



AGENDA
OF THE ORDINARY MEETING OF COUNCIL
HELD AT
CORE STADIUM, YALGOO
ON FRIDAY, 24 APRIL 2020
COMMENCING AT 10.00 AM



Shire of Yalgoo

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD AT CORE STADIUM,
YALGOO ON FRIDAY, 24 APRIL 2020 COMMENCING AT 10.00PM.

John Read

Acting Chief Executive Officer



CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	2
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	2
3.	DISCLOSURE OF INTERESTS.....	2
4.	PUBLIC QUESTION TIME	3
4.0	QUESTIONS TAKEN ON NOTICE	3
4.1	QUESTIONS TAKEN WITHOUT NOTICE	3
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE	3
7.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	3
7.0	MEETINGS ATTENDED BY ELECTED MEMBERS.....	3
8.	CONFIRMATION OF MINUTES.....	4
8.1	ORDINARY COUNCIL MEETING	4
9.	REPORTS OF COMMITTEE MEETINGS	4
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters.....	4
10.0	INFORMATION ITEMS	4
11.	MATTERS FOR DECISION	4
11.0	MATTERS BROUGHT FORWARD	4
11.1	TECHNICAL SERVICES	5
11.1.1	PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2019-20.....	5
11.1.2	TECHNICAL SERVICES WORKS FOREMAN REPORT AS OF THE 20 APRIL 2020	100
11.2	DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH	122
11.3	FINANCE.....	122
11.3.1	ACCOUNTS FOR PAYMENT MARCH 2020.....	122
11.3.2	INVESTMENTS AS AT 31 MARCH 2020	188
11.3.3	FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 MARCH 2020	211
11.4	ADMINISTRATION.....	233
11.4.1	2019/20 SCHEDULE OF FEES & CHARGES - AMENDMENT.....	23
11.4.2	ORGANISATION POLICY MANUAL REVIEW.....	25
11.4.3	FLOOD DAMAGE - AGRN 903.....	26
11.4.4	SECURITY – YALGOO CARAVAN PARK.....	257
11.4.5	DISABILITY ACCESS & INCLUSION PLAN REVIEW.....	28
11.4.6	CORONA VIRUS UPDATE.....	29
12.	NOTICE OF MOTIONS	30
13.	URGENT BUSINESS	30
14.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	30
14.0	STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC.....	30
15.	NEXT MEETING	31
16.	MEETING CLOSURE.....	31



Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
To be held at Core Stadium, Yalgoo
On Friday, 24 April 2020 commencing at 10.00 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

8.1 ORDINARY COUNCIL MEETING

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

MINUTES OF THE ORDINARY MEETING

That the Minutes of the Ordinary Council Meeting held on 27 March 2020 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

9. REPORTS OF COMMITTEE MEETINGS

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 2019-20

AUTHOR:	JOHN READ, ACTING CEO
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	17 APRIL 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

To receive the Progress Report on the 2019-2020 Capital Works Program.

BACKGROUND

The Shire in adopting its 2019-2020 Annual Budget has allocated funds amounting to \$2,140,054 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 2019-2020 financial year are detailed be:

CAPITAL WORKS PROGRAMME 2019-20

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

		2019-20 ANNUAL BUDGET	2019-20 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<u>By Program</u>					
Governance					
000000-Admin Computers Hardware and System Upgrade	F & E	40,000	2,510	37,490	in progress
000000-Admin Upgrade Cabling Fibre	F & E	10,000	0	10,000	
000000-External Monitor Display	F & E	40,000	0	40,000	
000000-Admin Airconditioners	F & E	0	7,483	(7,483)	Not budgeted for
000000-Admin Fire Proof Safe	F & E	11,000	0	11,000	
000000-Admin Centre New Front Doors including Notice Board	L & B	6,000	0	6,000	
000000-Admin Centre Front Rails	L & B	2,500	0	2,500	
000000- Motor Vehicle RAV4	P & E	44,000	43,672	328	Completed minor saving
000000- Motor Vehicle Fortunner	P & E	44,000	44,218	(218)	Completed minor over expenditure
Housing					
000000-Staff Housing - Solar Panels	L & B	66,000	0	66,000	Expenditure withheld

