revenue; and
- h. The general management of, and the authorisation of payments out of –
  - III. The municipal fund; and
  - IV. 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.
  - 4. 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 –
    - V. The payee's name; and
    - VI. The amount of the payment; and
    - VII. The date of the payment; and
    - VIII. Sufficient information to identify the transaction.
  - 5. A list of accounts for approval to be paid is to be prepared each month showing –
    - c. For each account which requires council authorisation in that month –
      - IV. The payee's name; and
      - V. The amount of the payment; and
      - VI. Sufficient information to identify the transaction; and
    - d. The date of the meeting of the council to which the list is to be presented.
  - 6. A list prepared under subregulation (1) or (2) is to be –
    - c. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
    - d. 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 October 2016 to 31 October 2016 are as follows:

**SHIRE OF YALGOO  
LIST OF ACCOUNTS PAID AND PAYABLE  
FOR THE PERIOD 1 OCTOBER 2016 TO 31 OCTOBER 2016**

DATE	PAYEE	PARTICULARS	AMOUNT
PAID			\$
3/10/2016	REDWAVE MEDIA	EMU CUP EVENT	550.00
4/10/2016	AKOLADE PTY LTD	CONFERENCE EXPENSES	5,326.70
4/10/2016	BUNNINGS	HARDWARE ITEMS	978.14
	POLICE AND COMMUNITY		
4/10/2016	YOUTH CENTRE	EMU CUP EVENT	2,970.00
5/10/2016	GAIL TRENFIELD	COMMUNICATION ALLOWANCE	291.67
5/10/2016	PERCY LAWSON	MEETING FEES AND TRAVEL	617.67
5/10/2016	STEVEN COSGROVE	REIMBURSEMENTS	130.93
10/10/2016	PAYROLL	VARIOUS	39,647.90
		MEETING FEES ,TRAVEL, COMMUNICATION	
11/10/2016	NEIL GRINHAM	AND PRESIDENT ALLOWANCE	1,816.49
11/10/2016	SILVIO BRENZI	REIMBURSEMENTS CONFERENCE EXPENSES	2,296.74
20/10/2016	AGWEST MACHINERY	PLANT PURCHASE	44,229.00
20/10/2016	AMPAC DEBT RECOVERY	DEBT COLLECTION FEES	440.00
20/10/2016	BOAB HAULAGE	FREIGHT MINI BATCHING PLANT	5,500.00
20/10/2016	CIVIC LEGAL	LEGAL FEES	2,040.50
20/10/2016	CORE BUSINESS	PROJECT MANAGEMENT FLOOD DAMAGE	56,508.80
		ELECTRICAL REPAIRS STAFF HOUSING,	
20/10/2016	CROWE'S ELECTRICAL	C/PARK, CHAMBERS	14,862.93
		MEETING FEES , TRAVEL, COMMUNICATION	
20/10/2016	RAUL VALENZUELA	AND DEPUTY PRESIDENT ALLOW	1,086.42
20/10/2016	SUN CITY PLUMBING	PLUMBING REPAIRS WATER PARK	1,165.56
20/10/2016	W & E ROWE CONTRACTORS	FLOOD DAMAGE	117,746.75
20/10/2016	WBHO CIVIL PTY LTD	STAFF TRAINING	3,000.00
20/10/2016	WESTSIDE PAINTING	INTERNAL PAINTING ADMIN CENTRE	5,920.00
20/10/2016	ALGA ROAD CONFERENCE	CONFERENCE EXPENSES	1,780.00
20/10/2016	COMBINED MUSIC	EMU CUP EVENT	6,800.00
25/10/2016	AMP FLEXIBLE LIFE	SUPERANNUATION	788.85
27/10/2016	PAYROLL	VARIOUS	40,085.99
28/10/2016	CANINE CONTROL	RANGER SERVICES	1,859.00
28/10/2016	CENTRALS EARTHMOVING	ROAD WORKS CONTRACT	195,182.09
		ELECTRICAL REPAIRS STAFF HOUSING,	
28/10/2016	CROWE'S ELECTRICAL	C/PARK, ADMIN, RAILWAY STATION	13,167.94

28/10/2016	GAIL TRENFIELD	MEETING FEES ,COMMUNICATION ALLOW	527.67
28/10/2016	GERALDTON FUEL COMPANY	FUELS	17,969.44
28/10/2016	HI - LITE SECURITY	EMU CUP EVENT	2,120.58
28/10/2016	JOANNE KANNY	MEETING FEES , COMMUNICATION ALLOW, TRAVEL	1,072.81
28/10/2016	JUMP N BUMP	EMU CUP EVENT	1,588.00
28/10/2016	LGIS WA	INSURANCE	31,223.24
28/10/2016	NEIL GRINHAM	MEETING FEES ,TRAVEL, COMMUNICATION AND PRESIDENT ALLOWANCE	2,152.31
28/10/2016	RAUL VALENZUELA	MEETING FEES ,COMMUNICATION AND DEPUTY PRESIDENT ALLOW	713.92
28/10/2016	RECORDS ARCHIVES MANAGEMENT	RECORD MANAGEMENT	1,375.00
28/10/2016	THE FUNK FACTORY	EMU CUP EVENT	7,007.00
28/10/2016	W & E ROWE CONTRACTORS	FLOOD DAMAGE	97,377.50
28/10/2016	WINTERSUN HOTEL	ACCOMMODATION PRESIDENT	143.90
28/10/2016	RAY PRATT	REIMBURSEMENTS PARTS	121.23
28/10/2016	SILVIO BRENZI	REIMBURSEMENTS CONFERENCE EXPENSES AND EMU CUP	620.10
31/10/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	394.26
31/10/2016	SHIRE OF YALGOO	PAYROLL DEDUCTIONS DEBT REDUCTION	100.00
31/10/2016	WA SHIRE COUNCILS LGRC		
31/10/2016	EMPLOYEES UNION	PAYROLL DEDUCTIONS UNION FEES	123.00
28/10/2016	HORIZON POWER	ELECTRICITY C/PARK	3,988.34
28/10/2016	HORIZON POWER	ELECTRICITY STAFF HOUSING	30.13
28/10/2016	HORIZON POWER	ELECTRICITY STAFF HOUSING	297.66
28/10/2016	HORIZON POWER	ELECTRICITY STAFF HOUSING	155.23
28/10/2016	HORIZON POWER	STREET LIGHTING	705.59
3/10/2016	SHIRE OF YALGOO	EMU CUP EVENT	316.00
5/10/2016	CASH CHEQUE	EMU CUP EVENT	900.00
13/10/2016	TAMARA SIMPSON	BOND REFUND	1,000.00
27/10/2016	SHIRE OF DALWALLINU	FOI APPLICATION	30.00
31/10/2016	CASH CHEQUE	ART PURCHASE TO BE REIMBURSED FROM CIVIC LEGAL	3,700.00
25/10/2016	AUSTRALIA SUPER	PAYROLL DEDUCTION SUPERANNUATION CONTRIBUTIONS	1,096.20
25/10/2016	COLONIAL FIRST STATE	PAYROLL DEDUCTION SUPERANNUATION CONTRIBUTIONS	788.08
25/10/2016	CONCEPT ONE	PAYROLL DEDUCTION SUPERANNUATION CONTRIBUTIONS	808.49
25/10/2016	WA SUPER	PAYROLL DEDUCTION SUPERANNUATION CONTRIBUTIONS	16,562.28
	<b>TOTAL</b>		<b>761,798.03</b>

