



AGENDA  
FOR THE ORDINARY MEETING  
OF COUNCIL  
TO BE HELD IN  
THE COUNCIL CHAMBERS, YALGOO  
ON FRIDAY, 28 JUNE 2019  
COMMENCING 11.00 AM



# SHIRE OF YALGOO

## NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE YALGOO COUNCIL CHAMBERS, YALGOO ON FRIDAY, 28 JUNE 2019 COMMENCING AT 11.00 AM.

**Silvio Brenzi**

Chief Executive Officer



## CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3.	DISCLOSURE OF INTERESTS.....	3
4.	PUBLIC QUESTION TIME .....	4
4.0	QUESTIONS TAKEN ON NOTICE .....	4
4.1	QUESTIONS TAKEN WITHOUT NOTICE .....	4
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE .....	4
7.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	4
7.0	MEETINGS ATTENDED BY ELECTED MEMBERS.....	4
8.	CONFIRMATION OF MINUTES.....	5
8.0	ORDINARY COUNCIL MEETING .....	5
8.1	SPECIAL MEETING OF COUNCIL.....	5
9.	REPORTS OF COMMITTEE MEETINGS .....	6
9.1	Yalgoo Tourism Advisory Committee Meeting held 13 June 2019 .....	6
9.1.1	Applications to be Reviewed – Membership of the Committee .....	6
9.1.2	Update on Murchison Geo-Region.....	7
9.2	Finance Committee Meeting held on the 28 June 2019 .....	8
9.2.1	Report on 2019-20 Preliminary Draft Annual Budget.....	8
9.2.2	Differential Rating 2019/ 20 Proposed Rates and Minimums and Objects and Reasons	9
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters .....	17
10.0	INFORMATION ITEMS .....	17
11.	MATTERS FOR DECISION .....	17
11.0	MATTERS BROUGHT FORWARD .....	17
11.1	TECHNICAL SERVICES .....	18
11.1.1	Progress Report on the Capital Works Program 2018-19 .....	18
11.1.2	Technical Services Monthly Report 31 May 2019.....	23
11.2	DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH .....	26
11.3	FINANCE .....	26
11.3.1	Accounts for Payment May 2019 .....	26
11.3.2	Investments as at 31 May 2019 .....	34
11.3.3	Financial Activity Statement for the Period ended the 31 May 2019 .....	37
11.4	ADMINISTRATION .....	39
11.4.1	Report on Matters Outstanding as at 16 June 2019.....	39
11.4.2	Review of the Draft Shire of Yalgoo Governance and Policy Manual .....	42
11.4.3	Report on Review of Delegations .....	45
11.4.4	Report on Fees and Allowances for Elected Members .....	47
11.4.5	Review of the Draft Shire of Yalgoo Employee Orientation and Human Resources Manual .....	50
11.4.6	Appointment of Returning Officer – Ordinary Local Government Elections October 2019	55
11.4.7	Shire of Yalgoo – Funding Application – Communities Combating Pest and Weeds Impacts During Drought Program – Bio-security Management of Pest and Weeds.....	57
12.	NOTICE OF MOTIONS .....	58

<b>13. URGENT BUSINESS .....</b>	<b>58</b>
<b>14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....</b>	<b>59</b>
<b>14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC.....</b>	<b>59</b>
<b>15. NEXT MEETING .....</b>	<b>61</b>
<b>16. MEETING CLOSURE.....</b>	<b>61</b>



Agenda for the Ordinary Meeting of the Yalgoo Shire Council,  
To be held in the Council Chambers, Yalgoo  
On Friday 28 June 2019 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.



## 8. CONFIRMATION OF MINUTES

### 8.0 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 May 2019 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

### 8.1 SPECIAL MEETING OF COUNCIL

#### Background

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

#### Voting Requirements

Simple majority

#### OFFICER RECOMMENDATION

##### Minutes of the Special Meeting of Council

That the Minutes of the Special Meeting of Council held 13 June 2019 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

## 9. REPORTS OF COMMITTEE MEETINGS

### 9.1 Yalgoo Tourism Advisory Committee Meeting held 13 June 2019

#### 9.1.1 Applications to be Reviewed – Membership of the Committee

Author:	Silvio Brenzi
Interest Declared:	No interest to disclose
Date:	12 June 2019
Attachments	Application received by Mrs Jo Clews

#### Matter for Consideration

That the Yalgoo Tourism Advisory Committee give consideration to the application received from Mrs Jo Clews for its membership of the Yalgoo Tourism Advisory Committee.

#### Background

On the 26 October 2018 the Shire of Yalgoo Council resolved to establish a Tourism Advisory Committee and appointed the CEO, Shire President and Crs. Gail Trenfield and Taisha Hodder as members of the committee. Two positions remain vacant and were to filled from community representatives.

#### Statutory Environment

**Local Government Act 1995**

#### Consultation

Nil

#### Comment

An email was received from Mrs Jo Clews expressing her interest to be a member of the Tourism Advisory Committee.

#### Voting Requirements

Simple Majority.

#### COMMITTEE RECOMMENDATION

##### Applications to be Reviewed – Membership of the Committee

**That the Tourism Advisory Committee recommends to Council;**

**Mrs Jo Clews be accepted as a Committee member of the Yalgoo Tourism Advisory Committee.**

**Move:**

**Second:**

**Motion put and Carried/Lost:**



**9.1.2 Update on Murchison Geo-Region**

Author:	Silvio Brenzi
Interest Declared:	No interest to disclose
Date:	12 June 2019
Attachments	Murchison Geo-region Logo designs

**Matter for Consideration**

That the committee receives an update of the Murchison Geo-region and give consideration to the selection of the Murchison Geo-Trail Logo design.

**Background**

Nil

**Statutory Environment**

*Local Government Act 1995*

**Consultation**

Nil

**Comment**

The Tourism Advisory Committee to endorse a logo design for the Murchison Geo-Trail as displayed in the attached document.

**Voting Requirements**

Simple Majority.

**COMMITTEE RECOMMENDATION****Update on Murchison Geo-Region**

**That the Tourism Advisory Committee recommends to Council;**

- 1. It receives the verbal update from the Chief Executive Officer regarding the Murchison Geo-region**
- 2. That concept 3 of the Murchison Geo-Region Logo design is endorsed.**

**Move:**

**Second:**

**Motion put and Carried/Lost:**

## 9.2 Finance Committee Meeting held on the 28 June 2019

### 9.2.1 Report on 2019-20 Preliminary Draft Annual Budget

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Preliminary Draft Annual Budget 2019-20 Work Sheets

#### Matter for Consideration

That the finance committee give consideration to the Preliminary Draft Annual Budget that excludes the surplus/deficit to be carried forward and recommend accordingly to Council for endorsement.

#### Background

Council is in the process of preparing the 2019-20 Annual Budget.

#### Statutory Environment

*Local Government Act 1995*

*Section 6.2 Local Government to prepare Annual Budget.*

#### Strategic Implications

The 2019-20 Preliminary Draft Annual Budget has taken into account the needs detailed in the Shire's Strategic Community Plan (SCP), the Corporate Business Plan (CBP), and the Long Term Financial Plan (LTFP) when determining items for inclusion in the proposed budget.

#### Comment

Attached is a draft of the 2019-20 Preliminary Annual Budget comprising of the Rate Setting Statement and detailed worksheets for the Finance Committee consideration.

In preparing the Budget worksheets, external and internal influences have been taken into account as well as a review of the Shire's operations and services to be provided. The Shire introduced new services like the Art Centre, Sports Complex, Men's Shed and Rifle Range and increasing the revenue sources of the Caravan Park.

Please note that the surplus for the 2019-20 financial year is yet to be incorporated and is estimated \$997,220 in order to balance the 2019-20 Budget.

#### Voting Requirements

Simple Majority

#### OFFICER RECOMMENDATION

##### Report on the 2019-20 Draft Annual Budget

**That the Finance Committee recommends to Council that the items of revenue and expenditure detailed in the work sheets attached to this report be incorporated in the 2019-20 Draft Annual Budget with the following amendments:**

\_\_\_\_\_

\_\_\_\_\_

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## 9.2.2 Differential Rating 2019/ 20 Proposed Rates and Minimums and Objects and Reasons

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Shire of Yalgoo Rating Methodology and it's Differential Rating Model for 2019-2020

### Matter for Consideration

Determination of the rate in the dollar and the minimum rates of the various differential rating categories for the 2019/20 financial year and the advertising for the Shire's intention to impose.

### Background

The Valuer General's Office (Landgate) provides Council with a rateable value for each rateable property within the Shire. Properties located in the townships of Yalgoo and Paynes Find are valued based on a gross rental value (GRV). Pastoral/rural, mining and exploration/prospecting are valued based on unimproved value (UV). Council will then set a "rate in the dollar" (RID) and minimum rate.

The rateable value (as advised by the Valuer General's Office) is multiplied by the rate in the dollar to produce the annual rates to be charged to the property. If this value is less than the minimum rate value agreed by Council, then the ratepayer will be charged the minimum rate value.

In June 2018 Council reviewed and adopted the Objects and Reasons for the differential rating categories in the Shire of Yalgoo.

