



AGENDA
FOR THE ORDINARY MEETING
OF COUNCIL
TO BE HELD IN
THE COMMUNITY CENTRE, PAYNES FIND
ON 26 SEPTEMBER 2018
COMMENCING 11.00 AM



SHIRE OF YALGOO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COMMUNITY CENTRE,
PAYNES FIND ON WEDNESDAY 26 SEPTEMBER 2018 COMMENCING AT 11.00 AM.

Silvio Brenzi

Chief Executive Officer



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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
To be held at the Community Centre, Paynes Find
on Wednesday 26 September 2018, 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

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF
ABSENCE

APOLOGIES

3. DISCLOSURE OF INTERESTS

Disclosures of interest made before the Meeting.

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE

4.1.1 Graham Bassell's question directed to CEO Silvio Brenzi at the Ordinary Meeting held 31 August 2018.

Q. Is it true that the Shire is operating and paying for two-computer finance programs, Ozone and the previous program?

A. CEO Silvio Brenzi response Council pays an annual licence fee to reckon of \$859.09 which enables the Shire to utilise the software for enquiry purposes, Ozone financial package was implemented on 1 July 2017.

4.2.2 Graham Bassell's question directed to CEO Silvio Brenzi at the Ordinary Meeting held 31 August 2018.

Q. I refer to the Shire Webpage. Why is it that the Shire's Council Meeting Agenda's have not been placed on the Shire webpage since May 2018, and the Minutes of the Shire Council Meetings has not been placed on the Shire webpage since April 2018?

A. CEO Silvio Brenzi response noted Minutes and Agendas to be updated.

4.2.3 Graham Bassell's question directed to CEO Silvio Brenzi at the Ordinary Meeting held 31 August 2018.

Q. In the last 12 months, 8 office staff had left the Shire, how many of those former employees complained of being bullied in the workplace?

A. CEO Silvio Brenzi advised as this matter relates to staff it will not be entertained.

4.2.4 Graham Bassell's question directed to CEO Silvio Brenzi at the Ordinary Meeting held 31 August 2018.

Q. Present staffing levels in the Shire Officer, apart from yourself, consist of the PA and a clerical person, given that 12 months ago there were 5 clerical persons including your PA. isn't it an Occupational Health and Safety issue to expecting one clerical worker and PA to do the work of 5 persons?

A. CEO Silvio Brenzi response as above

4.2.5 Graham Bassell's question directed to CEO Silvio Brenzi at the Ordinary Meeting held 31 August 2018.

Q. Is the financial consultant of the Shire Mr Dominic Carbone a member of staff at the Shire of Yalgoo?

A. CEO Silvio Brenzi response Mr Dominic Carbone is engaged to provide services on a consultancy basis.

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING

Background

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

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Ordinary Meeting

That the Minutes of the Ordinary Council Meeting held on 31 August 2018 be confirmed.

Moved:	Seconded:	Motion put and carried / lost
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8.2 SPECIAL MEETING OF COUNCIL HELD AT 10.00 AM ON FRIDAY 14th SEPTEMBER 2018

Background

Minutes of the Special Meeting of Council held at 10.00 am on Friday 14 September 2018 have previously been circulated to all Councillors.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Special Council

That the Minutes of the Special Meeting of Council held at 10.00 am on Friday 14 September 2018 be confirmed.

Moved:	Seconded:	Motion put and carried / lost
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8.3 SPECIAL MEETING OF COUNCIL HELD AT 10.30 AM ON FRIDAY 14th SEPTEMBER 2018

Background

Minutes of the Special Meeting of Council held at 10.30 am on Friday, 14 September 2018 have previously been circulated to all Councillors.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

Minutes of the Special Council Meeting

That the Minutes of the Special Meeting of Council held at 10.30 am on Friday 14 September 2018 be confirmed.

Moved:

Seconded:

Motion put and carried / lost

9. REPORTS OF COMMITTEE MEETINGS

9.1 YALGOO ARTS & CULTURAL COMMITTEE MEETING HELD ON 14 SEPTEMBER 2018 AT 11.00 AM

9.1.1 Report on current matters YACC

Author:	Silvio Brenzi
Interest Declared:	No interest to disclose
Date:	11/09/2018
Attachments	NIL

Matter for Consideration

That the committee accept the verbal report on current matters pertaining to the YACC.

Background

Several current matters that are underway require a minimal update to keep the committee informed of progress to date.

With the Centre now open, a presentation and update will be presented and the committee introduced to the YACC co-ordinator.

Statutory Environment

Local Government Act 1995

Consultation

Staff members

Comment

Voting Requirements

Simple Majority.