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

		2019-20 ANNUAL BUDGET	2019-20 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
By Program					
Recreation and Culture					
000000 - Community Hall Renovations	L & B	100,000	0	100,000	
000000- Kabota ride On Mower	P & E	24,500	22,580	1,920	Completed minor saving
000000- Motor Vehicle Works Hilux	P & E	30,000	28,681	1,319	Completed minor saving
000000-Art Centre Camers,Lockers,Bookcase	F & E	4,500	901	3,599	Works in progress
000000- Sports Complex - Kerb , Seal and Footpath to School	Recreation	90,000	60,744	29,256	Works in progress
Transport					
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	39,000	39,850	(850)	Completed minor over expenditure
000000- Ice Machine Depot	P & E	2,500	0	2,500	
000000- Prime Mover	P & E	267,000	230,000	37,000	Completed with savings
000000- Backhoe	P & E	180,000	169,000	11,000	Completed minor saving
000000- Truck Cab Crew	P & E	73,000	0	73,000	
000000- Fuel Tank	P & E	2,100	0	2,100	
000000- Deisel Air Compressor	P & E	3,200	0	3,200	
000000- Paynes Find Public Toilets	Other	63,656	15,000	48,656	Works in progress
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	377,293	375,250	2,043	Completed minor saving
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ningham Road - Seal to width 4m	Roads	300,000	300,000	-	Completed
MUNICIPAL FUND					
000000- Sandford River Crossing	Roads	25,000	0	25,000	

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

	2019-20 ANNUAL BUDGET	2019-20 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
	\$	YTD \$	\$	
By Program				The CEO to provide a verbal update on the status of the capital projects as at 31 March 2020
Economic Services				
000000-Caravan Park - Disabled Toilets Chairs and Rails L & B	2,900	1,120	1,780	Works in progress
000000-Caravan Park - Upgrade Water and Power Supply L & B	30,000	0	30,000	Works in progress
000000-Caravan Park - 2 Self Contained Accommodation Units L & B	253,797	0	253,797	Works in progress
000000- Shelter and Seating Jokker Tunnel L & B	4,054	0	4,054	
000000- Shelter and Visitors Board at Railway Station L & B	4,054	0	4,054	
	2,140,054	1,341,009	799,045	

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2019 - 2020

That Council receive the Progress Report on the Capital Works Program 2019 – 2020 as at 31 MARCH 2020

Moved:

Second:

Motion put and Carried/lost:

11.1.2 TECHNICAL SERVICES MONTHLY REPORT AS OF THE 20 APRIL 2020

AUTHOR:	RAY PRATT, WORKS FOREMAN
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	20 APRIL 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

That Council receives the Technical Services Monthly Report as 20 April 2020.

BACKGROUND - Nil

STATUTORY ENVIRONMENT - Nil

STATUTORY IMPLICATIONS - Nil

CONSULTATION - Nil

COMMENT

1 ROAD CONSTRUCTION – CAPITAL

- AGRN 903 Flood Damage. The Shire’s construction crew have been engaged fully on the reinstatement work associated with the storm damage event of 24 – 28 February 2020. The Shire’s workforce will be engaged on the Yalgoo North Road (currently), Burner Bin Mah – Nalbarra Road, Barnong Warara Road, Gabyon Tardie Road and Narloo Yuin Road.
- Rowe Contracting has been engaged to assist with the reinstatement due to the short time frame we have to obtain 100% funding and will be reinstating Dalgaranga Mt magnet Road (currently) and Uanna Hill Road.
- An extension of time to complete the works to 19 June 2020 was achieved which now allows the Shire & the Contractor sufficient time to complete the works.
- Roscoe from Yuin drilled two bores for the Shire on the Ningham Road and Thunderlarra Road.

2 ROAD MAINTENANCE - OPERATIONS

- Maintenance grading carried to North Road, Pindathuna Road, Gabyon Tardie Road, Tardie Narloo Road, Barnong Wuraga Road,
-

3 OTHER INFRASTRUCTURE MAINTENANCE

- 3.1 Plant and Equipment – No major plant repairs. Cat prime Mover has a service at Westrac.
- 3.2 Buildings - Greg Ellis has almost completed the Paynes Find Ablution Block. A new hot water system has been installed at the Arts & Culture Centre. A new HWS was also installed at 45 Gibbons Street (Diane Hodder) house. Pest Control to all Shire buildings was carried out.
- 3.3 Town Streets – General maintenance carried out

4 PARKS AND RESERVES

- 4.1 Art & Culture Centre** - General gardening maintenance carried out.
- 4.2 Community Town Oval** - General gardening maintenance and fertilizing conducted to the Town Oval and Core Stadium Gardens.
- 4.3 Community Park, Gibbons Street** - General gardening maintenance conducted on a weekly bases, Mowing, Pruning and watering.