The annual differential rating proposal is to be advertised for public comment for a period of 21 days prior to its adoption by Council. Submissions from ratepayers and electors are to be invited and if any submissions are received, Council is required to consider them and decide whether to impose the proposed rates and minimum with or without modification.

If a Local Government has a differential rate that is more than twice the lowest differential rate imposed, approval from the Minister for Local Government must be obtained before the rates are formally adopted by Council.

Once Council has advertised for the required time, processed any submissions from ratepayers and Ministerial approval has been granted, Council can then adopt the Annual Budget on or prior to 31 August of each calendar year.

### Statutory Environment

#### *Local Government Act 1995*

- s.6.32 – States that a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.
- s.6.33(1) – Provides that a local government may impose differential general rates according to a number of characteristics.
- s.6.33(3) – States that a local government cannot, without the approval of the Minister, impose a differential general rate that is more than twice the lowest differential general rate imposed.
- s.6.34 – States that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency.
- s.6.35 – States a local government may impose a minimum rate that is greater than the general rate that would be applied for the land and outlines the requirements for this minimum rate.

- s.6.36 – Requires that a local government before imposing any differential general rates provides at least 21 days local public notice of its intention to do so.

### **Strategic Implications**

The Local Government is to ensure that it raises enough rates to generate the revenue required to fund its operating and capital expenditure commitments.

Rates Revenue as per the Long Term Financial Plan for the 2019-2020 financial year is estimated at \$2,337,598 based on a 6.0% increase over the previous year.

### **Policy Implications**

- Policy 7.5 Rates Calculation – outlines the steps for staff to prepare a draft budget using Local Government Cost Index (LGCI).
- Policy 7.6 Preparation of Budget – outlines the steps and timetable leading to the adoption of the Budget.
- The Council adopted an increase rate in the dollar as part of the Long Term Financial Plan

### **Financial Implications**

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure commitments, however, it is allowed to adopt a budget that has a deficit or a surplus that doesn't exceed 10% plus or minus of its rates revenue.

### **Comment**

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved, and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates are recommended to be increased.

Section 6.33 of the Local Government Act 1995 allows Local Governments 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 allow 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 townsite boundaries with a predominately residential, commercial and industrial 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.

**Townsite Vacant** - Consists of vacant properties located within the townsite 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 predominately rural land use. The proposed 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 proposed rate is comparatively higher when compared to the pastoral/rural category on the basis that mining operations require additional ongoing maintenance of the roads network that service 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 located in the Shire. The proposed 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 prospecting leases and the Shire wishes to encourage exploration.

The objects and reasons for each of the rating categories have been reviewed in relation to the Shire's Local Planning Scheme which states the objectives of the various zones. The objects and reasons have been reviewed with no changes made.

The table below details the rate in the dollar and minimum imposed by the Shire in the 2019-20 financial year for each differential rating category and compares them against other surrounding Local Governments.

<b>Categories</b>		<b>Shire of Yalgoo 2018/19</b>	<b>Shire of Cue 2018/19</b>	<b>Shire of Morawa 2018/19</b>	<b>Shire of Mt Magnet 2018/19</b>
<b>Differential General Rate</b>		<b>Rate in \$</b>	<b>Rate in \$</b>	<b>Rate in \$</b>	<b>Rate in \$</b>
GRV	Townsites Improved	0.0767827	0.1062	0.077145	0.106261
GRV	Townsites Vacant	0.0767827	0.1062	--	--
UV	Pastoral/Rural	0.0677242	0.0843	0.023481	0.070348
UV	Mining/Mining Tenement	0.37430250	0.3100	0.295185	0.328689
UV	Exploration/Prospecting	0.19882530	--	--	0.328689
<b>Mininum Rate</b>		<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
GRV	Townsites Improved	\$280.00	\$451.00	\$296.00	\$450.00
GRV	Townsites Vacant	\$620.00	\$451.00	--	--
UV	Pastoral/Rural	\$280.00	\$451.00	\$296.00	\$450.00
UV	Mining/Mining Tenement	\$280.00	\$451.00	\$668.00	\$450.00
UV	Exploration/Prospecting	\$280.00	\$451.00	--	\$450.00

When adopting the 2016-17 Annual Budget advice was received from the Legislation Officer, Department of Local Government and Communities (DLGC) that the proposed rates in the dollar to be imposed by the Shire, were regarded to be to high in particular for the categories Exploration and Prospecting and Mining Tenements from which 95% of the rates revenue is derived.

The table below details the rates in the dollar imposed for 2018-19 and proposed for the 2019-20. The rates revenue will increase by an estimated \$243,968 resulting from an increase in valuations.

Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$
0.07678270	35	356,986	27,410
0.07678270	0	0	0
0.06772420	20	734,908	49,771
0.37430250	146	4,154,367	1,554,990
0.19882530	104	590,193	117,345
	305	5,836,454	1,749,517
<b>Minimum \$</b>			
280	3	9,067	840
620	10	1,240	6,200
280	3	4,573	840
280	20	9,854	5,600
280	77	57,865	21,560
	113	82,599	35,040
	418	5,919,053	0
			1,784,557
			0
			0
			1,784,557

OPTION 1						2018-19 % TO	2019-20 % TO	DECREASE/INCREASE RATES LEVIED	% MOVEMENT	NATURAL GROWTH IN VALUATIONS
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$		TOTAL RATES LEVIED	TOTAL RATES LEVIED			
RATE IN \$ FOR GRV AND UV AND FOR MINIMUMS AS PER 2018-19 OR ZERO INCREASE										
<b>Differential General Rate</b>										
GRV Town sites Improved	0.07678270	35	297,841	22,869		1.5%	1.1%	(4,541)	-16.6%	(59,145)
GRV Town sites Improved Vacant	0.07678270	0	0	0		0.0%	0.0%	0	0.0%	0
UV Pastoral / Rural	0.06772420	22	848,888	57,490		2.8%	2.8%	7,719	15.5%	113,980
UV Mining / Mining Tenements	0.37430250	148	4,744,310	1,775,807		87.1%	87.7%	220,817	14.2%	589,943
UV Exploration and Prospecting	0.19882530	123	668,626	132,940		6.6%	6.6%	15,594	13.3%	78,433
<b>Sub-Totals</b>		328	6,559,665	1,989,106						
<b>Minimum Payment \$</b>										
GRV Town sites Improved	280	8	14,070	2,240		0.0%	0.1%	1,400	166.7%	5,003
GRV Town sites Improved Vacant	620	10	1,240	6,200		0.3%	0.3%	0	0.0%	0
UV Pastoral / Rural	280	3	4,573	840		0.0%	0.0%	0	0.0%	0
UV Mining / Mining Tenements	280	21	12,283	5,880		0.3%	0.3%	280	5.0%	2,429
UV Exploration and Prospecting	280	77	57,596	21,560		1.2%	1.1%	0	0.0%	(269)
<b>Sub-Totals</b>		119	89,762	36,720						
Discounts		447	6,649,427	0						
<b>Total Amount Raised from General Rate</b>				2,025,826						
Interim Rating				0						
Specified Area Rates				0						
<b>Total Rates</b>				2,025,826		100.0%	100.0%	241,269	2	730,374

**SHIRE OF YALGOO RATES  
MODELLING FOR 2019-20**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$
<b>Differential General Rate</b>				
GRV Town sites Improved	0.07678 270	35	356,986	27,410
GRV Town sites Improved Vacant	0.07678 270	0	0	0
UV Pastoral / Rural	0.06772 420	20	734,908	49,771
UV Mining / Mining Tenements	0.37430 250	146	4,154,367	1,554,990
UV Exploration and Prospecting	0.19882 530	104	590,193	117,345
<b>Sub-Totals</b>		305	5,836,454	1,749,517
<b>Minimum Payment</b>	<b>Minimum \$</b>			
GRV Town sites Improved	280	3	9,067	840
GRV Town sites Improved Vacant	620	10	1,240	6,200
UV Pastoral / Rural	280	3	4,573	840
UV Mining / Mining Tenements	280	20	9,854	5,600
UV Exploration and Prospecting	280	77	57,865	21,560
<b>Sub-Totals</b>		113	82,599	35,040
Discounts		418	5,919,053	0
<b>Total Amount Raised from General Rate</b>				1,784,557
Interim Rating				0
Specified Area Rates				0
<b>Total Rates</b>				1,784,557