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1213     Accounts for Payment October 2016**

**That Council approve the list of accounts paid for the period 1 October 2016 to 31 October 2016 amounting to \$761,798.03 and the list be recorded in the minutes.**

**Moved: Cr R Grinham**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

### 11.3.6 Accounts for Payment November 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	Nil

#### Matter for Consideration

Council approve the Accounts for Payment list for the period 1 November 2016 to 30 November 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 –

- i. The security and banking of money received by a local government' and
- j. The keeping of financial records by a local government; and
- k. The management by a local government of its assets, liabilities and revenue; and
- l. The general management of, and the authorisation of payments out of –
  - V. The municipal fund; and
  - VI. 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.
  - 7. 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 –
    - IX. The payee's name; and
    - X. The amount of the payment; and
    - XI. The date of the payment; and
    - XII. Sufficient information to identify the transaction.
  - 8. A list of accounts for approval to be paid is to be prepared each month showing –
    - e. For each account which requires council authorisation in that month –
      - VII. The payee's name; and
      - VIII. The amount of the payment; and
      - IX. Sufficient information to identify the transaction; and
    - f. The date of the meeting of the council to which the list is to be presented.
  - 9. A list prepared under subregulation (1) or (2) is to be –
    - e. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
    - f. 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 November 2016 to 30 November 2016 are as follows:

**SHIRE OF YALGOO  
LIST OF ACCOUNTS PAID AND PAYABLE  
FOR THE PERIOD 1 NOVEMBER 2016 TO 30 NOVEMBER 2016**

DATE	PAYEE	PARTICULARS	AMOUNT
PAID			\$
8/11/2016	ATYEO'S ENVIRONMENTAL HEALTH	CONSULTANCY FEES EHO AND BUILDING CONTROL	3,797.00
8/11/2016	CAFÉ CORPORATE	REPAIRS COFFEE MACHINE	365.00
8/11/2016	DAVID ROCKE	REIMBURSEMENTS AND MAINTENANCE PAYNES FIND	1,746.27
8/11/2016	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY FEES ADMIN AND ACCOUNTING	6,490.00
8/11/2016	EVERLYN HODDER	EMU CUP EVENT	1,800.00
8/11/2016	KODI DENNISON	DJ SERVICE FOR HALLOWEEN	1,100.00
8/11/2016	LINAIRE HODGE	REIMBURSEMENTS HCP PROGRAM	128.03
8/11/2016	NEIL GRINHAM	MEETING FEES ,TRAVEL AND ACCOMMODATION	1,221.96
8/11/2016	SILVIO BRENZI	REIMBURSEMENTS CONFERENCE STAFF TRAINING REFRESHMENTS	5,154.80
10/11/2016	PAYROLL	VARIOUS	40,787.84
14/11/2016	BEAUREPAIRES	TYRES	5,803.00
14/11/2016	BOQ ASSET FINANCE AND LEASING	PHOTOCOPIER RENTAL	329.50
14/11/2016	BROADCASTING AUSTRALIA	REBROADCASTING LICENCE	160.33
14/11/2016	BUNNINGS	HARDWARE ITEMS	230.15
14/11/2016	C & S AUTOMOTIVE	MOTOR VEHICLE REPAIRS	305.25
14/11/2016	COCKBURN CEMENT	CEMENT FLOOD DAMAGE	21,054.00
14/11/2016	CORE BUSINESS	CONSULTANCY FEES ENGINEERING	3,272.50
14/11/2016	COURIER AUSTRALIA	FREIGHT	476.92

14/11/2016	CUBIT TEST AND TAG	ELECTRICAL REPAIRS	2,578.50
14/11/2016	DUXTON HOTEL	ACCOMMODATION	534.50
14/11/2016	FIVE STAR BUSINESS EQUIPMENT	PHOTOCOPIER MTCE EXPENSES	491.57
14/11/2016	GERALDTON FUEL COMPANY	FUEL PURCHASES	13,669.80
14/11/2016	GERALDTON MOWER AND REPAIR SPECIALISTS	PARTS AND REPAIRS	769.00
14/11/2016	GERALDTON TOYOTA	MOTOR VEHICLE REPAIRS AND SERVICING	1,345.03
14/11/2016	GG PUMPS AND ELECTRICAL	RETICULATION PUMP CARAVAN PARK	4,549.27
14/11/2016	HITACHI CONSTRUCTION	PARTS AND REPAIRS	1,327.87
14/11/2016	HOPPY'S PATS R US	WORKSHOP SUPPLIES	661.99
14/11/2016	IN2BALANCE PTY LTD	COMPUTER SOFTWARE SUPPORT	12,293.60
14/11/2016	J R AND A HERSEY	TOOL REPLACEMENTS	1,190.64
14/11/2016	K9 ELECTRICAL	ELECTRICAL REPAIRS	162.23
14/11/2016	LANDGATE	VALUATIONS AND TITLE SEARCH	125.50
14/11/2016	LGIS WA	INSURANCE	28,288.21
14/11/2016	MARKET CREATIONS	WEBSITE	33.00
14/11/2016	MCINTOSH AND SONS	PARTS AND REPAIRS	655.29
14/11/2016	MIDWEST PEST MANAGEMENT	WEED CONTROL TOWN STREETS	9,834.00
14/11/2016	MINE TRADE AND MAINTENANCE	SEPTIC TANK WASTE REMOVAL STAFF HOUSING CONSULTANCY FEES ACCOUNTING AND RATES SUPPORT	1,522.95
14/11/2016	MOORE STEPHENS		1,333.20
14/11/2016	MULGA MAIL	EMU CUP EVENT	1,574.10
14/11/2016	MURDOCH UNIVERSITY	VET SERVICES	1,320.00
14/11/2016	NOVAS AUTO GLASS	MOTOR VEHICLE REPAIRS	334.35
14/11/2016	P & A MOBILE DETAILING	MOTOR VEHICLE REPAIRS SUPPLY SECURITY SCREEN AND REGLAZE	150.00
14/11/2016	PARKER ALUMINIUM	WINDOWS 74 WEEKES ST	2,101.00
14/11/2016	PAYNES FIND ROAD HOUSE RECORDS ARCHIVES HISTORICAL MANAGEMENT	FUEL PURCHASES	1,416.50
14/11/2016		CONSULTANCY FEES RECORD MANAGEMENT	660.00
14/11/2016	SUN CITY PLUMBING	PLUMBING REPAIRS	9,375.96
14/11/2016	THE FEDERATION OF WA PCYC	EMU CUP EVENT	2,970.00
14/11/2016	TRUCK CENTRE WA	PARTS AND REPAIRS	250.88
14/11/2016	VEOLIA ENVIRONMENTAL SERVICES	REFUSE COLLECTION	5,007.42
14/11/2016	VISAGE PRODUCTIONS	PARTICIPATION IN OUR TOWN WA TV SERIES	5,500.00