- 4.4 **Community Park, Shamrock Street** - General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.
- 4.5 **Water Park** - Facility Closed to Public due to COVID 19. General maintenance conducted to the water park.
- 4.6 **Yalgoo Caravan Park** - General gardening maintenance is done every two weeks.
- 4.7 **Yalgoo & Paynes Find Rubbish Tip** - Paynes Find Tip ready to be opened. Pushed up rubbish at the Yalgoo Tip.
- 4.8 **Railway Station**- Storm damage to Bar Section has been approved by Shire’s insurers and Greg Ellis’ quote accepted.
- 4.9 **Yalgoo Nursing Post** - No changes or additions to the Nursing Post, besides general Gardening maintenance.

5 **INFRASTRUCTURE – CAPITAL** - Nil

6 **PRIVATE WORKS** - Nil

7 **PURCHASING** - New Hino Crew Cab purchased replacing Isuzu crew cab

8 **STAFF** - No changes to staff

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION		
<u>TECHNICAL SERVICES MONTHLY REPORT AS OF THE 20 APRIL 2020</u>		
That Council receive the Technical Services report as at 20 April 2020		
Moved:	Seconded:	Motion put and carried/lost:

11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 ACCOUNTS FOR PAYMENT MARCH 2020

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	19 MARCH 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

Council approve the Accounts for Payment list for the period 1 March 2020 to 31 March 2020 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 March 2020 to 31 March 2020 are as follows:

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1059*2020	Trenfield, Gail	12/03/2020	Council Meeting Fee 28 February 2020	779.67
1139*2020	Lawson, PERCY (SENIOR)	12/03/2020	Council Meeting Fee 28 February 2020	291.67
1152*2020	Raul. Valenzuela	12/03/2020	Council Meeting Fee 28 February 2020	529.67
1155*2020	Records Archives Historical Management	12/03/2020	Consultancy Fees -Kim Boulton - Records Management	8,162.00
1206*2020	Yalgoo General Store.	12/03/2020	Refund Candidate Election Deposit	80.00
1220*2020	PAYNE, GREGORY ARTHUR	12/03/2020	Refund Candidate Election Deposit , Council Meeting Fee 28 February 2020	2,049.98
1311*2020	HODDER, TAMISHA	12/03/2020	Council Meeting Fee 28 February 2020	648.67
1386*2020	WILLOCK, STANLEY	12/03/2020	Refund Candidate Election Deposit	80.00
1592*2020	SIMPSON, GAIL	12/03/2020	Refund Candidate Election Deposit , Council Meeting Fee 28 February 2020	1,020.34
1618*2020	BAYENS, BLAIR	12/03/2020	Council Donation for Fundraising Event 28 March 20	2,000.00
1000*2020	AFGRI Equipment Australia Pty Ltd	20/03/2020	YA465 - hydraulic hose o-Rings TIE ROD END	2,365.12
1015*2020	Beaurepaires	20/03/2020	YA415- TYRES, YA465 - TYRES,	7,115.25
1016*2020	BOC Limited	20/03/2020	Cylinder Hire	117.66
1018*2020	BOQ Asset Finance & Leasing Pty Ltd	20/03/2020	Photocopier Rental	329.50
1024*2020	Canine Control	20/03/2020	Ranger Services Contractor	1,089.00
1028*2020	Civic Legal	20/03/2020	Legal Expenses - Native Title Matter	1,448.70
1037*2020	Core Business Australia Pty Ltd	20/03/2020	Consultancy Fees Engineering - CLAIM 2 - Oct 2019 - FEB 2020	5,082.00
1048*2020	Dominic Carbone & Associates	20/03/2020	Consultancy Fee Finance and Administration	2,310.00
1056*2020	Five Star Business Equipment & Comms	20/03/2020	Photocopier Mtce Service	1,924.65
1065*2020	Geraldton Mower & Repair Specialist	20/03/2020	Parts-CHAINS airbroom honda and diamond edge line 2.7mm bulk	678.30
1067*2020	Geraldton Toyota	20/03/2020	YA840 Hilux - Service	548.24
1105*2020	McSporran AR	20/03/2020	Repair rear fence, shire residence Henty st	990.00
1108*2020	Midwest Chemical & Paper	20/03/2020	Soap dispenser - Caravan Park	179.80
1155*2020	Records Archives Historical Management	20/03/2020	Consultancy Fees -Kim Boulton - Records Management	1,166.00
1235*2020	ELLIS & SONS CONSTRUCTION	20/03/2020	Admin Office Repairs: Fabricate Handrail Caravan Park: Door Locks 18c Shamrock: Repairs to Hall - Damaged Material Replacement	2,603.70
1267*2020	HARVEY NORMAN COMPUTER SUPERSTORE	20/03/2020	CAMERA FOR ART CENTRE:	991.00
1279*2020	HOLCIM	20/03/2020	20mm premix concrete	1,913.33