**OPTION 2**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$	2018-19 % TO TOTAL RATES LEVIED	2019-20 % TO TOTAL RATES LEVIED	DECREASE/INCREASE RATES LEVIED	% MOVEMENT	NATURAL GROWTH IN VALUATIONS
RATE IN \$ FOR GRV AND UV PASTORAL /RURAL INCREASE BY 2 % ,UV MINING AND EXPLORATION REMAIN THE SAME AS 2018-19 AND FOR MINIMUMS INCREASE TO \$290 WITH GRV TOWNSITE VACANT REMAINING THE SAME AS 2018-19 AT \$620									
<b>Differential General Rate</b>									
GRV Town sites Improved	0.07831 840	33	290,457	22,748	1.5%	1.1%	(4,662)	-17.0%	(66,529)
GRV Town sites Improved Vacant	0.07831 840	0	0	0	0.0%	0.0%	0	0.0%	0
UV Pastoral / Rural	0.06907 870	22	848,888	58,640	2.8%	2.9%	8,869	17.8%	113,980
UV Mining / Mining Tenements	0.37430 250	148	4,744,310	1,775,807	87.1%	87.5%	220,817	14.2%	589,943
UV Exploration and Prospecting	0.19882 530	123	668,626	132,940	6.6%	6.6%	15,594	13.3%	78,433
<b>Sub-Totals</b>		326	6,552,281	1,990,135					
<b>Minimum Payment</b>	<b>Minimum \$</b>								
GRV Town sites Improved	290	10	21,454	2,900	0.0%	0.1%	2,060	245.2%	12,387
GRV Town sites Improved Vacant	620	10	1,240	6,200	0.3%	0.3%	0	0.0%	0
UV Pastoral / Rural	290	3	4,573	870	0.0%	0.0%	30	3.6%	0
UV Mining / Mining Tenements	290	21	12,283	6,090	0.3%	0.3%	490	8.8%	2,429
UV Exploration and Prospecting	290	77	57,596	22,330	1.2%	1.1%	770	3.6%	(269)
<b>Sub-Totals</b>		121	97,146	38,390					
Discounts		447	6,649,427	0					
<b>Total Amount Raised from General Rate</b>				2,028,525					
Interim Rating				0					
Specified Area Rates				0					
<b>Total Rates</b>				2,028,525	100.0%	100.0%	243,968	3	730,374

**SHIRE OF YALGOO RATES MODELLING FOR 2019-20**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$
<b>Differential General Rate</b>				
GRV Town sites Improved	0.07678 270	35	356,986	27,410
GRV Town sites Improved Vacant	0.07678 270	0	0	0
UV Pastoral / Rural	0.06772 420	20	734,908	49,771
UV Mining / Mining Tenements	0.37430 250	146	4,154,367	1,554,990
UV Exploration and Prospecting	0.19882 530	104	590,193	117,345
<b>Sub-Totals</b>		305	5,836,454	1,749,517
<b>Minimum Payment \$</b>				
GRV Town sites Improved	280	3	9,067	840
GRV Town sites Improved Vacant	620	10	1,240	6,200
UV Pastoral / Rural	280	3	4,573	840
UV Mining / Mining Tenements	280	20	9,854	5,600
UV Exploration and Prospecting	280	77	57,865	21,560
<b>Sub-Totals</b>		113	82,599	35,040
Discounts		418	5,919,053	0
<b>Total Amount Raised from General Rate</b>				1,784,557
Interim Rating				0
Specified Area Rates				0
<b>Total Rates</b>				1,784,557

**OPTION 3**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018-19 Budgeted Total Revenue \$
RATE IN \$ FOR GRV AND UV PASTORAL /RURAL INCREASE BY 3% ,UV MINING AND EXPLORATION REMAIN THE SAME AS 2018-19 AND FOR MINIMUMS INCREASE TO \$290 WITH GRV TOWNSITE VACANT REMAINING THE SAME AS 2018-19 AT \$620				
<b>Differential General Rate</b>				
GRV Town sites Improved	0.07908 620	35	297,841	23,555
GRV Town sites Improved Vacant	0.07908 620	0	0	0
UV Pastoral / Rural	0.06975 590	22	848,888	59,215
UV Mining / Mining Tenements	0.37430 250	148	4,744,310	1,775,807
UV Exploration and Prospecting	0.19882 530	123	668,626	132,940
<b>Sub-Totals</b>		328	6,559,665	1,991,517
<b>Minimum Payment \$</b>				
GRV Town sites Improved	290	8	14,070	2,320
GRV Town sites Improved Vacant	620	10	1,240	6,200
UV Pastoral / Rural	290	3	4,573	870
UV Mining / Mining Tenements	290	21	12,283	6,090
UV Exploration and Prospecting	290	77	57,596	22,330
<b>Sub-Totals</b>		119	89,762	37,810
Discounts		447	6,649,427	0
<b>Total Amount Raised from General Rate</b>				2,029,327
Interim Rating				0
Specified Area Rates				0
<b>Total Rates</b>				2,029,327

2018-19 % TO TOTAL RATES LEVIED	2019-20 % TO TOTAL RATES LEVIED	DECREASE/INCREASE RATES LEVIED	% MOVEMENT	NATURAL GROWTH IN VALUATIONS
1.5%	1.2%	(3,855)	-14.1%	(59,145)
0.0%	0.0%	0	0.0%	0
2.8%	2.9%	9,444	19.0%	113,980
87.1%	87.5%	220,817	14.2%	589,943
6.6%	6.6%	15,594	13.3%	78,433
0.0%	0.1%	1,480	176.2%	5,003
0.3%	0.3%	0	0.0%	0
0.0%	0.0%	30	3.6%	0
0.3%	0.3%	490	8.8%	2,429
1.2%	1.1%	770	3.6%	(269)
100.0%	100.0%	244,770	2	730,374



The options detailed above falls short of achieving the Long Term Financial Plan estimated rates revenue yield of \$2,337,598 with a proposed rate increase of 6.0%. On that basis it is recommended that Council give consideration to option 2 for determining the following rates in the dollar and the minimum rates for the various differential rating categories for the 2019-20 financial year and advertise accordingly.

Differential General Rate	Rate in the \$
GRV – Townsite Improved	0.07831840
GRV – Townsite Vacant	0.07831840
UV – Pastoral / Rural	0.06907870
UV – Mining / Mining Tenement	0.37430250
UV – Exploration / Prospecting	0.19882530

Minimum Payment	Minimum \$
GRV – Townsite Improved	290
GRV – Townsite Vacant	620
UV – Pastoral / Rural	290
UV – Mining / Mining Tenement	290
UV – Exploration / Prospecting	290

It is proposed that the differential general rates and minimum payments for each of the differential rate categories be advertised on Wednesday 3 July 2019 and an invitation for submissions be for a period of 21 days closing on Monday 29 July 2019 at 4:00 pm. The advertisement to include the time and place where the Shire of Yalgoo Rating Methodology and its Differential Rating Models describing the objects and reasons for the 2019-2020 Financial Year may be inspected and be available on the Shire’s website.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Differential Rating 2019/2020 – Proposed Rates and Minimums**

**The Finance Committee recommends to Council that:**

- Advertise the intention to impose the following differential general rates and minimum payments applying to each of the differential rate categories in accordance with Section 6.36 of the Local Government Act 1995 be placed in the Geraldton Guardian newspaper and the Bulldust.**

Differential General Rate	Rate in the \$	Minimum Payment	Minimum \$
GRV – Townsite Improved	0.07831840	GRV – Townsite Improved	290
GRV – Townsite Vacant	0.07831840	GRV – Townsite Vacant	620
UV – Pastoral / Rural	0.06907870	UV – Pastoral / Rural	290
UV – Mining / Mining Tenement	0.37430250	UV – Mining / Mining Tenement	290
UV – Exploration / Prospecting	0.19882530	UV – Exploration / Prospecting	290

- That the advertisement in (1) above also provide for an invitation for submissions to be made by an elector or a ratepayer for a period of 21 days closing at 4:00 pm on Monday 29 July 2019 and detail**

the time and place where the Shire of Yalgoo Rating Methodology and it's Differential Rating Model may be inspected and a copy be placed on the Shire's website.

3. That all rural/pastoral ratepayers be provided with a copy of the Shire of Yalgoo Rating Methodology and its Differential Rating Model and be invited to make submissions.
4. That Council adopts the Objects and Reasons for the following differential rating categories;
  - Town Improved- consists of properties located within the townsite boundaries with a predominate residential, commercial and industrial 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.
  - Townsite Vacant – Consists of vacant properties located within the townsite 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.
  - Pastoral/Rural- this rating applies to all pastoral leases and land with a predominate rural land use. The proposed 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 proposed rate is comparatively higher when compared to the pastoral/rural category on the basis 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 located within the shire. The proposed 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 prospecting leases and the shire wishes to encourage exploration.