14/11/2016	WESTERN INDEPENDENT FOODS	CARAVAN PARK SUPPLIES	260.30
14/11/2016	WESTRAC EQUIPMENT PTY LTD	PLANT REPAIRS	8,186.26
14/11/2016	YALGOO GENERAL STORE	STAFF AMENITIES	192.70
21/11/2016	ALLGLOVE INDUSTRIES	GLOVES	297.00
21/11/2016	BEAUREPAIRES	TYRES PLANT YA778	1,681.24
21/11/2016	BOQ ASSET FINANCE AND LEASING	PHOTOCOPIER RENTAL	329.50
21/11/2016	BUNNINGS	HARDWARE ITEMS	734.43
21/11/2016	CANINE CONTROL	ANIMAL RANGER SERVICES	2,819.00
21/11/2016	CORE BUSINESS CORPORATE HEALTH PROFESSIONALS	CONSULTANCY ENGINEERING	176.00
21/11/2016		AUDIOLOGICAL TESTS	605.00
21/11/2016	COURIER AUSTRALIA	FREIGHT	1,965.71
21/11/2016	DFES	2016-17 ESL LEVY	1,562.00
21/11/2016	DONGARA - DENISON RAG	EMU CUP EVENT ADVERTISING	280.00
21/11/2016	GEARING BUTCHERS	MEAT SUPPLY FOR VETS	146.21
21/11/2016	GERALDTON MOWER AND REPAIR SPECIALISTS	PARTS AND REPAIRS	1,291.40
21/11/2016	GERALDTON PARTY HIRE	EMU CUP EVENT	2,176.00
21/11/2016	GERALDTON TROPHY CENTRE	EMU CUP EVENT-CAPS	950.00
21/11/2016	JOHN R WALLIS ENGINEERING	PARTS AND FUEL	82.70
21/11/2016	MARKETFORCE	ADVERTISING	629.56
21/11/2016	MIDWEST CONCERT SOUND AND LIGHTING	EMU CUP EVENT	5,390.00
21/11/2016	MINGENEW COMMUNITY RESOURCE CENTRE	EMU CUP EVENT - ADVERTISING	135.20
21/11/2016	MINJAR GOLD PTY LTD	RATES REFUND	270.00
21/11/2016	MOORE STEPHENS	CONSULTANCY ACCOUNTING SERVICES	19,231.85
21/11/2016	NEIL GRINHAM	MEETING FEES ,TRAVEL, COMMUNICATION AND PRESIDENT ALLOWANCE	2,262.45
21/11/2016	NORTH METROPOLITAN TAFE	ENROLMENT FEES DIPLOMA OF GOVERNMENT	2,865.00
21/11/2016	SILVIO BRENZI	CONFERENCE FEES	62.60
21/11/2016	THE SOLAR PUMP	SOLAR PUMP FOR PINES FIND COMPLEX	1,963.50
21/11/2016	THINKWATER GERALDTON	RETICULATION CONTROLLERS	388.75
21/11/2016	TOTALLY WORKWEAR GERALDTON	PROTECTIVE WORKWEAR	611.91
21/11/2016	WA LOCAL GOVERNMENT ASSOCIATION	STAFF TRAINING	1,089.00

21/11/2016	WEST COAST FIREWORKS	EMU CUP EVENT	1,320.00
24/11/2016	PAYROLL	VARIOUS	39,564.04
30/11/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	457.90
30/11/2016	SHIRE OF YALGOO	PAYROLL DEDUCTIONS DEBT REDUCTION	100.00
30/11/2016	SHIRE OF YALGOO	PAYROLL DEDUCTIONS DEBT REPAYMENT	50.00
30/11/2016	WA SHIRE COUNCILS UNION	PAYROLL DEDUCTIONS UNION FEES	123.00
21/11/2016	PIVOTEL SATELLITE PTY LIMITED	SATELLITE PHONES	634.00
21/11/2016	HORIZON POWER	STREET LIGHTING	711.09
11/11/2016	COMMANDER AUSTRALIA LIMITED	TELEPHONE/INTERNET	3.63
11/11/2016	COMMANDER AUSTRALIA LIMITED	TELEPHONE/INTERNET	39.95
11/11/2016	BOC LIMITED	INDUSTRIAL GASES	183.68
11/11/2016	BOC LIMITED	INDUSTRIAL GASES	177.74
11/11/2016	AUSTRALIAN COMMUNICATION AND MEDIA	REBROADCASTING LICENCE	43.00
11/11/2016	HORIZON POWER	ELECTRICITY CHARGES	7,439.78
11/11/2016	HORIZON POWER	STREET LIGHTING	729.11
11/11/2016	PIVOTEL SATELLITE PTY LIMITED	SATELLITE PHONES	634.00
11/11/2016	TELSTRA CORPORATION	TELEPHONE CHARGES	21.45
11/11/2016	COMMANDER AUSTRALIA LIMITED	TELEPHONE/INTERNET	202.29
11/11/2016	COMMANDER AUSTRALIA LIMITED	TELEPHONE/INTERNET	205.35
11/11/2016	TELSTRA CORPORATION	TELEPHONE CHARGES	10,295.03
11/11/2016	TELSTRA CORPORATION	TELEPHONE CHARGES	4,606.02
21/11/2016	COOK'S TOURS PTY LTD	ADVERTISING TOURISM PROMOTION	590.00
21/11/2016	DEPARTMENT OF MINES AND PETROLEUM	LICENCE/PERMIT	36.50
21/11/2016	FAIRFAX MEDIA PUBLICATIONS	ADVERTISING TOURISM PROMOTION	494.86
21/11/2016	WATER CORPORATION	ANNUAL AND WATER USE CHARGES	7,914.92
22/11/2016	NAB	BANK FEES	59.99
30/11/2016	NAB	BANK FEES	247.63
	<b>TOTAL</b>		<b>341,769.14</b>

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1214     Accounts for Payment November 2016**

**That Council approve the list of accounts paid for the period 1 November 2016 to 30 November 2016 amounting to \$341,769.14 and the list be recorded in the minutes.**

**Moved: Cr J Kanny**

**Seconded: Cr G Trenfield**

**Motion put and carried 5/0**

### 11.3.7 Investments as at 30 September 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	Nil

#### Matter for Consideration

That Council receive the Investment Report as at 30 September 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 30 September 2016:

SHIRE OF YALGOO INVESTMENTS AS AT 30 September 2016								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N <sup>o</sup>	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$88,911.41 O/D
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$40,742.19
NAB	N/A	Term Deposit	89-977-1574	7 days	25.09.2016	02.10.2016	1.25%	\$60,342.67
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$51,359.07
<b>TOTAL</b>								<b>\$63,532.52</b>
<b>RESERVE FUNDS</b>								
NAB	N/A	Term Deposit	97-511-4454	5 mths 22 days	16.09.2016	10.03.2017	2.60%	\$155,386.05
NAB	N/A	Term Deposit	89-972-5236	7 days	2.10.2016	2.10.2016	1.25%	\$450,212.72
NAB	N/A	Term Deposit	11-186-3992	5 mths 19 days	19.09.2016	10.03.2017	2.60%	\$1,028,730.92
<b>TOTAL</b>								<b>\$1,634,329.69</b>
<b>TRUST</b>								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$23,288.51
<b>TOTAL</b>								<b>\$23,288.51</b>