Art Centre Coordinator provided the following information.

1. A copy of the new business cards and receipt book to be utilised by the Yalgoo Arts and Cultural Centre was tabled.
2. Invitation was extended to members of the committee to tour the facility.
3. to date the average visitation to the centre is 15 visitors per week since it has open.
4. Art works from our local Winda Barna artist have been received on 6 September 2018 and selected items will be displayed at the Art Centre.
5. outlined future programs to be delivered from the centre.
6. first painting on consignment has been sold.

ARTS & CULTURE COMMITTEE RECOMMENDATION

Report on Current Matters YACC

1. That Council accept the update as detailed above.

Move:

Second:

Motion put and carried / lost:

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

10.0 INFORMATION ITEMS

Sharing of operational information on items that are not confidential, do not require a decision and do not meet the definition of matters for which the meeting may be closed under section 5.23 of the Local Government Act (e.g.: matters affecting employee/s or the personal affairs of any person).

11. MATTERS FOR DECISION

11.0 MATTERS BROUGHT FORWARD

11.1 TECHNICAL SERVICES

11.1.1 Progress Report on the Capital Works Program 2018-19

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2018
Attachments	Nil

Matter for Consideration

To receive the Progress Report on the 2018-2019 Capital Works Program.

Background

The Shire in adopting its 2018-2019 Annual Budget has allocated funds amounting to \$2,223,003 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 2018-2019 financial year are detailed be:

CAPITAL WORKS PROGRAMME 2018-19

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

		2018-19 ANNUAL BUDGET	2018/19 JULY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					
Governance					
000000-Admin Mobile Phones,laptop,Computers,Office Equip.	F & E	2,492	0	2,492	The CEO to provide a verbal update on the status of the capital projects as at 31 August 2018
000000- Motor Vehicle CEO	P & E	86,970	0	86,970	
000000- Motor Vehicle CGTS	P & E	64,794	0	64,794	
Law Order Public Safety					
000000-CCTV Yalgoo Townsite	F & E	9,000	0	9,000	
000000-CCTV Yalgoo Townsite - Conect to Yalgoo Police Station	F & E	4,000	0	4,000	
Housing					
000000-Staff Housing - Security	L & B	65,000	0	65,000	
000000-Two Units 17 Shemrock Street	L & B	86,350	0	86,350	

				2018-19 ANNUAL BUDGET	2018/19 JULY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
				\$	YTD \$	\$	
<u>By Program</u>							The CEO to provide a verbal update on the status of the capital projects as at 31 August 2018
Recreation and Culture							
000000 - Arts and Crafts Building	L & B	25,000	0	25,000			
000000-Power Supply Mens Shed and Rifle Club	L & B	15,000	0	15,000			
000000-Bollard Fence - Community Park	Recreation	8,000	0	8,000			
000000- Community/School Oval Development	F & E	35,250	0	35,250			
000000- Community/School Oval Shared Use Development	Recreation	718,000	62,944	655,056		In progress	
Transport							
000000- Machinery Shed Depot	L & B	7,393	6,230	1,163		completed	
000000-Flood Control -Fuel Station	L & B	11,410	3,227	8,183		in progress	
000000- Depot -Electric Boundary Fence and Gate	L & B	6,700	0	6,700			
000000- Water Cart Modifications	P & E	10,000	0	10,000			
000000- Motor Vehicle Foreman	P & E	68,722	0	68,722			
000000- Motor Vehicle Works Hilux	P & E	49,000	0	49,000			
000000- Generator 4.5kva	P & E	4,290	0	4,290			

		2018-19 ANNUAL BUDGET	2018/19 JULY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					The CEO to provide a verbal update on the status of the capital projects as at 31 August 2018
000000- Generator 6.0kva with Fuel Tank	P & E	9,500	0	9,500	
000000- Transfer Pump	P & E	6,200	0	6,200	
000000- Paynes Find Airstrip Fence	Other	45,000	0	45,000	
000000-Paynes Find Beautification	Other	18,656	0	18,656	
<u>ROADS TO RECOVERY GRANTS</u>					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	544,968	0	544,968	
<u>RRG SPECIAL GRANT RD WORKS</u>					
000000- Yalgoo/Ningham Road - Seal to width 4m	Roads	300,000	0	300,000	
<u>MUNICIPAL FUND</u>					
000000- North Road - Crossing	Roads	10,000	0	10,000	

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

		2018-19 ANNUAL BUDGET	2018/19 JULY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					
Economic Services					
000000-Caravan Park - Washing Machine and Dryer	F & E	3,200	0	3,200	
000000- Shelter and Seating Jokker Tunnel	L & B	4,054	0	4,054	quotations received and deposit paid
000000- Shelter and Visitors Board at Railway Station	L & B	4,054	0	4,054	quotations received and deposit paid
		2,223,003	72,401	2,150,602	

The CEO to provide a verbal update on the status of the capital projects as at 31 August 2018

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Progress Report on the Capital Works Program 2018 - 2019

That Council receive the Progress Report on the Capital Works Program 2018 – 2019 as at August 2018.