Moved:

Seconded:

Motion put and carried

## **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:	16 June 2019
	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 MAY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					
<b>Governance</b>					
000000-Admin Mobile Phones,laptop,Computers,Office Equip.	F & E	2,492	0	2,492	
000000- Motor Vehicle CEO	P & E	86,970	92,457	(5,487)	completed minor over expenditure
000000- Motor Vehicle CGTS	P & E	64,794	59,132	5,662	completed minor savings
<b>Law Order Public Safety</b>					
000000-CCTV Yalgoo Townsite	F & E	9,000	9,064	(64)	completed minor over expenditure
000000-CCTV Yalgoo Townsite - Conect to Yalgoo Police Station	F & E	4,000	3,370	630	completed minor savings
<b>Housing</b>					
000000-Staff Housing - Security	L & B	65,000	4,758	60,242	in progress
000000-Two Units 17 Shemrock Street	L & B	86,350	0	86,350	
<b>Recreation and Culture</b>					
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	7,927	73	completed minor savings
000000- Community/School Oval Development	F & E	35,250	0	35,250	completed read in conjunction with the line below minor over
000000- Community/School Oval Shared Use Development	Recreation	718,000	772,762	(54,762)	expenditure

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

		2018-19 ANNUAL BUDGET	2018/19 MAY ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 MAY 2019
<b>Transport</b>					
000000- Machinery Shed Depot	L & B	7,393	6,230	1,163	completed minor saving
000000-Flood Control -Fuel Station	L & B	11,410	11,009	401	completed minor saving
000000- Depot -Electric Boundary Fence and Gate	L & B	6,700	6,700	0	completed
000000- Water Cart Modifications	P & E	10,000	0	10,000	
000000- Motor Vehicle Foreman	P & E	68,722	76,723	(8,001)	completed minor over expenditure
000000- Motor Vehicle Works Hilux	P & E	49,000	0	49,000	
000000- Generator 4.5kva	P & E	4,290	0	4,290	
000000- Generator 6.0kva with Fuel Tank	P & E	9,500	9,500	0	completed
000000- Transfer Pump	P & E	6,200	6,200	0	completed
000000- Paynes Find Airstrip Fence	Other	45,000	0	45,000	
000000-Paynes Find Beautification	Other	18,656	0	18,656	
<b>ROADS TO RECOVERY GRANTS</b>					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	544,968	500,000	44,968	in progress
<b>RRG SPECIAL GRANT RD WORKS</b>					
000000- Yalgoo/Ningham Road - Seal to width 4m	Roads	300,000	314,500	(14,500)	completed
<b>MUNICIPAL FUND</b>					
000000- North Road - Crossing	Roads	10,000	3,000	7,000	in progress

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

		<b>2018-19 ANNUAL BUDGET</b>	<b>2018/19 MAY ACTUAL</b>	<b>VARIANCE FAV (UNFAV)</b>	<b>COMMENTS</b>
		<b>\$</b>	<b>YTD \$</b>	<b>\$</b>	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 MAY 2019
<b>Economic Services</b>					
000000-Caravan Park - Washing Machine and Dryer	F & E	3,200	6,240	(3,040)	completed over expenditure
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
		<b>2,223,003</b>	<b>1,889,572</b>	<b>333,431</b>	

**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 31 May 2019.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**



### 11.1.2 Technical Services Monthly Report 31 May 2019

Author:	Ray Pratt, Works Foreman
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Nil

#### Matter for Consideration

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

#### Background

Nil

#### Statutory Environment

Nil

#### Statutory Implications

Nil

#### Consultation

Nil

#### Comment

##### **1 ROAD CONSTRUCTION – CAPITAL**

Nil

##### **2 ROAD MAINTENANCE - OPERATIONS**

###### **2.1 Works During May**

- Road works and repairs to guide posts was conducted to the Yalgoo Ninghan Road.
- Road works and repairs to the Mt Gibson Road, Maranalgo Road, Dalgaranga Road, Melangata Road and Melangata Air strip.

##### **3 OTHER INFRASTRUCTURE MAINTENANCE**

###### **3.1 Plant and Equipment**

- New Hi-lux Ute was purchased for the Depot.
- Cement Truck was collected from Perth all clean and tidy.

###### **3.2 Buildings**

Nil

### **3.3 Cemetery**

- Shire maintained crew spent a week cleaning and tidying in and around the cemetery during May.

## **4 PARKS AND RESERVES**

### **4.1 Art & Culture Centre**

- No Changes or additions to the Art Centre during May

### **4.2 Community Town Oval**

- General Maintenance are conducted to the Town Oval and Core Stadium Gardens
- No Changes or additions to the Community Town Oval during May.

### **4.3 Community Park, Gibbons Street**

- No Changes or additions to the Community Park on Gibbon Street during May

### **4.4 Community Park, Shamrock Street**

- No Changes or additions to the Community Park on Shamrock Street during May

### **4.5 Water Park**

- Has been closed for winter. No repairs or maintenance need during May

### **4.6 Yalgoo Caravan Park**

- No Changes or additions to the Caravan Park during May

### **4.7 Yalgoo & Paynes Find Rubbish Tip**

- Rubbish bins are emptied on the Yalgoo Ninghan Road every two weeks.
- AAA Metal Recycles collected old vehicle from the Yalgoo Tip.

### **4.8 Railway Station**

- No changes or additions to the Railway Station during May, besides general Gardening maintenance.

### **4.9 Yalgoo Nursing Post**

- No changes or additions to the Nursing Post during May, besides general Gardening maintenance.

## **5 INFRASTRUCTURE - CAPITAL**

### **5.1 Rifle Rage**

- Fencing around the Men’s Shed was completed on the 20 May 2019 as requested.

**6 PRIVATE WORKS**

**6.1 Ninghan Station**

Spend a week clearing a fence line.

**7 PURCHASING**

Nil

**8 STAFF**

8.1 Nil

- .

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Technical Services Monthly Report 31 May 2019**

**That Council:**

**Receive the Technical Services report as at 31 May 2019.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**

## 11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

### 11.3 FINANCE

#### 11.3.1 Accounts for Payment May 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Nil

#### Matter for Consideration

Council approve the Accounts for Payment list for the period 1 May 2019 to 31 May 2019 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 May 2019 to 31 May 2019 are as follows

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1007*2019	ATOM Supply	2-May-2019	EQUIPMENT AND SUPPLIES FOR DEPOT	427.05
1015*2019	Beaurepaires	2-May-2019	TYRE REPAIR AS PER QUOTE U534346253	2,146.25
1016*2019	BOC Limited	2-May-2019	Cylinder Rental	123.86
1018*2019	BOQ Asset Finance & Leasing Pty Ltd	2-May-2019	Photocopier Rental	329.50
1048*2019	Dominic Carbone & Associates	2-May-2019	Consultancy Fees - Administration and Finance	4,400.00
1056*2019	Five Star Business Equipment & Comms	2-May-2019	Photocopier Servicing	316.48
1059*2019	Trenfield, Gail	2-May-2019	Council Meeting fees 26.04.2019	763.67
1064*2019	REFUEL AUSTRALIA	2-May-2019	March 2019 Fuel Charges	10,775.44
1067*2019	Geraldton Toyota	2-May-2019	Motor Vehicle -20,000km service	466.14
1085*2019	Kanny, Joanne	2-May-2019	Council Meeting Fees 26.04.2019	2,278.77
1091*2019	Landgate	2-May-2019	Rural UV Revaluation 2018/2019	622.05
1166*2019	BRENZI, Silvio	2-May-2019	Reimbursement -Civic Legal Visit	231.33
1184*2019	Totally Workwear Geraldton	2-May-2019	UNIFORM - Gaye	242.81
1206*2019	Yalgoo General Store.	2-May-2019	Sundry supplies for Admin Office,workshop .food supplies for Saturdays Art Centre workshop, Purchase for school holiday program	1,936.33
1220*2019	PAYNE, GREGORY ARTHUR	2-May-2019	Council Meeting Fees 26.04.2019 and Wild Dog Bounty	1,915.72
1240*2019	Westrac Equipment Pty Ltd	2-May-2019	Plant YA860 - Replace Missing Windscreen and Wiper Blade	730.72
1251*2019	Atyeo's Environmental Health Services PL	2-May-2019	Consultancy Fees - Environmental Health Officer	5,031.30
1264*2019	PINPOINT CLEANING SOLUTIONS	2-May-2019	Cleaning Contractor -monthly clean of shire buildings	3,200.00
1333*2019	SIMPSON, CHARMAINE	2-May-2019	Payment -Art Work Sales	1,125.00
1364*2019	MIDWEST FIRE PROTECTION SERVICES & EYE SPY SECURITY	2-May-2019	SERVICE TO FIRE EQUIPMENT, SUPPLY & INSTALLATION OF WIRELESS LINK TO POLICE STATIONSUPPLY & INSTALL CAMERAS ON HENTY & STANLEY ST	14,027.40
1389*2019	SHIRE OF PERENJORI	2-May-2019	Contribution- CESM Shared Costs	11,415.99
1412*2019	PRATT, HELEN	2-May-2019	Payment -Art Work Sales	30.00
1463*2019	SIMPSON, MARGARET	2-May-2019	Payment -Art Work Sales	1,312.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1478*2019	SIMPSON, PHYLLIS	2-May-2019	Payment -Art Work Sales	189.00
1502*2019	TURBOTECH	2-May-2019	YA 465 - PARTS	3,924.00
1522*2019	SHAR, JESSE	2-May-2019	Payment -Art Work Sales	56.25
1523*2019	PAGE, MAUREEN	2-May-2019	Payment -Art Work Sales	90.00
1524*2019	GILBERT, KAREN	2-May-2019	Payment -Art Work Sales	150.00
1525*2019	JOYCE, KIM	2-May-2019	Rifle Range Assessment	800.00
1028*2019	Civic Legal	10-May-2019	Legal Fees-Third Party Consultation Under Section 32 Native Title matter	10,911.45
1057*2019	Freemans Liquid Waste	10-May-2019	54 Campbell Street- Pump Out Septic Tanks	1,622.00
1059*2019	Trenfield, Gail	10-May-2019	Special Meeting Fee 10.05.19, May 2019 communications allowance	527.67
1138*2019	Pemco Diesel Pty Ltd	10-May-2019	YA415 - Service & Repairs	2,017.13
1139*2019	Lawson, PERCY (SENIOR)	10-May-2019	Special Meeting Fee 10.05.19, April May 2019 communications allowance	1,055.34
1158*2019	Grinham, Robert	10-May-2019	Special Meeting Fee 10.05.19, March April 2019 communications allowance	1,274.78
1277*2019	REILLY & CO	10-May-2019	Event Management & Coordination of two events, Coordinate Easter School Holiday Program, Flyer PA Hire -Opening Core Stadium & ANZAC April School Holiday Program	20,481.82
1311*2019	HODDER, TAMISHA	10-May-2019	Special Meeting Fee 10.05.2019	236.00
1366*2019	PANACEUM GROUP	10-May-2019	Medical Assessment -Ray Winfield - Muskoskeletal Examination	313.50
1394*2019	CS LEGAL	10-May-2019	Debt Collection Costs	519.00
1398*2019	YALGOO DISTRICTS JOCKEY CLUB	10-May-2019	Council Donation for the 2019 Yalgoo Races	10,000.00
1521*2019	UTF AUSTRALIA	10-May-2019	Plant Purchase -Flattop Trailer	15,903.80
1526*2019	MCSPORRAN, MATTHEW	10-May-2019	Reimbursement for medical examination	150.00
1527*2019	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	14-May-2019	Confrence Expenses -NGA Conference in Canberra - 16-19 June 2019 CEO and Councillor	2,988.00
1528*2019	NOVOTEL CANBERRA	14-May-2019	Conference Expenses-: Accommodation for the NGA CEO and Councillor	4,248.30
1016*2019	BOC Limited	17-May-2019	Cylinder Rental	119.85
1021*2019	Bunnings Building Supplies Pty Ltd	17-May-2019	Sundry Supplies for Workshop , Rifle Range	1,344.72
1024*2019	Canine Control	17-May-2019	Ranger Services- 10 May 2019	967.05
1037*2019	Core Business Australia Pty	17-May-2019	Consultancy Fees - Project Management Yalgoo Sports Oval - Claim 5	6,374.50