<b>INVESTMENT REGISTER</b>						
<b>01 SEPTEMBER 2016 TO 30 SEPTEMBER 2016</b>						
<b>NATIONAL AUSTRALIA BANK</b>						
<b>ACCOUNT Nº</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>OPENING BALANCE</b>	<b>INTEREST EARNED TO 30.09.2016</b>	<b>INVESTMENT TRANSFERS</b>	<b>CLOSING BALANCE 31.08.2016</b>
86-538-7363	Ongoing	Variable	\$40,656.41	\$85.78	0	\$40,742.19
89-977-1574	2.10.2016	1.50%	\$409,475.52	\$867.15	\$350,0000	\$60,342.67
24-831-4222	Ongoing	Variable	\$51,251.03	\$108.04	0	\$51,359.07
97-511-4454	10.03.2017	2.60%	\$153,109.12	\$2,276.93	0	\$155,386.05
89-972-5236	2.10.2016	1.25%	\$448,595.14	\$1,617.58	0	\$450,212.72
11-186-3992	10.03.2017	2.60%	\$1,013,656.59	\$15,074.33	0	\$1,028,730.92

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1215     Investments as at 30 September 2016**

**That the Investment Report as at 30 September 2016 be received.**

**Moved: Cr R Valenzuela**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**



### 11.3.8 Investments as at 31 October 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	Nil

#### Matter for Consideration

That Council receive the Investment Report as at 31 October 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 October 2016:

SHIRE OF YALGOO INVESTMENTS AS AT 31 October 2016								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N <sup>o</sup>	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$407,316.09
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$40,766.41
NAB	N/A	Term Deposit	89-977-1574	6 mths	16.10.2016	16.04.2016	2.55%	\$60,386.09
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$51,389.60
<b>TOTAL</b>								<b>\$559,858.19</b>
<b>RESERVE FUNDS</b>								
NAB	N/A	Term Deposit	97-511-4454	5 mths 22 days	16.09.2016	10.03.2017	2.60%	\$155,386.05
NAB	N/A	Term Deposit	89-972-5236	6 mths	16.10.2016	16.04.2017	2.55%	\$450,536.59
NAB	N/A	Term Deposit	11-186-3992	5 mths 19 days	19.09.2016	10.03.2017	2.60%	\$1,028,730.92
<b>TOTAL</b>								<b>\$1,634,653.56</b>
<b>TRUST</b>								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$23,288.51
<b>TOTAL</b>								<b>\$23,288.51</b>

<b>INVESTMENT REGISTER</b>						
<b>01 OCTOBER 2016 TO 31 OCTOBER 2016</b>						
<b>NATIONAL AUSTRALIA BANK</b>						
<b>ACCOUNT Nº</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>OPENING BALANCE</b>	<b>INTEREST EARNED TO 31.10.2016</b>	<b>INVESTMENT TRANSFERS</b>	<b>CLOSING BALANCE 31.10.2016</b>
86-538-7363	Ongoing	Variable	\$40,656.41	\$110.00	0	\$40,766.41
89-977-1574	16.04.2017	2.55%	\$409,475.52	\$910.57	\$350,0000	\$60,386.09
24-831-4222	Ongoing	Variable	\$51,251.03	\$138.57	0	\$51,389.60
77-142-8128	10.03.2017	2.60%	\$153,109.12	\$2,276.93	0	\$155,386.05
89-972-5236	16.04.2017	2.55%	\$448,595.14	\$1,941.45	0	\$450,536.59
14-662-6305	10.03.2017	2.60%	\$1,013,656.59	\$15,074.33	0	\$1,028,730.92

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1216     Investments as at 31 October 2016**

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

**Moved: Cr G Trenfield**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

### 11.3.9 Investments as at 30 November 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	Nil

#### Matter for Consideration

That Council receive the Investment Report as at 30 November 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 30 November 2016:

SHIRE OF YALGOO INVESTMENTS AS AT 30 November 2016								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N <sup>o</sup>	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
<b>MUNICIPAL FUND</b>								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$986,001.02
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$40,786.96
NAB	N/A	Term Deposit	89-977-1574	6 mths	16.10.2016	16.04.2017	2.55%	\$60,386.09
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$51,415.50
<b>TOTAL</b>								<b>\$1,138,589.57</b>
<b>RESERVE FUNDS</b>								
NAB	N/A	Term Deposit	97-511-445	5 mths 22 days	16.09.2016	10.03.2017	2.60%	\$155,386.05
NAB	N/A	Term Deposit	89-972-5236	6 mths	16.10.2016	16.04.2017	2.55%	\$450,536.59
NAB	N/A	Term Deposit	11-186-3992	5 mths 19 days	19.09.2016	10.03.2017	2.60%	\$1,028,730.92
<b>TOTAL</b>								<b>\$1,634,653.56</b>
<b>TRUST</b>								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	
<b>TOTAL</b>								<b>\$23,288.51</b>

INVESTMENT REGISTER						
01 NOVEMBER 2016 TO 30 NOVEMBER 2016						
NATIONAL AUSTRALIA BANK						
ACCOUNT Nº	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 30.11.2016	INVESTMENT TRANSFERS	CLOSING BALANCE 30.11.2016
86-538-7363	Ongoing	Variable	\$40,656.41	\$0.55	0	\$40,786
89-977-1574	16.04.2017	2.55%	\$409,475.52	\$910.57	\$350,000	\$60,386.09
24-831-4222	Ongoing	Variable	\$51,251.03	\$164.47	0	\$51,415.50
77-142-8128	10.03.2017	2.60%	\$153,109.12	\$2,276.93	0	\$155,386.05
89-972-5236	16.04.2017	2.55%	\$448,595.14	\$1,941.45	0	\$450,536.59
14-662-6305	10.03.2017	2.60%	\$1,013,656.59	\$15,074.33	0	\$1,028,730.92

ATTENDANCE: 3:28 pm Cr Raul Valenzuela left the meeting.

ATTENDANCE: 3:29 pm Cr Raul Valenzuela rejoined the meeting.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1217 Investments as at 30 November 2016**

**That the Investment Report as at 30 November 2016 be received.**

**Moved: Cr J Kanny**

**Seconded: Cr R Valenzuela**

**Motion put and carried 4/0**

## 11.4 ADMINISTRATION

### 11.4.1 Report on Matters Outstanding as at 10 December 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	10 December 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
22 Jan 16	2014-2015 Budget- Imposition of Rates and Minimum Proposal Requiring Ministerial Approval	That Council:	Matter subject to a report in this Agenda.
		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.			