Moved:

Seconded:

Motion put and carried/lost:

11.1.2 Technical Services Monthly Report 31 August 2018

Author:	Ray Pratt, Works Foreman
Interest Declared:	No interest to disclose
Date:	18 September 2018
Attachments	Nil

Matter for Consideration

That Council receives the Technical Services Monthly Report as at 31 August 2018.

Background

Nil

Statutory Environment

Nil

Statutory Implications

Nil

Consultation

Nil

Comment

1 ROAD CONSTRUCTION – CAPITAL

1.1 RRG Project Yalgoo – Ninghan Road

- Three quotes were received so far for the Extension 4 meter seal, closing date for quotations from preferred suppliers is 24th September 2018.

1.2 R2R Project Yalgoo – Morawa Road

- Three quotes were received so far for Widening to 7 meters, closing date for quotations from preferred suppliers is 24th September 2018.

2 ROAD MAINTENANCE - OPERATIONS

2.1 Gabyon – Tardie Road

- Road maintenance is now completed.

2.2 Barnong – Wurarga Road

- Grade and repaired potholes along the Wurarga-Barnong Road, expected to be finished in the upcoming week.

2.3 Maranalgo Road

- Due to rainfall staff were able to complete the road and compaction rolling.

2.4 Pindathuna – Gabyon Road

- Road maintenance is now completed.

2.5 Grids

- Request to clean out grid out Melangata
- New grids will be installed on the Dalgaranga Road and Pindathuna Station boundary.

3 OTHER INFRASTRUCTURE MAINTENANCE

3.1 Plant and Equipment

- Multi Tyre Roller currently off road, needs wheel bearing and seal still waiting on parts.
- Yalgoo Fire Truck has been refurbished and returned.
- Isuzu Crew cab has been taken to Pemco Diesel for a new radiator and service.
- CAT 12M Grader had light bar replaced
- John Deer Grader was serviced on the 21st August 2018.
- Toyota Hilux was serviced on the 22nd August 2018 as it was recalled for a computer check.

3.2 Buildings

Fuel Station

- Contractors are expected to be out in the beginning of October to install pipe work, tanks and pumps at the Fuel Station.

3.3 Town Street

- New heritage signs have been put up around town which is now complete.

4 PARKS AND RESERVES

4.1 Art & Culture Centre Garden

- Art Centre landscaping, carpark is now completed.

4.2 Community Town Oval

- Topdressing of sand on the oval has been done.

4.3 Community Park, Gibbons Street

- Nil

4.4 Community Park, Shamrock Street

- Nil

5 INFRASTRUCTURE - CAPITAL

5.1 Rifle Rage

- Fencing has been purchased and work will commence on Tuesday 25th September 2018.

6 PRIVATE WORKS

6.1 Nil

7 PURCHASING

7.1 Signage

- New road signs have arrived and work has started on the 8th August 2018.

8 STAFF

8.1 Training & Licences Completed

- Majority of the depot staff have attended and completed First Aid training this July
- Craig Holland is the new Bushfire Brigade Captain.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Technical Services Monthly Report 31 August 2018

That Council:

Receive the Technical Services report as at 31 August 2018.

Moved:

Seconded:

Motion put and carried / lost

11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 Accounts for Payment July and August 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2018
Attachments	Nil

Matter for Consideration

Council approve the Accounts for Payment list for the period 1 July 2018 to 31 August 2018 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 July 2018 to 31 August 2018 are as follows:

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
REFUND*2019	WESTRALIAN IRON PTY LTD	11/07/2018	CREDIT REFUND AREA REDUCTION AS PER M2018/3 Rates	94.53
REFUND*2019	TOP IRON PTY LTD	11/07/2018	CREDIT REFUND AREA REDUCTION AS PER M2018/3 Rates	681.44
REFUND*2019	RED DRAGON MINES NL	11/07/2018	CREDIT REFUND AREA REDUCTION AS PER M2018/4 Rates	126.54
REFUND*2019	MINJAR GOLD PTY LTD	11/07/2018	CREDIT REFUND TENEMENT DEATH AS PER M2018/4, M2018/6 ,M2018/6 10/5	180.68
1005*2018	AMPAC Debt Recovery (WA) Pty Ltd	26/07/2018	Debt Collection Expenses	387.86
1012*2018	Australian Taxation Office	26/07/2018	FBT annual return 2018	17,448.13
1016*2018	BOC Limited	26/07/2018	Oxygen, Acetylene, Argoshield, Handigas Oxygen Indust G size, Dissolved Acetylene D Size, Container Service Charge RFDS Paynes Find: Oxygen Inhalo CD Size exchange WELDING SUPPLIES Container Service Charge	77.80
1028*2018	Civic Legal	26/07/2018	Legal Expenses	13,299.00
1040*2018	Courier Australia	26/07/2018	Freight charges	208.05
1044*2018	Rocke, David	26/07/2018	Cleaning of Paynes Find Complex for RFDS clinic	572.50
1048*2018	Dominic Carbone & Associates	26/07/2018	Financial and Admin Consultancy	9,845.00
1064*2018	REFUEL AUSTRALIA	26/07/2018	June Fuel Purchase 2018	19,033.14
1067*2018	Geraldton Toyota	26/07/2018	YA840: 80,000KM SERVICE YA778: 110,000KM SERVICE 50,000km service	1,736.40
1068*2018	GERALDTON TROPHY CENTRE	26/07/2018	Councillor Badges	920.00
1084*2018	Jason Sign makers	26/07/2018	Sign Frames	415.42
1091*2018	Landgate	26/07/2018	Mining Tenements Land inquiry	706.41

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1092*2018	LGIS.	26/07/2018	LGIS Insurance - Contract Works Cyber Liability Management Liability LGIS Insurance - Marine Cargo LGIS Insurance - Personal Accident LGIS Insurance - Travel	15,576.00
1093*2018	LGISWA	26/07/2018	Bushfire LGIS Insurance , Crime Liability	13,222.35
1094*2018	Linaire Hodge.	26/07/2018	Housing & Pet Bond Refund	300.00
1101*2018	Marketforce	26/07/2018	Job Vacancy Advertising - Midwest Time - Technical, Arts & Media	398.37
1122*2018	Murchison Country Zone WALGA	26/07/2018	Membership Subscriptions	2,500.00
1137*2018	Payne Find Road House & Tavern	26/07/2018	YA808 - Fuel Purchase YA898 - Fuel Purchase	90.87
1153*2018	Pratt, Ray	26/07/2018	Reimbursement - PVC Stormwater Pipe, Fittings & Glue	77.06
1155*2018	Records Archives Historical Management	26/07/2018	Record Management Consultancy Site Visit: 16 - 18 July 2018 Sire Visit: 8 - 15 July 2018	13,398.00
1161*2018	S & H Cranes P/L	26/07/2018	Crane Hire	1,386.00
1171*2018	WINC AUSTRALIA PTY LIMITED	26/07/2018	Cleaning Material - Wipes	73.28
1182*2018	ThinkWater Geraldton	26/07/2018	Repairs to Bore Pump at Railway Station, Repairs to reticulation pump at Caravan Park	1,517.30
1187*2018	Truckline Geraldton	26/07/2018	YA 779 - 1 SET RUBBER MUDGUARDS - BRAKE AIR FITTING	1,264.35
1191*2018	Veolia Environmental Services	26/07/2018	Rubbish Service Collection Fee	5,007.42
1196*2018	Wavecrest Projects Pty Ltd.	26/07/2018	27 Stanley St - Plans for carport, Excavator Hire	594.00
1225*2018	WALGA	26/07/2018	Meeting Procedures & Debating - Tamisha Hodder Effective Community Leadership - Tamisha Hodder, WALGA Subscriptions	20,936.97
1226*2018	DUTCHY'S TRIM SHOP PTY LTD	26/07/2018	Two shade sails	2,236.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1240*2018	Westrac Equipment Pty Ltd	26/07/2018	YA860: Parts YA860: 2,000HR SERVICE	1,461.85
1243*2018	WURTH	26/07/2018	Sundry tools and items as per quote	1,781.22
1244*2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	26/07/2018	2018 - 2019 membership Subscriptions	531.00
1245*2018	TYREPOWER GERALDTON	26/07/2018	YA0 - Tyres	722.00
1264*2018	PINPOINT CLEANING SOLUTIONS	26/07/2018	Monthly Clean of Shire Buildings: March, April and May 2018	8,580.00
1277*2018	REILLY & CO	26/07/2018	School Holiday Program Activities	7,235.37
1280*2018	BP MECHANICAL MAINTENANCE	26/07/2018	YA860: 2000 hr service YA465: 6000 hr service	2,302.08
1337*2018	HILLE, THOMPSON & DELFOS	26/07/2018	Rifle Club - Remark Shooting Mounds	2,409.00
1369*2018	GNC	26/07/2018	CONCRETE PIPE	227.70
1374*2018	MIDWEST TURF SUPPLIES	26/07/2018	Spraying of Sports Oval Supply & Fertilize Oval, supply pallet fertiliser	4,879.75
1389*2018	SHIRE OF PERENJORI	26/07/2018	CESM Program Reimbursement	6,513.54
1397*2018	PROFESSIONALS GERALDTON	26/07/2018	Staff Housing Inspections	300.00
1405*2018	WAGGA WAGGA STATION	26/07/2018	Wild Dog Bounty Scheme Payment	110.00
1425*2018	MOONYOONOOKA HORSE & PONY CLUB	26/07/2018	10 x Power Poles	3,500.00
1426*2018	MONSIGNOR HAWES HERITAGE INC.	26/07/2018	Contribution to Mons. Hawes Story Brochure 2018	200.00
1427*2018	BOSCH CAR SERVICE GERALDTON	26/07/2018	Antenna & Adaptor	157.30
1428*2018	SAGE HOTEL WEST PERTH	26/07/2018	ACCOMMODATION & MEALS: ELISHA HODDER	782.00
1429*2018	PHIL DONCON'S PAINT STORM	26/07/2018	Yalgoo Holiday Program	2,307.80