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1048*2019	Dominic Carbone & Associates	17-May-2019	Consultancy Fees - Administration and Finance	6,600.00
1056*2019	Five Star Business Equipment & Comms	17-May-2019	Photocopier Servicing	1,010.87
1067*2019	Geraldton Toyota	17-May-2019	YA1000 - 20,000km Service, YALGOOCEO - Replace Fuel Filter YA800 AND SERVICE	1,792.84
1091*2019	Landgate	17-May-2019	Valuation Costs -Mining Tenements Chargeable	39.00
1121*2019	Mullewa Engineering Services	17-May-2019	9kg Gas Cylinders for Sports Pavillion	248.39
1166*2019	BRENZI, Silvio	17-May-2019	Reimbursement -Yalgoo Prospecting Lease	2,667.00
1171*2019	WINC AUSTRALIA PTY LIMITED	17-May-2019	Printing and Stationery - ARCHIVE BOXES (50)	147.84
1174*2019	Sun City Plumbing	17-May-2019	19b Stanley Street - Repair Leaking Taps	184.80
1175*2019	Sun City Print	17-May-2019	Printing - YALGOO BROCHURES (1000)	706.00
1182*2019	ThinkWater Geraldton	17-May-2019	Pump Fittings for Caravan Park	117.15
1191*2019	Veolia Environmental Services	17-May-2019	Rubbish Collection Costs	4,089.14
1206*2019	Yalgoo General Store.	17-May-2019	Sundry Items for Art Centre , Admin Office and for Workshop	1,953.20
1240*2019	Westrac Equipment Pty Ltd	17-May-2019	YA457 - BUCKET TEETH RETAINERS AND PINS, YA457 - Parts,PARTS FOR VEHICLE YA 890	6,193.16
1264*2019	PINPOINT CLEANING SOLUTIONS	17-May-2019	Cleaning Contractor -monthly clean of shire buildings	2,640.00
1277*2019	REILLY & CO	17-May-2019	Consultancy Fees -Anzac Day service coordination	3,197.15
1310*2019	INTEGRITY SAMPLING WA	17-May-2019	Random Testing	2,628.56
1339*2019	SUN CITY BATTERIES	17-May-2019	YA1000 Battery	1,241.50
1381*2019	MURCHISON CLUB HOTEL	17-May-2019	Accommodation - Cr Jo kanny	143.00
1418*2019	INCITE SECURITY	17-May-2019	Depot - Monitoring Service Fee	147.00
1487*2019	MCDONALDS WHOLESALERS	17-May-2019	Sundry Items for Caravan Park	208.99
1510*2019	GHD	17-May-2019	Consultancy Fees -SANFORD RIVER CROSSING	2,200.00
1530*2019	DE MESTRE & COMPANY	17-May-2019	Legal Expenses - Debt Recovery	841.50
1007*2019	ATOM Supply	30-May-2019	EQUIPMENT AND SUPPLIES FOR DEPOT	404.79



_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1015*2019	Beaurepaires	30-May-2019	YA453: Tyres	342.96
1018*2019	BOQ Asset Finance & Leasing Pty Ltd	30-May-2019	Photocopier Rental	329.50
1019*2019	Bridged Group Pty Ltd	30-May-2019	Computer Maintenance Support - Admin	495.00
1021*2019	Bunnings Building Supplies Pty Ltd	30-May-2019	SUNDRY ITEMS FOR DEPOT, MATERIALS AND EQUIPMENT FOR RIFLE RANGE	1,741.83
1024*2019	Canine Control	30-May-2019	Ranger Service 20 May 2019	967.05
1044*2019	Rocke, David	30-May-2019	Reimbursements -Operationg Costs for Paynes Find Volunteer Fire Brigade, New Windsock for P/Find Airstrip	999.13
1067*2019	Geraldton Toyota	30-May-2019	SERVICE - YA805 TOYOTA FORTUNNER, SERVICE - YA840	1,180.17
1068*2019	GERALDTON TROPHY CENTRE	30-May-2019	Stainless Steel Plates - Core Stadium	455.00
1073*2019	Great Northern Rural Services.	30-May-2019	SUNDRY ITEMS AND ROLL of WIRE MENS SHED / RIFLE RANGE	1,170.93
1077*2019	Hitachi Construction Machinery(Australia)	30-May-2019	YA465 - REPAIRS TURBO FAILED WITH OVER HEATING ISSUE	41,913.70
1083*2019	J R & A Hersey	30-May-2019	SUNDRY ITEMS FOR WORKSHOP AS PER INVOICE 45179 AND INVOICE 45180	849.09
1135*2019	Paper Plus Office National	30-May-2019	Equipment -Admin Projector Screen	364.50
1162*2019	Security & Keys	30-May-2019	2 BILOCK UNIT, 1 KEY	50.58
1171*2019	WINC AUSTRALIA PTY LIMITED	30-May-2019	Office Stationery Supplies and Sundry Supplies For Caravan Park	1,477.15
1191*2019	Veolia Environmental Services	30-May-2019	Rubbish Collection Costs	4,089.14
1207*2019	Yalgoo Hotel Motel	30-May-2019	-Supply Lunch for Council Meeting - 26 April 2019 Lunch, - Lunch Council Meeting held 31 January 2019 ,Lunch- 22 February 2019 ,BILL ATYEO- ACCOMMODATION & MEALS - 13,14, 15 MAY, DOUBLE ROOM FOR TWO - Bill Atyeo: 11,12,13 March , ACCOMMODATION & MEALS - 15,16 & 17 APR BILL ATYEO, ACCOMMODATION & MEALS - 11,12,13 FEBRUARY As Per quote# 59, - Supply Morning Tea, Lunch & Aft Council Meeting Lunches - 22 March 2019	2,799.70
1235*2019	ELLIS & SONS CONSTRUCTION	30-May-2019	Yalgoo Rifle Club Maintenance	2,178.00
1240*2019	Westrac Equipment Pty Ltd	30-May-2019	EDGE CUTTER, BOLTS, NUTS, WASHERS FOR YA457 & YA46, PARTS FOR VEHICLE YA 890, PARTS FOR CAT TRUCK	7,650.19

1251*2019	Atyeo's Environmental Health Services PL	30-May-2019	Consultancy Fees - Environmental Health Officer	7,781.20
_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1339*2019	SUN CITY BATTERIES	30-May-2019	BATTERIES AND DEPOT SUPPLIES	193.50
1372*2019	DARREN LONG CONSULTING	30-May-2019	Consultancy Fees -Bank reconcilliation March 2019	3,465.00
1391*2019	REDI HIRE SOLUTIONS	30-May-2019	Rifle Club - Turf Cutter	120.00
1403*2019	MIDWEST GROUP OF AFFILIATED AG SOCIETIES	30-May-2019	Donation -2019 Mid West District Display	150.00
1412*2019	PRATT, HELEN	30-May-2019	Printer Cartridge Caravan Park	61.00
1423*2019	EVENT ART TENTS - EMMALINE JAMES	30-May-2019	Art supplies for art centre workshops	480.27
1476*2019	ART & SOUL BY THE SEA	30-May-2019	Art Supplies for Art Centre	129.25
1482*2019	CROTHERS, DEBBIE	30-May-2019	3 DAY WORKSHOP AT ART CENTRE	2,634.00
1512*2019	CALLO, GIUSEPPE PETER	30-May-2019	Wild Dog Bounty	330.00
1531*2019	THE SCRAPBOOK HOUSE	30-May-2019	Art Centre - WORKSHOP ON THE 23 & 24 MAY 2019	2,914.80
1532*2019	GERALDTON COACH LINES	30-May-2019	Bus Hire: GNWFL Exhibition Game 30th March 2019	1,100.00
1533*2019	TINT A CAR GERALDTON	30-May-2019	YA805: STRIP & RE TINT RIGHT HAND REAR WINDOW	126.00
1534*2019	LOVICK FABRICATION	30-May-2019	AGITATOR FOR CEMENT TRUCK	2,200.00
<b>TOTAL</b>				<b>280,252.99</b>

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Accounts for Payment May 2019**

**That Council approve the list of accounts paid for the period 1 May 2019 to 31 May 2019 amounting to \$280,252.99 and the list be recorded in the Minutes.**

**Moved:**

**Seconded:**

**Motion put and carried / lost**

### 11.3.2 Investments as at 31 May 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Nil

#### Matter for Consideration

That Council receive the Investment Report as at 31 May 2019.