22 Jan 16	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	Wild Dog Bounty Scheme	Council resolved to form a working group comprising 3 elected members, the CEO and an independent advisor.	Meeting of the Working Group yet to be organised.
27 Oct 16	Employees Collective Enterprise Agreement	Council resolved to authorise CEO to obtain necessary approvals.	WALGA Labour Solutions have been engaged to progress the approval process.
27 Oct 16	MRVC Establishment Agreement	Council resolved to inform MRVC that the Shire is in agreement with amendments detailed in draft establishment agreement.	Letter sent to MRVC in November 2016.
27 Oct 16	Shire Records Procedure Manual	Council resolved to adopt Record Keeping Procedures detailed in Record Keeping Procedure Handbook.	Emailed Plan signed by CEO to State Records in October 2016.
27 Oct 16	AGO Regional Advertising Partnership	Council resolved to participate in AGO Regional Advertising Partnership and contribute \$2,500.00.	Email to AGO advising of Council's decision and instruction to raise an invoice.
27 Oct 16	Tender Art & Cultural Centre Building	Council resolved to award tender and to advise successful and unsuccessful tenderers.	All tenderers were notified accordingly.

ATTENDANCE: 3:33 pm Cr G Trenfield left the meeting.

ATTENDANCE: 3:36 pm Cr G Trenfield rejoined the meeting.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1218 Report on Matters Outstanding as at 10 December 2016**

**That Council receives Report N<sup>o</sup> 11.4.1 Report on Matters Outstanding as at 10 December 2016.**

**Moved: Cr J Kanny**

**Seconded: Cr G Trenfield**

**Motion put and carried 4/0**



## 11.4.2 Report on 2014-15 Annual Budget – Imposition of Rates and Minimum Proposal Requiring Ministerial Approval

File:	
Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 November 2016
Attachments	<ul style="list-style-type: none"> <li>• State Administrative Tribunal Order</li> </ul>

### Matter for Consideration

That Council receive the State Administration Tribunal (SAT) Orders quashing the 2014-2015 rates and that the Shire apply for the ministerial approval to impose its differential rates for the 2014-2015.

### Background

Council adopted the 2014-2015 Annual Budget without first obtaining Ministerial approval for the following:

1. To impose a minimum payment of rates of \$600 on vacant land in accordance with Section 6.35 (s) of the Local Government Act 1995; and
2. To adopt rates in the dollar that exceeds the 2:1 rates required under Section 6.33(3) of the Local Government Act 1995.

In June 2016 Council resolved as follows:

“That Council

- 1) Based on advice received from its Solicitors Civic Legal, make application to the State Administrative Tribunal for the 2014-2015 GRV and UV general rates to be quashed in their entirety
- 2) Inform the Shire’s Solicitor’s Civic Legal of (1) above and to file the application with the State Administrative Tribunal

### Statutory Environment

#### *Local Government Act 1995*

#### **6.33. Differential general rates**

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
  - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
  - (b) a purpose for which the land is held or used as determined by the local government; or (c) whether or not the land is vacant land; or (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation 1 is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

*[Section 6.33 amended by No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]*

### **6.82. General review of imposition of rate or service charge**

- (1) Where there is a question of general interest as to whether a rate or service charge was imposed in accordance with this Act, the local government or any person may refer the question to the State Administrative Tribunal to have it resolved.
- (2) Subsection (1) does not enable a person to have a question relating to that person's own individual case resolved under this section if it could be, or could have been, resolved under section 6.76.
- (3) The State Administrative Tribunal dealing with a matter referred to it under this section may make an order quashing a rate or service charge which in its opinion has been improperly made or imposed.

### **6.3. Budget for other circumstances**

A local government is required to prepare and adopt\* a budget in a form and manner similar to the annual budget with such modifications as are necessary to meet the case —

- (a) where required to do so in consequence of the quashing of —
- (i) a general valuation; or
  - (ii) a rate or service charge, by a court or by the State Administrative Tribunal; or
- (b) if, at any time after the imposition of rates in a financial year it intends to impose a supplementary general rate or specified area rate for the unexpired portion of the financial year.

### **Consultation**

- Civic Legal

### **Comment**

The State Administrative Tribunal (SAT) on 7<sup>th</sup> September 2016 made a Final Order which reads as follows:

1. The general rate imposed by the Shire of Yalgoo upon rateable land within its district to be rated on unimproved value for the 2014/2015 financial year under section 6.32(1) of the Local Government Act 1995 (JVA) is quashed pursuant to Section 6.83 of the Act.
2. The general rate imposed by the Shire of Yalgoo upon rateable land within its district to be rated on gross retail value for the 2014-2015 financial year under section 6.32(1) of the Local Government Act 1995 (JVA) is quashed pursuant to section 6.83 of that Act.

*Section 6.83 stated above should read Section 6.82(3).*

The administrative omission will not cause any additional rates to be levied and the process involved to rectify the error now that SAT has quashed the rates is as follows:

- The Shire is to apply for Ministerial approval to impose the differential rates for the 2014/2015 financial year.
- Upon Ministerial approval being received, Council is required to prepare and adopt a budget in a form and manner similar to the Annual Budget and reimpose the rates that comply with the Local Government Act 1995.

Council is requested to give consideration of determining the rate in the dollar and minimum rates of the various differential rating categories for the 2014-2015 financial year and as stated above the rates stated in the table below will not cause any additional rates to be levied.

<b>RATE CATEGORY</b>	<b>BASIS</b>	<b>2014-2015 RATE IN THE DOLLAR (CENTS)</b>	<b>2014-2015 MINIMUM \$</b>
TOWN IMPROVED	GRV	7.12	260.00
TOWN VACANT	GRV	7.12	600.00
PASTORAL/RURAL	UV	6.28	260.00
MINING/MINING TENEMENT	UV	35.75	260.00
EXPLORATION & PROSPECTING	UV	18.99	260.00

Section 6.33 of the Local Government Act 1995 allows local government to impose differential general rates to shift the revenue raising effort to certain sectors of the Community to maintain equity based on the level of services provided by the Shire. The differential land use rating adopted by the Shire allows it to impose different rates in the dollar and minimums for the following categories:

Gross Rental Value (GRV):

- Town Improved – consists of properties located within the town site boundaries with a predominate residential, commercial and individual use. This category is considered by Council to be the base rate by which all other GRV properties are assessed and have a different demand and requirement on Shire services and infrastructure.
- Town site Vacant – consists of vacant properties located within the town site boundaries that are vacant (no residential, commercial or industrial structures built on the land). The rate in the dollar is the same as the Town Improved category however the minimum rate is higher in order to encourage landowners to undertake development.

Unimproved Value (UV):

- Pastoral/ Rural – this rating applies to all pastoral leases and land with a predominate rural land use. The proposal rate is comparatively lower when compared to the mining / mining tenement and exploration / prospecting categories on the basis that the pastoral industry has minimum impact or requirement on the Shire services and infrastructure
- Mining/Mining Tenement – this category applies to all mining leases located within the Shire. The proposal rate is comparatively higher when compared to the pastoral/rural category on the leases that mining operations require additional ongoing maintenance of the roads network that services this land use along with additional costs associated with the administration of mining tenements.
- Exploration/Prospecting – this rating category applies to exploration, prospecting and other general purpose leases treated in the Shire. The proposes rate is comparatively higher when compared to the pastoral/rural category and lower than the mining tenement category on the basis that the mining operations require additional and ongoing maintenance of the road

network that services the land use, the additional cost associated with the administration of exploration and property leases and the Shire wishes to encourage exploration.