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1430*2018	DALGLEISH CATERING	26/07/2018	Catering for NAIDOC Day	170.00
1433*2018	EUPHORIUM CREATIVE	26/07/2018	Comedy Workshop for the School Holiday Program	805.20
1434*2018	MURCHISON EARTHMOVING & REHABILITATION PTY LTD	26/07/2018	RUBBISH TIP CLEAN UP	2,194.50
1435*2018	ALLPLASTICS ENGINEERING PTY LTD	26/07/2018	Polycarbonate Mirrors (4)	1,079.16
1059*2019	Trenfield, Gail	30/07/2018	Council Meeting Fee: 27 July 2018	645.67
1085*2019	Kanny, Joanne	30/07/2018	Council Meeting Fees: 27 July 2018 Travel 4-6 July 2018: WALGA	2,815.22
1139*2019	Lawson, PERCY (SENIOR)	30/07/2018	Council meeting Fee: 27 July 2018	322.83
1158*2019	Grinham, Robert	30/07/2018	Council Meeting Fee: 27.07.2018	863.49
1311*2019	HODDER, TAMISHA	30/07/2018	Council meeting Fee - 27.07.2018	645.67
1424*2019	LAWSON, PERCY (SHIRE)	30/07/2018	Council Meeting Fee: 27 July 2018	322.84
1028*2019	Civic Legal	13/08/2018	Legal Expenses	28,287.50
1166*2019	BRENZI, Silvio	13/08/2018	Reimbursement for Local Government Week	101.88
1196*2019	Wavecrest Projects Pty Ltd.	13/08/2018	Supply locks for amenities at Caravan Park	245.85
1264*2019	PINPOINT CLEANING SOLUTIONS	13/08/2018	Monthly Clean of Shire Buildings July 2018	2,145.00
1300*2019	READER, DEBIE	13/08/2018	Face Painting for NAIDOC	160.00
1441*2019	TOURISM COUNCIL WA INC	13/08/2018	ATAP Renewal Fee 2018/2019	289.00
1018*2019	BOQ Asset Finance & Leasing Pty Ltd	22/08/2018	Photocopier rental	329.50
1024*2019	Canine Control	22/08/2018	Ranger Service 2 July 2018 and 18 July 2018	1,934.10