#### 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 May 2019.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 MAY 2019								
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>								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4520	Ongoing	N/A	N/A	Variable	\$1,197,893.15
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,297.87
NAB	N/A	Term Deposit	89-977-1574	2 months 30 day	25.03.2018	24.06.2019	2.47%	\$63,942.59
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,059.56
<b>TOTAL</b>								<b>\$1,355,193.17</b>

RESERVE FUNDS								
NAB	N/A	Term Deposit	97-511-4454	2 months 30 day	25.03.2019	24.06.2019	2.47%	\$165,607.88
NAB	N/A	Term Deposit	89-972-5236	2 months 30 day	25.03.2019	24.06.2019	2.47%	\$459,700.53
NAB	N/A	Term Deposit	11-186-3992	2 months 30 day	25.03.2019	25.03.2019	2.47%	\$1,096,633.68
<b>TOTAL</b>								<b>\$1,721,942.09</b>

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

INVESTMENT REGISTER						
01 JULY 2018 TO 31 MAY 2019						
NATIONAL AUSTRALIA BANK						
ACCOUNT N <sup>o</sup>	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.05.2019	INVESTMENT TRANSFERS	CLOSING BALANCE 31.05.2019
86-538-7363	Ongoing	Variable	\$41,141.54	\$156.33	0	\$41,297.87
89-977-1574	25.06.2019	2.47%	\$62,683.84	\$1,258.75	0	\$63,942.59
24-831-4222	Ongoing	Variable	\$51,862.49	\$197.07	0	\$52,059.56
97-511-4454	24.06.2019	2.47%	\$162,347.79	\$3,260.09	0	\$165,607.88
89-972-5236	24.06.2019	2.47%	\$450,651.08	\$9,049.45	0	\$459,700.53
11-186-3992	25.03.2019	2.7%	\$1,075,045.84	\$21,587.84	0	\$1,096,633.68

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Investments as at 31 May 2019**

**That the Investment Report as at 31 May 2019 be received.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

### 11.3.3 Financial Activity Statement for the Period ended the 31 May 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income ending the 31 May 2019;</li> <li>• Financial Activity Statement; ending 31 May 2019</li> <li>• Summary of Current Assets and Current Liabilities as of 31 May 2019;</li> <li>• Statement of Current Financial Position as at 31 May 2019;</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**

2.4 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 May 2019.**

**That Council:**

**Adopts the Financial Activity Statement for the period ended 31 May 2019.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**



## 11.4 ADMINISTRATION

### 11.4.1 Report on Matters Outstanding as at 16 June 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
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 undertaken on the 22 February 2019 as to whether policies are to be deleted or incorporated into the Management policies/Procedure Manual or the HR Employee Manual
31 May 2019		That Council Defer the consideration of the report to the June 2019 Ordinary Council Meeting	Matter subject to a report on this Agenda.

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
28 July 2017	Review of Local Laws	Council authorised the CEO to implement a review of Local Laws	Third quote received  Budget allocation is Required 2019/20
26 October 2018	Shire of Yalgoo Tourism Advisory Committee	Council resolved to establish the Advisory Committee and appointed the CEO and Crs. Gail Trenfield and Tamisha Hodder	A public submission has been received and will be presented at this meeting, still waiting on DBCA on the involvement.
31 January 2019  31 May 2019	House Safety of Lot 220, 82 Piesse Street Yalgoo	That Council Requests the CEO to investigate the safety of the house owed by Timothy Simpson and Gloria Merry at lot 220, 82 Piesse Street, Yalgoo.  Council accepted the report of the EHO and requested the CEO and EHO to meet with the owner to address the problem areas	
22 March 2019	Yalgoo and Paynes Find Landfill Site	1) That the CEO prepare a report detailing the schedule of works required to be undertaken to bring the Yalgoo and Paynes Find Landfill sites in compliance, alternative methods of disposal and related costs. 2) Request the Landfill Sites be cleaned and windblown waste to be removed from fences and surrounding areas.	Budget allocation is required 2019-20  Report now Complete
26 April 2019	Significant Audit Findings for the year ended 30 June 2019.	That Council forward a copy of the report to the Minister for Local Government Sport and Cultural Industries.	Completed
26 April 2019	Redirection of the Paynes Find Wagga Wagga Road to bypass the Muralgarra Homestead	That Council is willing to initiate the deviation of the Paynes Find Wagga Wagga Road to bypass the Muralgarra Homestead on the basis that EMR Golden Grove meet all costs associated with the deviation, closure and amalgamation of the road subject to the response received, the CEO to further investigate the process and prepare an estimate of costs.	EMR – Golden Gove notified of decision.  The CEO will now liaise with EMR over the process.  Complete

MATTERS OUTSTANDING			
MEETING DATE	ITEM REFERENCE	RESOLUTION	CURRENT STATUS
31 May 2019	Degazetting of the Muralgarra Wagga Wagga Road	EMR Golden Grove be informed of that the Shire does not support the degazettal.	
31 May 2019	Donation Yalgoo Shooting Association	The Yalgoo Shooting Association be informed that \$5,000 Donation to the Association be allocated in the 2019-20 Annual Budget.	Letter sent 4 June 2019
31 May 2018	Appointment of CEO	Process to be managed by the Shire President and outgoing CEO and assisted by a selected recruitment agency.	
31 May 2019	Financial Contribution Feature Film 'Before Dawn'	Referred to Special Meeting	Special Council Meeting held on the 13 June 2019
31 May 2019	Review of Draft shire of Yalgoo Employee Orientation and Human Resources Manual	That the Shire Consultants LG People and Culture Workforce and Management Services be advised on any changes	Matter subject to a report on this Agenda
31 May 2019	CA07 Application	Council approved RAV / CA07 Application and QUBE Bulk Pty Ltd be informed	Email sent on the 4 June 2019
31 May 2019	Geraldton Alternative Settlement Agreement	Council authorised the CEO to forward the Shires response to the Department of Planning, Lands and Heritage.	Email sent on the 14 June 2019

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Report on Matters Outstanding as at 16 June 2019**

**That Council:**

**Receives Report N<sup>o</sup> 11.4.1 Report on Matters Outstanding as at 16 June 2019.**

**Moved:**

**Seconded:**

**Motion put and carried / lost**

### 11.4.2 Review of the Draft Shire of Yalgoo Governance and Policy Manual

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	Governance and Policy Manual

#### Matter for Consideration

That Council review the Draft Shire of Yalgoo Governance and Policy Manual prepared by the Shire’s consultants LG People and Culture Workforce and Management Services and recommend any amendments to the Manual before formal adoption by the Council.

#### Background

Council at its Ordinary Council Meeting held 22 February 2019 gave consideration to Report 11.4.4 Review of Council Policies and determined which policies would be retained in the Policy Manual and which policies should be rescinded.

Council at its Ordinary Council Meeting held on the 31 May 2019 resolved that the report be deferred to June 2019 Ordinary Meeting of Council for consideration.

#### Statutory Environment

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

##### **Section 2.7 – Role of council**

- (1) *The Council*
  - (a) *governs the local government’s affairs; and*
  - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to –*
  - (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.*

#### Strategic Implications

The review of the administrative policies will set appropriate governance and management levels for the Shire.

#### Consultation

LG People and Culture Workforce and Management Services.

#### Comment

The Policy Hierarchy Review detailed that the following policies would be incorporated to this component of the manual.