**Voting Requirements**

Simple Majority.

**OFFICER RECOMMENDATION/COUNCIL DECISION**  
**C2016-1219    Report on 2014-15 Annual Budget – Imposition of Rates and Minimum Proposal Requiring Ministerial Approval**  
**That Council:**  
**(1)    Proposes to impose the following rates and minimums for the 2014-2015 financial year :**

RATE CATEGORY	BASIS	2014-2015 RATE IN THE DOLLAR (CENTS)	2014-2015 MINIMUM \$
TOWN IMPROVED	GRV	7.12	260.00
TOWN VACANT	GRV	7.12	600.00
PASTORAL/RURAL	UV	6.28	260.00
MINING/MINING TENEMENT	UV	35.75	260.00
EXPLORATION & PROSPECTING	UV	18.99	260.00

**(2)    Subject to (1) above make an application to obtain Ministerial approval for the following:**

**(i) To adopt rates in the dollar that exceed the 2:1 rates required pursuant to Section 6.33(3) of the Local Government Act 1995, namely;**

**UV Mining/Mining Tenement                    35.75 cents;**  
**UV Exploration and Prospecting                18.99 cents.**

**(ii) To impose a minimum rate of \$600.00 on vacant land in accordance with Section 6.35(5) of the Local Government Act 1995**

**Moved: Cr R Valenzuela                    Seconded: Cr J Kanny                    Motion put and carried 5/0**

### 11.4.3 Ordinary Meetings of Council Dates 2017

Author:	Steven Cosgrove
Interest Declared:	No interest to disclose
Date:	10 December 2016
Attachments	Nil

#### Matter for Consideration

For Council to set dates, times and locations for Council and Committee meetings in the calendar year 2017.

#### Background

Council is required under the Local Government Act to give local public notice of dates and times of Council meetings and those committee meetings which are open to the public.

Council generally meets on the second last Friday of the month, in the months of February to October. The December meeting day/date generally changes each year depending on the Christmas shutdown period and other matters. Meetings in May and September are held at Paynes Find.

#### Statutory Environment

*Local Government Act 1995*

s.5.3 – Council meeting not to be more than 3 months apart.

*Local Government (Administration) Regulations 1996*

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

#### Financial Implications

- Cost of the advertising in accordance with the regulation.

#### Consultation

- Neil Grinham, President

#### Comment

Council is requested to give consideration to shifting the meeting dates to the last Friday of the month and the Scheduled meetings to be conducted in the 2017 calendar year are detailed below.

It is also proposed to conduct a meeting in November 2017 as no Ordinary Council Meeting in the past has been scheduled for November. Shifting the meeting dates to the last Friday of the month will allow more time to complete the Agendas, Reports and monthly Financial Statements.

No date has been scheduled at this stage for the electors' general meeting on the basis that the financial statements need to be audited, an audit certificate be received and Council adopts an Annual Report for the financial year before an electors' general meeting can be held.

Month	Date	Day	Time	Council	Audit	Committee	Location
January	20	Friday	10:00 am	Electors'			Yalgoo
January	27	Friday	11 00 am	Ordinary			Yalgoo
February	24	Friday	11 00 am	Ordinary			Yalgoo
March	31	Friday	11 00 am	Ordinary			Yalgoo
March	TBA	Friday	10 00 am		Audit		Yalgoo
April	28	Friday	11 00 am	Ordinary			Paynes Find
May	26	Friday	11 00 am	Ordinary			Yalgoo
May	26	Friday	10 00 am			Finance	Yalgoo
June	30	Friday	11 00 am	Ordinary			Yalgoo
July	28	Friday	11 00 am	Ordinary			Yalgoo
July	28	Friday	10 00 am			Finance	Yalgoo
August	25	Friday	11 00 am	Ordinary			Yalgoo
September	29	Friday	11 00 am	Ordinary			Paynes Find
October	27	Friday	11 00 am	Ordinary			Yalgoo
November	24	Friday	11 00 am	Ordinary			Yalgoo
November	TBA	Friday	10 00 am		Audit		Yalgoo
December	15	Friday	11 00 am	Ordinary			Yalgoo

Cr G Trenfield moved an amendment to the Officer’s Recommendation in the following manner:

That the date of the Ordinary Meeting in Paynes Find be moved from Friday, 26 May 2017 to Friday, 28 April 2017. Cr J Kanny seconded the motion and being no further discussion, the President put the amended motion. The amended motion was carried 5/0.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION AS AMENDED/COUNCIL DECISION

#### C2016-1220 Ordinary Council Meeting Dates for 2017

That Council adopt the following meeting dates:

1. That Ordinary meetings of Council in 2017 be held in the Shire of Yalgoo Council Chambers (with the exception of the two meetings noted below to be held at the Paynes Find Community Centre), commencing at 11.00 am, on the following dates:
  - Friday, 20 January 2017 Electors'
  - Friday, 27 January 2017
  - Friday, 24 February 2017
  - Friday, 31 March 2017
  - Friday, 28 April 2017 (Paynes Find)
  - Friday, 26 May 2017
  - Friday, 30 June 2017
  - Friday, 28 July 2017
  - Friday, 25 August 2017
  - Friday, 29 September 2017 (Paynes Find)
  - Friday, 27 October 2017
  - Friday, 24 November 2017
  - Friday, 15 December 2017
2. That the Audit Committee of Council intends to meet at 10:00 am in the Shire of Yalgoo Council Chambers on the following dates in 2017:
  - Friday, 31 March 2017,
  - Friday, 24 November 2017.
3. That the Finance Committee of Council intends to meet at 10:00 am in the Shire of Yalgoo Council Chambers on the following dates in 2017:
  - Friday, 26 May 2017,
  - Friday, 28 July 2017.
4. Subject to (1) to (3) above, advertise proposed meeting dates in accordance with Reg 12(1) of the Local Government (Administration) Regulations 1996.
5. The Electors' Meeting be set for Friday 20 January, 2017 at 10:00 am

Moved: Cr J Kanny

Seconded: Cr R Valenzuela

Motion put and carried 5/0

### 11.4.4 Annual Report 2015 - 2016

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Annual Report 2015-2016</li> </ul>

#### Matter for Consideration

The acceptance of the 2015-2016 Annual Report and the holding of the Electors’ General Meeting.

#### Background

An Electors’ General Meeting is required to be held after Council accepts the Annual Report for the 2015 – 2016 Financial year.

#### Statutory Environment

*Local Government Act 1995*

##### ***Electors’ general meetings s5.27.***

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors’ meetings

##### ***Annual reports s5.53.***

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president;
  - (b) a report from the CEO;
  - (c) a report of the principal activities commenced or continued during the financial year;
  - (d) an assessment of the local government’s performance in relation to each principal activity;
  - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
  - (f) the financial report for the financial year;
  - (g) such information as may be prescribed in relation to the payments made to employees;
  - (h) the auditor’s report for the financial year; and
  - (i) such other information as may be prescribed.

##### ***Acceptance of annual reports s5.54.***

(1) Subject to subsection (2) the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

##### ***Notice of annual reports s5.55.***

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.