1041*2019	Crowe's Electrical	22/08/2018	Electrical Works to Various Shire Buildings 54 Campbell - Repairs to solar hot water system R/wat Station - Fuel Depot Sump Pump Depot Office - Renew Faulty Light Fitting	4,967.16
1083*2019	J R & A Hersey	22/08/2018	SUNDRY SUPPLIES FOR WORKSHOP	621.21
1084*2019	Jason Signmakers	22/08/2018	Tourism Signs SIGNS AS PER QUOTE 115262	13,000.54
1089*2019	K9 Electrical	22/08/2018	Security Alarm Monitoring - Administration	170.32
1091*2019	Landgate	22/08/2018	Mining Tenements valuation fees	46.80
1137*2019	PaynesFind Road House & Tavern	22/08/2018	Fuel Diesel - P/Find Community Centre Fuel Diesel - Fire Truck and Accommodation & meals - Ray Winfield	1,258.76
1151*2019	RAMM SOFTWARE PTY LTD	22/08/2018	Annual Support & Maintenance renewal	6,592.09
1174*2019	Sun City Plumbing	22/08/2018	Depot Back Flow Valve Test, Health Centre Back Flow Valve test and Water Park	396.00
1184*2019	Totally Workwear Geraldton	22/08/2018	Protective work clothes K625LS LADIES SHIRTS SIZE 14 RED (1) & BLACK (1)	81.54
1189*2019	Urbis Pty Ltd	22/08/2018	Rezoning Lots 65-66 Gibbons St	830.09
1197*2019	WBHO Civil Pty Ltd	22/08/2018	Service Locating - Queen Street	1,521.30
1240*2019	Westrac Equipment Pty Ltd	22/08/2018	CUTTING EDGE AS PER QUOTE 03Q023571	10,608.07
1243*2019	WURTH	22/08/2018	Sundry Supplies for Workshop	437.54
1251*2019	Atyeo's Environmental Health Services PL	22/08/2018	EHO Consultancy	4,024.80
1277*2019	REILLY & CO	22/08/2018	School Holiday program - Week 2	6,593.09
1300*2019	READER, DEBIE	22/08/2018	Face Painting for NAIDOC	400.00
1372*2019	DARREN LONG CONSULTING	22/08/2018	Bank Reconciliation July - November 2017	550.00
1391*2019	REDI HIRE SOLUTIONS	22/08/2018	20kva generator - Sports Oval 20kva generator	5,111.34

1402*2019	NOVOTEL PERTH LANGLEY	22/08/2018	Accommodation & Meals -Cr Greg Payne,Cr Joanne Kanny,CEO and Cr Tamisha Hodder	3,546.50
1429*2019	PHIL DONCON'S PAINT STORM	22/08/2018	Yalgoo NAIDOC Day 22 July 2018	1,677.50
_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1440*2019	ASP	22/08/2018	Kubota Mower Blades	753.43
1443*2019	MODULAR WA	22/08/2018	Progress Claim - Sports Oval Facility Development	56,933.68
1444*2019	RIP-IT SECURITY SHREDDING	22/08/2018	Collection and destruction of obsolete correspondence	352.00
1059*2019	Trenfield, Gail	31/08/2018	Council meeting Fee - 31.08.2018	763.67
1085*2019	Kanny, Joanne	31/08/2018	Council Meeting Fees - 31.08.2018	2,223.32
1158*2019	Grinham, Robert	31/08/2018	Council meeting Fees - 31.08.2018	1,263.26
1220*2019	PAYNE, GREGORY ARTHUR	31/08/2018	Council Meeting Fees - 31.08.2018	2,430.72
1311*2019	HODDER, TAMISHA	31/08/2018	Council meeting Fees - 31.08.2018	1,852.78
1446*2019	CANDICE LLOYD MUSIC MANAGEMENT	31/08/2018	Workshop by the Merindas	6,500.00
TOTAL				367,176.90

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Accounts for Payment July and August 2018

That Council approve the list of accounts paid for the period 1 July 2018 to 31 August 2018 amounting to \$367,176.90 and the list be recorded in the Minutes.

Moved:

Seconded:

Motion put and carried / lost

11.3.2 Investments as at 31 August 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2018
Attachments	Nil

Matter for Consideration

That Council receive the Investment Report as at 31 August 2018.

Background

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

Statutory Environment

Local Government Act 1995

6.14. Power to invest

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

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

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

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

[(b) *deleted*]

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

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

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

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

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

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

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

(b) the transactions related to each investment.

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

(1) In this regulation —

authorised institution means —

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

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

foreign currency means a currency except the currency of Australia.

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

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

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

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

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

- (e) invest in a foreign currency.

Strategic Implications

Nil

Consultation

Nil

Comment

The worksheet below details the investments held by the Shire as at 31 August 2018.