<b><u>Policy No.</u></b>	<b><u>Description</u></b>
1.2	Standing Orders
1.3	Authorised Meeting – Claims
1.4	Council Chamber Usage
1.5	Portraits in Council Chambers
1.6	Councillors Recognition of Service
1.7	External Organisation – Council Representatives

- 1.8 Elected Member Records – Capture and Management
- 1.9 Shire Logo
- 1.10 Digital Recording of Proceedings on Council meetings

A review of the Draft Manual reveals the following;

Item No.	Description	Comment
2.3	Shire Community Vision and Mission	In line with the Strategic Community Plan
2.4	Shire Strategic Key Focus Areas and Objects	In line with the Strategic Community Plan
6.1	Co-ordinator of Governance and Technical Services	Reference to be amended to the Chief Executive Officer
6.2	Co-ordinator of Governance and Technical Services	Reference to be amended to the Chief Executive Officer. Paragraph to be reworded.
6.2	Complains about Council Members and committee Members. Referencing the Co-ordinator of Governance and Technical Services.	Reference to be amended to the Chief Executive Officer. Paragraph to be reworded.
4.8	External Organisation – Council Representatives	Current list of appointments to be provided to the consultants for insertion
4.12	Media Contact	Consultants be requested to prepare a Draft Policy
4.13	Freedom of Information	Consultants be requested to prepare a Draft Policy
4.14	Senior Staff	May not be relevant for the Shire Section 5.37 of the Local Government Act 1995 states that a Local Government may designate employees or persons belonging to a class of employees to be senior employees. Often Senior Executives are designated as senior employees, The Shires organisational chart does not mention these employees apart from the CEO.
4.15	Organizational Risk Management	Reference is made to report No. 11.4.7 Draft Organisational Risk Management Plan. If Council adopts the plan then the consultants should be instructed to prepare this policy.

In order to allow for elected members input to the Policy Manual amendments received will be collated and presented to Council for Consideration.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Review of the Draft Shire of Yalgoo Governance and Policy Manual**

**That Council:**

**Adopts the Policies detailed in the Policy Manual subject to the following amendments;**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

### 11.4.3 Report on Review of Delegations

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	- Reviewed Register of Delegations

#### Matter for Consideration

That Council review the obligations to the Chief Executive Officer and employee.

#### Background

The Delegations were last reviewed on 25 May 2018. Council is required to review the Delegation at least once every year.

#### Statutory Environment

##### *Local Government Act 1995*

Section 5.46 (2)

At least once every financial year, delegations under this Division are to be reviewed by the delegator.

#### Strategic Implications

Maintaining proper governance and administration of local government.

#### Consultation

Nil

#### Comment

As previously mentioned Council last reviewed Delegations on 25 May 2018 however it's required to undertake the task at least once every financial year.

A review of the Delegations has been undertaken and amended accordingly in line with legislative amendments and change in position of officers and employees.

The delegations are summarised below:

Delegation No.	Delegation	Amendments
2.1	Use of Common Seal.	No Change
2.2	Tenders.	No Change
2.3	Disposal of Assets	No Change
2.4	Creditor Payment	By the deletion of Co-ordinator of Governance and Technical Services
2.5	Investment of Surplus Funds	By the deletion of Co-ordinator of Governance and Technical Services
2.6	Write-off of minor outstanding accounts.	By the deletion of Co-ordinator of Governance and Technical Services
2.7	Planning consent	No Change
2.8	Appointment of authorised officers	By the deletion of Co-ordinator of Governance and Technical Services and insertion of Executive Assistant

Delegation No.	Delegation	Amendments
2.9	Firefighting – Emergency plant hire	No Change
3.1	Alteration to Restricted and Prohibited burning periods.	No Change
3.2	Environmental Health Officer.	No Change
3.3	Delegations under food act 2008 to the Environmental Health Officer.	No Change
3.4	Building Control	No Change
4.1	Employment and Management of staff	No Change
5	Appointment of authority officer	No Change
6.1	Media Releases.	No Change

Delegation Register attached for Elected Members Information.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION**

**Report on Review of Delegations**

**That Council:**

- 1) Adopt the Delegations contained in the Register of Delegations attached to this report;**
- 2) Subject to (1) above inform in writing of delegations conferred to the CEO pursuant to Section 5.42 of the Local Government Act 1995; and**
- 3) Subject to (2) above to inform in writing delegations conferred to Shire employees pursuant to Section 5.44 of the Local Government Act 1995.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**



**11.4.4 Report on Fees and Allowances for Elected Members**

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	16 June 2019
Attachments	<ul style="list-style-type: none"> <li>- Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.</li> <li>- Travel Expenses Reimbursements Local Government (WA) Interim Award 2011</li> </ul>

**Matter for Consideration**

To adopt the allowable elected member’s fees and travel reimbursements to enable Council to set its fees and allowances in preparation of the Draft Annual Budget 2019-20.

**Background**

Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members on 10<sup>th</sup> April 2018, reviewed the fees and allowances for elected members to apply from 1<sup>st</sup> July 2019.

Elected members of a local government are entitled to payment for attending Council, committee and other designated meetings. The President and Deputy President are also entitled to an annual payment for the additional services provided to the local government. Members are also entitled to payment for travel costs to attend these meetings.

The setting of the fees is prescribed in the Local Government Act and Administration Regulations and is reviewed each year by the Salaries and Allowances Tribunal (SAT). The fees and allowances referred to in this item are those approved in the SAT Determination in April 2019. The travel allowances are those set by Local Government Officers (Western Australia) Interim Award 2011.

The setting of fees paid to elected members is part of the budget process and as a practice, elected members are requested to consider the current fees and the permissible fees allowed under the Local Government Act.

Listed below is the determination of meeting fees and allowances from Salaries and Allowances Tribunal in April 2019 for Level 4 local governments and are as follows:

Meeting	Minimum	Maximum	Shire’s Current Fees
Council meeting / council member	\$91	\$238	\$236
Council meetings President	\$91	\$490	\$485
Committee meeting and prescribed meetings – all elected members	\$46	\$119	\$118
Presidential allowance	\$513	\$20,063	\$10,500
The Deputy President is entitled to 25% of the Presidential allowance			\$2,625
Childcare costs are the actual cost per hour or \$25 per hour, whichever is			\$25 or actual which-
ICT Expenses	\$500	\$3,500	\$3,500

**Statutory Environment**

WA Salaries and Allowances Act 1975 Section 7A and 7B

SAT Determination 9 April 2019

Local Government Act s5.98

Local Government (Administration) regulations Reg.30, Reg.31, Reg. 32

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
  
2. Section 7B(2) of the SA Act requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine - the amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;

**Travel Expenses**

Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind, prescribed in regulation 31(1) of the LG Regulations, is entitled to be reimbursed for the expense to the extent determined as per Clauses 8.2(3) and (5) of the Determination of the Salaries and Allowances Tribunal, for travel costs incurred while driving a privately owned, or leased vehicle based on the same rate contained in Section 30.6 of the Local Government Officers (Western Australia) Interim Award 2011.

The rates are as follows:

<b>Cents Per Kilometre</b>	<b>Rate</b>
<b>Purpose – Over 2600cc</b>	<b>99.01c /km</b>
<b>Purpose – Over 1600cc to 2600cc</b>	<b>70.87c /km</b>
<b>Purpose – 1600cc and under</b>	<b>58.37c/km</b>

**Comment**

Council for the 2018-2019 financial year has adopted the maximum fees for Meeting fees for Councillors, President, and Committee, Council is required to review the President and Deputy President allowances as the maximum has not yet been reached, Council is requested to give consideration and adopt Fees and Allowances for Elected members to apply from 1st July 2019 and such allowances to be incorporated in the 2019-20 draft annual budget.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Report on Fees and Allowances for Elected Members**

**That Council**

**1. Sets the following fees and allowances as follows:**

<b>Council Meeting fee – elected members</b>	<b>\$ 238.00</b>
<b>Council Meeting fee – President</b>	<b>\$ 490.00</b>
<b>Committee Meeting fee – all members</b>	<b>\$ 119.00</b>
<b>Presidential allowance</b>	<b>\$ _____</b>
<b>Deputy President allowance (25% of the Presidents allowance)</b>	<b>\$ _____</b>
<b>Childcare Costs reimbursement</b>	<b>\$25 or actual costs per hr which-ever is the lesser</b>
<b>Information and technology allowance (ICT)</b>	<b>\$3,500 per member</b>
<b>Travel expense reimbursement</b>	<b>99.01c/km over 2600cc 70.87c/km over 1600cc to 2600cc 58.37c/km 1600cc and under</b>

**2. Subject to (1) above the fees and allowances be incorporated in the 2019-20 Annual Budget.**

**Moved:**

**Seconded:**

**Motion put and carried/lost:**

### 11.4.5 Review of the Draft Shire of Yalgoo Employee Orientation and Human Resources Manual

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 June 2019
Attachments	- Employee Orientation and Human Resources Manual - Council Report 11.4.4 Review of Council Policies 22 February 2019

#### Matter for Consideration

That Council review the Draft Shire of Yalgoo Employee Orientation and Human Resources Manual prepared by the Shires Consultants LG People and Culture Workforce and Management Services and recommend any amendments to the manual before formal adoption by the Council.

#### Background

Council at its Ordinary Council Meeting held 22 February 2019 gave consideration to Report 11.4.4 Renew of Council Policies and determined which policy was to be rescinded and incorporated into a management policies/procedures manual or a HR Employee Manual and resolved in part as follows;

*“(1) Rescind the policies as detailed above and in the Consultant’s report Policy Hierarchy Review February 2019 and such policies be incorporated in the Management Policies/Procedure Manual or the HR Employee Manual.”*

This report has been returned to Council as the Officer Recommendation provided alternatives however the Council in giving consideration to the report failed to select one of the alternatives in effect no decision being made by the Council.