## **Financial Implications**

The cost of advertising incorporated in the 2016-2017 Annual Return.

## **Consultation**

Nil

## **Comment**

The Annual Report for the 2015-2016 Financial year is now presented and Council is requested to give consideration to adopting the Report.

Local Governments are to prepare an annual report for each financial year. This annual report is to contain:

1. A report from the Mayor or resident;
2. A report from the Chief Executive Officer;
3. An overview of the Strategic Community Plan of the district including major initiatives that are proposed to commence or to continue in the next financial year;
4. The financial report for the financial year;
5. Such information as may be prescribed in relation to payments made to employees;
6. The auditor's report for the financial year;
7. A matter on which a report must be made under section 29(2) of the Disability Services Act 1993;
8. Details of entries made under section 5.121 during the financial year in the register of complaints.

In order to comply with the requirements of the Local Government Act 1995, the Annual Electors' meeting must be held within 56 days of the adoption of the Annual Report.

Should the Annual Report be adopted by Council at its Ordinary Council meeting on 16 December 2016 the Annual Electors' meeting would need to be held prior to 10 February 2017.

The Annual Electors' meeting last year was held at Paynes Find and it recommended that it be held in Yalgoo for this year on 27 January 2017 at 10:00 am.

The Annual Electors' meeting to be advertised in the Western Australian Newspaper, the Bulldust and Community notice boards.

Copies of the Annual Report including financial statements for the year ended 30 June 2016 to be available at the Shire's Administration Centre in Yalgoo and a copy to be made available at Paynes Find or by contacting the Shire.

## **Voting Requirements**

Absolute Majority

It is noted in Report N<sup>o</sup> 11.4.3 that the date for the holding of the Annual Electors' meeting has been changed from Friday 27 January 2017 at 10:00 am to Friday 20 January 2017 at 10:00 am.

Accordingly the Officer's Recommendation needs to be amended.

Moved by Cr R Valenzuela and Seconded by Cr J Kanny, Point 2 in the Officer's Recommendation be amended to read, Friday 20 January, 2017 at 10:00 am.

There being no further discussion the President put the Officer's Recommendation as follows:

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1221    Annual Report 2015 - 2016**

**That Council:**

- 1.        Accepts the 2015-2016 Annual Report for the Shire of Yalgoo as attached to this report in accordance with Section 5.54 of the Local Government Act 1995;**
- 2.        That the Annual Electors' meeting be held at Yalgoo at 10:00 am on Friday 20 January 2017;**
- 3.        Subject to (2) above the Annual Electors' meeting be advertised in the West Australian Newspaper, Bulldust and Community notice boards;**
- 4.        Subject to (3) above the advertisement includes that the Annual Report for the 2015-2016 Financial year is available at the Shire's Administration Centre in Yalgoo and Paynes Find.**

**Moved: Cr R Valenzuela        Seconded: Cr J Kanny        Motion put and carried by Absolute Majority 5/0**

### 11.4.5 Caravan Park Statistics

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Caravan Park Statistics</li> </ul>

#### Matter for Consideration

That Council note the statistics on visitors' numbers at the Yalgoo Caravan Park for the period 1 July 2016 to 30 November 2016.

#### Background

Council have requested information on tourists that stay at the Yalgoo Caravan Park.

#### 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.

#### Financial Implications

Impact on revenue and expenditure of Caravan Park operations.

#### Consultation

Nil

#### Comment

Accurate records are now kept and are attached showing the gathered data for July, August, September, October and November 2016.

#### Voting Requirements

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

**C2016-1222 Caravan Park Statistics for the Period of 1 July 2016 to 30 November 2016.**

**That Council notes the statistics on visitors' numbers using the Yalgoo caravan park facilities for the months of July, August, September, October and November 2016.**

**Moved: Cr R Valenzuela**

**Seconded: Cr J Kanny**

**Motion put and carried 5/0**

### 11.4.6 Report on Review of Policy 7.3 Credit Card Facilities

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments	<ul style="list-style-type: none"> <li>• Local Government Guidelines N° 11</li> <li>• Use of Corporate Credit Cards</li> <li>• Policy 7.3 Credit Card Facilities</li> </ul>

#### Matter for Consideration

That Council gives consideration to amend Policy 7.3 Credit Card Facilities to allow Council to utilise the Reward Schemes such as Fly Buys and how they will be treated.

#### Background

The shire has business card facilities with a limit of \$7000 with NAB.

#### Statutory Environment

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

Section 2.7 (2) (a) and (b) of the Act requires the Council to oversee the allocation of Local Government finances and resources and to determine policies of the Local Government.

Section 6.5 (a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with the regulations.

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

Regulation 11.(1) (a) requires Local Governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

#### Strategic Implications

Nil

#### Consultation

Nil

#### Comment

The Council is requested to endorse the CEO's actions in relation to transferring from the existing NAB Business Card Facility to the NAB Qantas Business Card Facility. This will enable the Shire to earn Qantas Frequent Flyer Points. As the credit card facility is now earning Frequent Flyer points, it is recommended that Council's Policy 7.3 Credit Card Facilities be amended to incorporate the following:

##### **7. Rewards/Bonus Points**

Where the corporate cards carry rewards in Bonus Points, usually to encourage the use of the card by the issuing institution these rewards or points will be accumulated in the name of the Shire of Yalgoo. The CEO will decide how these points are to be utilised and may include a charitable, social or sporting contribution. Under no circumstances will rewards or bonus points be redeemable for an Officer's private benefit.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION/COUNCIL DECISION

**C2016-1223     Review of Policy 7.3 Credit Card Facilities**

**That Council:**

- 1. Endorses the CEO actions to transferring from the existing credit card facility to the NAB Qantas Business Card Facility which will enable the Shire to earn Qantas Frequent Flyer points.**
- 2. Approves the amendment to Policy 7.3 Credit Card Facilities by inserting the following:**

**7. Rewards/Bonus Points**

**Where the corporate cards carry rewards in Bonus Points, usually to encourage the use of the card by the issuing institution these rewards or points will be accumulated in the name of the Shire of Yalgoo. The CEO will decide how these points are to be utilised and may include a charitable, social or sporting contribution. Under no circumstances will rewards or bonus points be redeemable for an Officer's private benefit.**

**Moved: Cr J Kanny**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

### 11.4.7 Report on Settlement of Insurance Claim – Council Property Lot 17 Shamrock Street, Yalgoo

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	11 December 2016
Attachments	<ul style="list-style-type: none"> <li>Insurance Form of Release</li> </ul>

#### Matter for Consideration

That Council accept the settlement offer made by the insurers for damages to Shire property located at Lot 17 Shamrock Street, Yalgoo and authorise the CEO to obtain quotations as per the Shire’s Purchasing Policy for the demolition of the dwelling and seek funding to build two additional staff houses on the site.

#### Background

The CEO lodged a claim to the Shire’s insurers for damages that occurred over a period of time on the above-mentioned property.

#### Statutory Environment

##### Local Government Act 1996

s 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.