SHIRE OF YALGOO INVESTMENTS AS AT 31 August 2018								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N ^o	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$1,801,697.93
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,174.56
NAB	N/A	Term Deposit	89-977-1574	2 months 29 days	27.06.2018	25.09.2018	2.72%	\$62,683.84
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$51,904.12
TOTAL								\$1,957,460.45

RESERVE FUNDS								
NAB	N/A	Term Deposit	97-511-4454	2 months 29 days	27.06.2018	25.09.2018	2.72%	\$162,347.79
NAB	N/A	Term Deposit	89-972-5236	2 months 29 days	27.06.2018	25.09.2018	2.72%	\$450,651.08
NAB	N/A	Term Deposit	11-186-3992	2 months 29 days	27.06.2018	25.09.2018	2.72%	\$1,075,045.84
TOTAL								\$1,688,044.71

TRUST								
NAB	N/A	Trust a/c	50-832-4559	Ongoing	N/A	N/A	Variable	\$21,738.51
TOTAL								\$21,738.51

INVESTMENT REGISTER						
01 JULY 2018 TO 31 AUGUST 2019						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.08.2018	INVESTMENT TRANSFERS	CLOSING BALANCE 31.08.2018
86-538-7363	Ongoing	Variable	\$41,141.54	\$33.02	0	\$41,174.56
89-977-1574	25.09.2018	2.72%	\$62,683.84	\$0.00	0	\$62,683.84
24-831-4222	Ongoing	Variable	\$51,862.49	\$41.63	0	\$51,904.12
97-511-4454	25.09.2018	2.72%	\$162,347.79	\$0.00	0	\$162,347.79
89-972-5236	25.09.2018	2.72%	\$450,651.08	\$0.00	0	\$450,651.08
11-186-3992	25.09.2018	2.72%	\$1,075,045.84	\$0.00	0	\$1,075,045.84

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Investments as at 31 August 2018

That the Investment Report as at 31 August 2018 be received.

Moved:

Seconded:

Motion put and carried/lost

11.3.3 Financial Activity Statement for the Period ended the 31 July 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2018
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 31 July 2018; • Financial Activity Statement; ending 31 July 2018 • Summary of Current Assets and Current Liabilities as of 31 July 2018; • Statement of Current Financial Position as at 31 July 2018; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds; ○ Trust Fund

Matter for Consideration

Adoption of the Monthly Financial Statements.

Background

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

Statutory Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

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

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

Strategic Implications

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

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

Policy Implications

2.4 Material Variance

Financial Implications

The Financial Activity Statements reflect the financial situation of the Shire as at year to date.

Consultation

Nil

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; and
- 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 column.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

R34 (1) Financial Activity Statement for the Period ended the 31 July 2018.

That Council:

Adopts the Financial Activity Statement for the period ended 31 July 2018.

Moved:

Seconded:

Motion put and carried/lost

11.3.4 Financial Activity Statement for the Period ended the 31 August 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	19 September 2018
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 31 August 2018; • Financial Activity Statement; ending 31 August 2018 • Summary of Current Assets and Current Liabilities as of 31 August 2018; • Statement of Current Financial Position as at 31 August 2018; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds; ○ Trust Fund

FINANCIAL REPORT TO BE PROVIDED TO ELECTED MEMBERS PRIOR TO THE MEETING

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

2.4 Material Variance

Financial Implications

The Financial Activity Statements reflect the financial situation of the Shire as at year to date.

Consultation

Nil

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; and
- 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 column.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

R34 (1) Financial Activity Statement for the Period ended the 31 August 2018.

That Council:

Adopts the Financial Activity Statement for the period ended 31 August 2018.

Moved:

Seconded:

Motion put and carried/lost

11.4 ADMINISTRATION

11.4.1 Report on Matters Outstanding as at 21 August 2018

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 September 2018
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
31 Mar 17	Under-taking a Review of the Shire of Yalgoo Policies	That the CEO under-take a review of the Shire Policies over the next three months	Review is currently underway. Quotes have been received and to be reviewed and appoint consultant
28 July 2017	Review of Local Laws	Council authorised the CEO to implement a review of Local Laws	Review is currently underway. Quotes have been received from preferred supplier

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
23 March 2018	Application for a prospecting licence	Council authorises the CEO to locate a suitable prospecting area close to the Yalgoo town site and make application to the Mining Registrar for registration.	<p>Works Foreman advised that the Shire cannot hold a prospect Licence. CEO to contact the Department of Mining and Petroleum to discuss the matter.</p> <p>Pastoral owner contacted and endorses the proposal. Appointment to be made with DMP</p>
29 June 2018	Final Adoption of Local Planning Scheme Amendment No. 2	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 75 of the <i>Planning and Development Act 2005 (as amended)</i> and Clause 50(3)(a) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> resolve to support Amendment No.2 without modification and subsequently adopt Scheme Amendment No.2 to Local Planning Scheme No.2 by: <ol style="list-style-type: none"> i. Reclassify Lot 65 (No. 42) Gibbons Street and Lot 66 (No.44) Gibbons Street, Yalgoo from ‘Public Purposes’ to ‘Residential (R10)’ as indicated on the Scheme Amendment Map. ii. Amend the Scheme Map accordingly. 2. That Council authorise the Shire President and the Chief Executive Officer to execute the relevant documentation pursuant to Clause 50 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>. 3. That Council notes the submissions received during the formal advertising period, as set out in the Schedule of Submissions and the Officer recommendation in respect of each submission. 4. That Council forwards the Schedule of Submissions and a copy of each submission to the Western Australian Planning Commission together with three copies of the signed and 	<p>Letter has been sent to the Minister and awaiting on the signed documentation.</p> <p>Ongoing</p>