#### Statutory Environment

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

##### **Section 2.7 – Role of council**

- (1) *The Council*
  - (a) *governs the local government’s affairs; and*
  - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to –*
  - (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.*

#### Strategic Implications

The review of the administrative policies will set the appropriate governance and management levels for the Shire.

#### Consultation

LG People and Culture Workforce and Management Services

**Comment**

The Policy Hierarchy Review detailed that the following policies would be incorporated in the HR Employee Manual.

<u>Policy No.</u>	<u>Description</u>
3.6	Use of Information Technology
3.8	Complaints
10.2	Employee Health and Safety Policy
10.3	Sexual Harassment Policy
10.4	Fitness for Work
10.4 A	fitness for Work Procedures
10.4 B	Drug Testing Additional Information
11.5	Superannuation
11.7	Severance and Redundancy Pay
11.8	Offer of Employment

A review of the Draft Employee Orientation and Human Resources Manual prepared by the Shire’s consultants LG People and Culture Workforce and Management Services reveals the following;

Page No.	Description		Comment	
15	Purchasing Thresholds		It is recommended that the Purchasing Thresholds be as follows	
	Amount of Purchase	Model Policy	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, quotations not required.  - Where an infrequent supply over \$500 two verbal quotation required	Up to \$10,000	Goods and Services valued up to \$10,000 (inclusive of GST) do not require the conduct of a competitive process subject to the CEO authorising the purchase or his nominated officer in his absence.  An official purchase order to be raised for all such purchases.
	\$1,001 - \$19,999	- Obtain at least three verbal or written quotes	Delete	Delete
	\$20,000 - \$39,999	- Obtain at least three written quotations	Delete	Delete

Description		Comment	
\$40,000 - \$99,999	- Obtain at least three written quotes to be considered by panel of CEO and either of Executive Manager Corporate or Executive Manager Works and Infrastructure	Delete	Delete
Over \$100,000	- Conduct a Public tender process, as prescribed under the Local Government Regulations.	Delete on the basis that this threshold is \$150,000	Delete
		\$10,001 to \$149,999	Obtain at least three (3) written quotations or by utilising a pre-qualified panel of suppliers such as WALGA Preferred Suppliers Contracts.  At least three (3) Preferred Suppliers to be requested to quote.  An official purchase order to be raised for all such purchases.

			\$150,000 and Over	<ul style="list-style-type: none"> <li>- Conduct a public tender process as prescribed under the Local Government Act 1995 and regulations, or</li> <li>- By utilising a prequalified panel of suppliers such as WALGA Preferred Supply Contracts. At least three (3) Preferred Suppliers be requested to quote</li> <li>- A report to be prepared for Council consideration and adoption</li> <li>- A contract be entered into by the Shire and the Supplier</li> </ul>
15	Purchase Orders	The Shire uses Synergy soft	Purchase Orders	The Shire Uses OZONE (Be amended accordingly)
18-19	Employee Assistance Program	<p><b>Employee Assistance Program</b></p> <p>The Shire recognises that from time to time, an employee may require counselling or other assistance to address personal issues. The Shire of Yalgoo will provide a free, professional and confidential Employee Assistance Program (EAP) external counselling service to all employees.</p>	Employee Assistance Program	Council to confirm or amend

		<p>The EAP not only offers counselling in work related issues, but specialist counselling in a range of areas including:</p> <ul style="list-style-type: none"> <li>• Mental Health and Suicide Prevention</li> <li>• Alcohol and Drug use</li> <li>• Gambling and Financial issues</li> <li>• Domestic Violence</li> <li>• Parent/Adolescent counselling</li> <li>• Loss and Grief</li> <li>• Family and Relationship issues.</li> </ul> <p>Should you require any further information in relation to this area please contact the CEO.</p>		
--	--	--	--	--

Council is requested to give consideration to the above mentioned amendments.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Review of the Draft Shire of Yalgoo Employee Orientation and Human Resources Manual**

**That Council:**

**Informs the Shire’s Consultants LG People and Culture Workforce and Management Services, that it has reviewed the Draft Employee Orientation and Human Resources Manual and wishes to make no changes**

**or**

**Make the changes as detailed in Report 11.4.6 Review of the Draft Shire of Yalgoo Employee Orientation and Human Resources Manual.**



### 11.4.6 Appointment of Returning Officer – Ordinary Local Government Elections October 2019

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 June 2019
Attachments	Timetable In Person Election

#### Matter for Consideration

That council obtain written agreement and approval from the Electoral Commission to appoint a person other than the CEO to be the returning officer for the 2019 Ordinary Local Government Elections in October 2019 and that the Electoral Commission make such appointment.

#### Background

A returning officer runs each Local Government in person election. By default, this is the CEO for “in person” elections but the Council may with the approval of the Western Australian Electoral Commission appoint another person. An alternative returning officer can be another staff member, a CEO from another Local Government, the Electoral Commissioner or any other person approved by the Electoral Commissioner.

#### Statutory Environment

##### Local Government Act 1995

#### 4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.

*\* Absolute majority required.*

- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person’s appointment; and
  - (b) has no effect if it is made after the 80<sup>th</sup> day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.
- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

### **Strategic Implications**

Ensuring proper governance of the Shire.

### **Financial Implications**

Costs associated with conducting an 'in person' election.

### **Consultation**

Nil

### **Comment**

The CEO will be on annual leave during the time of the 2019 Local Government Ordinary Elections, between August to October 2019. Council is requested to give consideration to obtaining written agreement and approval from the Electoral Commissioner to appoint a person other than the CEO to be the returning officer in accordance with Section 4.20 (2) and (4).

### **Voting Requirements**

\*Absolute Majority

## **OFFICER RECOMMENDATION**

### **Appointment of Returning Officer – Ordinary Local Government Elections October 2019**

**That Council:**

- 1. Obtain written approval of the Electoral Commissioner to appoint a person other than the CEO to be the returning officer of the Local Government for the 2019 Local Government Ordinary Election ('In person').**
- 2. Subject to (1) above the Electoral Commissioner to appoint a person to be the returning officer.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

**11.4.7 Shire of Yalgoo – Funding Application – Communities Combating Pest and Weeds Impacts During Drought Program – Bio-security Management of Pest and Weeds**

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 June 2019
Attachments	Nil

**Matter for Consideration**

That Council give consideration to how the grants funds amounting to \$218,000 will be spend.

**Background**

The Shire of Yalgoo was declared a drought affected local government under the funding program and was entitled to submit a funding application. The Mr Dominic Carbone the MRVC CEO prepared the funding application on behalf of the Shire.

**Statutory Environment**

Nil

**Strategic Implications**

Control of the wild dogs within the Shire of Yalgoo

**Financial Implications**

Additional funds available for the construction of the Vermin Cell fence within the Shire of Yalgoo.

**Consultation**

Nil

**Comment**

The Shire of Yalgoo was successful in obtaining a grant of \$218,000 from the Department of Agriculture and Water Resources under the Communities Combating Pest and Weeds Impacts During Drought Program for the purpose of the Murchison Region Vermin Cell Fence.

The first milestone to be achieved by the Shire of Yalgoo is as follows;

- Activity Work Plan to be negotiated between the Department and the Shire by the 30 July 2019.

The activity work plan is to specify the activity details, deliverable timeframes and measures of achievements.

The MRVC at its Ordinary Meeting of Council held on the 11 June 2019 adopted the following resolution.

*“The Council*

- 1. Notes the Shire of Yalgoo success in obtaining \$218,000 from the Department o of Agriculture and Water Resources – Wild Dg Exclusion Fencing to Communities Combating Pests and Weeds Impacts During Drought Program.*
- 2. Authorise the CEO to contact the Shire and provide assistance in delivering how funds are to be spent in order that the Shire may prepare an Activity Work Plan by 30 July 2019.”*

Council may give consideration to spending the grant funding for the following purpose within the Shire of Yalgoo.

- Contribution towards Stage 2 of the Vermin Cell Fence Construction being 108 kms and inclusive of the Sandford River crossing fence.
- Contribution towards stage 1 of the Vermin Cell Fence Contribution being 218 kms
- Balance of funds if any to improve and upgrade existing fence along the Vermin Cell Fence.

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION**

#### **Shire of Yalgoo – Funding Application – Communities Combating Pest and Weeds Impacts During Drought Program – Bio-security Management of Pest and Weeds**

**That Council:**

- 1. Apply the grant funding received from the Combating Pest and Weeds Impacts During Drought Program in the following manner.**
  - Contribution towards Stage 2 of the Vermin Cell Fence Construction being 108 kms and inclusive of the Sandford River crossing fence.
  - Contribution towards stage 1 of the Vermin Cell Fence Contribution being 218 kms
  - Balance of funds if any to improve and upgrade existing fence along the Vermin Cell Fence.
  
- 2. That the MRVC be informed of (1) above.**

**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](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.

**15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held at the Yalgoo Council Chambers, Yalgoo on Friday 26 July 2019 commencing at 11.00 am.

**16. MEETING CLOSURE**

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