*[Section 6.8 amended by No. 1 of 1998 s. 19.]*

#### Policy Schedule 7.2 – Purchasing and Tenders

##### 4 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be –

Amount of Purchase	Model Policy
Up to \$1,000	Direct purchase from suppliers – - where an item of frequent supply or in association with other work,

	<p>quotations not required</p> <ul style="list-style-type: none"> <li>- where an infrequent supply over \$500 two verbal quotations required</li> </ul>
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 to \$99,999	Obtain at least three written quotations to be considered by panel of CEO and either of Executive Manager Corporate or Executive Manager Works and Infrastructure

**Strategic Implications**

Nil

**Consultation**

LGIS – Shire’s Insurers

**Comment**

The CEO negotiated a cash offer of \$96,350 net of GST and policy excess with the Shire’s insurer LGIS. LGIS agreed to increase the offer in light of the extenuating circumstances and as a gesture of goodwill agreed to apply a single excess. LGIS have requested that this is a full and final offer and no further negotiation or increases would be entertained and in order to conclude the matter state the deed of release be signed by the Shire, upon which the payment will be made.

As the dwelling erected on the site is in poor condition, it is recommended that it be demolished and Council authorise the CEO to obtain quotations in accordance with Policy 7.2 (4) and appoint a suitable contractor or firm to undertake the works.

The CEO be authorised to make applications for funding to funding providers for the construction of two additional staff houses (units) on the site.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**C2016-1224    Settlement of Insurance Claim – Council Property Lot 17 Shamrock Street, Yalgoo**

**That Council:**

- 1. Accept the offer of \$96,350 net GST and policy excess made by LGIS;**
- 2. Subject to (1) above authorise the CEO to sign the “form of release”;**
- 3. Subject to (1) above authorise the CEO to:**
  - a/. Obtain quotations in accordance with Policy 7.2 (4) for the demolition of the dwelling located on Lot 17 Shamrock Street, Yalgoo; and**
  - b/. Appoint a suitable contractor;**
- 4. Subject to (3) above Council authorise the expenditure in accordance with Section 6.8 of the Local Government Act 1996;**
- 5. Subject to (1), (2), (3) and (4) above authorise the CEO to prepare funding applications for the construction of two additional staff houses (units) on the site.**

**Moved: Cr R Valenzuela    Seconded: Cr G Trenfield    Motion put and carried 5/0 by Absolute Majority**

### 11.4.8 Report on Closure of Noongal Homestead Access Road

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	12 December 2016
Attachments	Map

#### Matter for Consideration

That Council give consideration to the request for the road closure of Noongal Road between Yalgoo North Road and the Noongal Homestead.

#### Background

Noongal Road is a designated public road under the care, control and management of the Shire of Yalgoo.

#### Statutory Environment

##### Land Administration Act 1997

##### Section 58 Closing Roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
  - (a) by order grant the request; or
  - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
  - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
  - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
  - (a) becomes unallocated Crown land; or

##### Land Administration Legislation 1998

Reg 9. Local government request to close road permanently.

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and



- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

### **Business Implications**

Nil

### **Consultation**

Nil

### **Comment**

The Land Administration Act 1997 (LAA) is Western Australia's Legislation dealing with the creation and closure of roads. The LAA is administered by the Minister for Lands.

When a road has been dedicated for public use, the ownership of the land within the road easement (road reserve) is with the State of Western Australia. If the road is subsequently closed, the subject land becomes unallocated Crown land and may be disposed of under the LAA.

Public roads are usually under the care, control management of the local government in which they are located, regardless of whether the road is built or not.

In order to undertake closure of a public road the following steps must be followed:

- 1) Approach the local government to ascertain of its willing to consider a road closure request.
- 2) The local government to comply with Section 58 of the LAA and Regulation 9 of the Land Administration Regulations 1998, dealing with public advertising, objections and service agency responses, formally resolving to close road and advising the Department of Regional Development and Lands in writing.
- 3) Consultation by the Department.
- 4) Acceptance by the proponent and payment of costs associated with the proposal.
- 5) Completion of road closure including lodging of the Road Closure Order and Amalgamation Order if required for registration with Landgate.

Proposed road closures are assessed on their individual merits and on advice of the relevant local government in consultation with Department of Planning. Subject to the LAA requirements being met and there being no impediment to closure, the local government needs to resolve to proceed with the permanent road closure and advise the Department in writing. The road closure takes effect once the Closure Order is registered with Landgate.

## Voting Requirements

Simple Majority

### OFFICER RECOMMENDATION/COUNCIL DECISION

**C2016-1225    Report on Closure of Noongal Homestead Access Road**

**That Council:**

- (1)    Initiates the closure of Noongal Road in accordance with Section 58 of the Land Administration Act 1997.**
- (2)    Advertise for the proposed road closure for 35 days and seek comments from providers of public utility services and the general public.**
- (3)    Following the public advertising period, considers the proposal in light of any objections or if no objections are received the matter be referred to the Minister for Lands for implementation.**
- (4)    Inform the owners of Noongal Station that all costs associated with the closure and amalgamation including advertising will be at their own expense.**

**Moved: Cr R Grinham**

**Seconded: Cr G Trenfield**

**Motion put and carried 5/0**

## 12. NOTICE OF MOTIONS

### 12.1 PREVIOUS NOTICE RECEIVED

## 13. URGENT BUSINESS

### 13.1 Closure of Thoroughfare.

The Shire Deputy President proposed the following motion as a matter of urgency.

That Council consider the closure of the thoroughfare adjacent to Lots 27, 25, 23, 21 and 19 Gibbons Street, Yalgoo.

The President asked for a seconder and Cr J Kanny seconded the motion.

There being no further discussion the Shire President put the motion to the vote.

#### COUNCIL DECISION

**C2016-1226** Closure of Thoroughfare Adjacent to Lots 27, 25, 23, 21 and 19 Gibbons Street, Yalgoo

**That the CEO carry out the required procedures to permanently close the thoroughfare adjacent to Lots 27, 25, 23, 21 and 19 Gibbons Street, Yalgoo.**

**Moved: Cr R Valenzuela**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

### 13.2 Budget Amendment for Road Lighting at Paynes Find.

The Shire President proposed the following motion as a matter of urgency.

That Council review the allocated funding for Paynes Find and make an amendment to allow for solar lighting to be installed at the Paynes Find Roadhouse entry intersection of the Great Northern Highway.

The President asked for a mover and Cr Bob Grinham moved the motion and Cr Raul Valenzuela seconded the motion.

There being no further discussion the Shire President put the motion to the vote.

#### COUNCIL DECISION

**C2016-1227** Budget Amendment for Road Lighting at Paynes Find

**That the Council approve a Budget amendment from the Paynes Find Beautification account for \$60,000 to fund new solar lights at the Paynes Find entry intersection with the Great Northern Highway.**

**Moved: Cr R Valenzuela**

**Seconded: Cr R Grinham**

**Motion put and carried 5/0**

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

### 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**

Nil

**15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held in the Chambers, Yalgoo on Friday 27 January 2017 commencing at 11.00 am.

**16. MEETING CLOSURE**

There being no further business, President Neil Grinham declared the meeting closed at 4:41 pm.

**DECLARATION**

These minutes were confirmed by Council at the Ordinary Meeting held on \_\_\_\_\_

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