		<p>sealed Amendment documents for endorsement pursuant to Clause 53(1) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>.</p> <p>5. That Council request the Honourable Minister for Transport, Planning and Lands to grant final approval to Scheme Amendment No.2 to Local Planning Scheme No.2.</p> <p>6. That Council inform those agencies and persons who made a submission on Scheme Amendment No.2 to Local Planning Scheme No.2 of its decision.</p>	
<p>26 June 2018</p>	<p>Paynes Find Planning Compliance Assessment</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Clause 10.3 of the Shire of Yalgoo Local Planning Scheme No.2 approve the respective site plans for Lot 4317, Goodingnow Road, Paynes Find WA 6612 (PilRoc Retreat) and Lot 4234, Great Northern Highway, Paynes Find WA 6612 (Paynes Find Roadhouse & Tavern); 2. Advise the owners of the property that: <ol style="list-style-type: none"> i. Any future development upon the site that requires associated planning approval are to be determined and approved by the Council accordingly; ii. Approval of the respective site plans do not constitute approval for any applications which may be pending determination by Council, and do not guarantee future approvals on the site. iii. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development 3. Provide the Compliance Assessment Report and a copy of this determination to the respective landowners. 4. Seek confirmation from the landowners in relation to the recommended scheme amendments identified in the assessment reports prior to initiation. 	<p>Letter sent to the Minister, awaiting on signed documentation</p> <p>On going.</p>

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
27 July 2018	Reserve 11867 Great Northern Highway – Mt Singleton – Proposal for the installation of a telecommunication Facility.	That Council: Approve the application for development submitted by Planning Solutions acting on behalf of Service Stream Mobile Communications (SSMC) for their client Telstra Corporation Limited for the installation of a Mobile Phone Base Station on Reserve 11867, subject to the following conditions: <ol style="list-style-type: none"> 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plans; 2. Any variations from the above shall require additional approval to be received from Council; 3. The development approved is to be substantially commenced within a period of 2 years after the date of determination. Should development not substantially commence before the expiration, approval would no longer apply and additional approvals will be required; 4. This approval does not constitute a building permit. A building permit is to be obtained prior to the commencement of any building works; and 5. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development. 	CEO to provide information at the meeting.
31 August 2018	Offer to purchase Lot 9 and 10 Henty Street	That Council Approve the CEO to make an offer at the Auction of Lot 9 and 10 Henty Street, due to unpaid rates, not exceeding the reserve set price.	Waiting for auction day
31 August 2018	Landgate Deed of Agreement	That Council <ol style="list-style-type: none"> 1. Approve entering into a Deed of Agreement with Landgate to allow the Shire of Yalgoo to utilise the Electronic Advice of Sale 2 (EAS2) system. 2. Subject to (1) above authorise the Chief Executive Officer to sign the Deed of Agreement and complete Annexure “A” and “B”. to the agreement. 	Completed
31 August 2018	Participation in Murchison Geo-Region	That Council Provides any input to the collated ABC information package for the Shire’s sites or to the Draft Scope of works for the interpretation services.	MWDC informed of council resolution.

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
31 August 2018	CCC Outcome Report	That Council Authorises the Shire President, in consultation with the Shire’s Lawyers, to prepare the detailed outcome report to the CCC on behalf of the Shire of Yalgoo	Report to CCC by the President is due on the 5 th October 2018
31 August 2018	CEO Employment Contract	That Council 1. Approve the Chief Executive Officer Employment Contract without amendment. 2. Subject to (1) above the Shire President be authorised to sign the employment Contract.	Completed

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

Report on Matters Outstanding as at 21 August 2018

That Council:

Receives Report N^o 11.4.1 Report on Matters Outstanding as at 21 August 2018.

Moved:

Seconded:

Motion put and carried / lost

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

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

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

Local Government Act 1995

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.

15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held at the Council Chambers, Yalgoo on Friday 26 October 2018 commencing at 10.00 am.

16. MEETING CLOSURE

There being no further business, the President declared the Ordinary meeting closed at