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1280*2020	BP MECHANICAL MAINTENANCE	20/03/2020	YA 1614 Service, YA 860 Cat 12m Grader service & repairs ,service diesel genset Kubota ride on mower, check over & grease up YA 488 Kubota Buggy, Oil change & grease up YA 1000 Cruiser Ute, Service YA 860 Cat Grader, check over YA 465 J/D 770 Grader, 8000 hrs service YA853 950m Loader, change corner tips & bucket YA 881, Light & heating issues YA 807 Cat Prime Mover ,YA 1622 Side Tipper service, YA 453 Isuzu Crew Cab 110.000 KM service	10,757.43
1331*2020	HODDER, SONDRA	20/03/2020	Payment of proceeds- sales of art	15.00
1369*2020	GNC	20/03/2020	600MM DIA CLASS 4 CONCRETE PIPE PER 2.34 METER LEN	9,889.00
1372*2020	DARREN LONG CONSULTING	20/03/2020	Consultancy Fees: Prepare Bank Reconciliation for November & December	2,090.00
1463*2020	SIMPSON, MARGARET	20/03/2020	Payment of proceeds- sales of art	9.00
1496*2020	OFFICE OF THE AUDITOR GENERAL	20/03/2020	Audit Fees 2018-19 Financial Year	40,700.00
1567*2020	HODDER, RHIANNON	20/03/2020	Payment of proceeds- sales of art	52.50
1569*2020	DIRECT HEATING & COOLING	20/03/2020	Depot: Supply & Install Ice Machine	2,720.00
1570*2020	HODDER, GLADYS	20/03/2020	Payment refund for Department of Transport Concess and procceds sale of art	236.50
1581*2020	YARNS R US	20/03/2020	Regional meals & incidentals fee Regional mileage	2,215.00
1597*2020	HODDER, ELISHA	20/03/2020	Payment of proceeds- sales of art	112.50
1598*2020	TASTE BUDDS WA	20/03/2020	Catering, Meat platters & salads	308.00
1603*2020	LO-GO APPOINTMENTS	20/03/2020	Ordinary Rate - contracting services of John Read	11,277.64
1616*2020	SUNCITY SIGNS & GRAPHICS	20/03/2020	DESIGN, MANUFACTURE & INSTALL STRIPES & LOGO	528.00
1620*2020	WEAVER, RACHEL	20/03/2020	Bulldust Magazine / Newsletter publisher Template ,Shire of Yalgoo school holiday program poster	660.00
1048*2020	Dominic Carbone & Associates	27/03/2020	Consultancy Service- Fianice and Administration	990.00
1051*2020	Elite Electrical Contracting Pty Ltd	27/03/2020	Caravan Park - Installed 3 x 15amp power points, Caravan Park- Install 2 x 15amp outlet, Core Stadium - Installed new power points	4,237.75
1059*2020	Trenfield, Gail	27/03/2020	Council Meeting Fees 27 March 2020	898.67
1064*2020	REFUEL AUSTRALIA	27/03/2020	GREASE & OIL - February 2020 Fuel Charges	17,142.63
1073*2020	Great Northern Rural Services.	27/03/2020	Staples Max Tapener SPRINKLERS	674.06
1108*2020	Midwest Chemical & Paper	27/03/2020	CARAVAN SUPPLIES TOILET TISSUES & FACIAL TISSUES	479.00
1130*2020	Novus Autoglass Midwest	27/03/2020	New Windscreen YA840 Hilux, CAT TRUCK - SUPPLY & FIT WINDSCREEN	1,213.00
1139*2020	Lawson, PERCY (SENIOR)	27/03/2020	Council Meeting Fees 27 March 2020	648.67
1141*2020	Pirtek Geraldton	27/03/2020	SIDETIPPER TRAILER PARTS	269.23
1152*2020	Raul. Valenzuela	27/03/2020	Council Meeting Fees 27 March 2020	648.67
1171*2020	WINC AUSTRALIA PTY LIMITED	27/03/2020	Sundry Office Supplies	5,481.88
1175*2020	Sun City Print	27/03/2020	Printing and Stationery -DUPLICATE PROSPECTING BOOKS	330.00

_ID	Creditor's Name	Cheque Date	Invoice Details	Total Amount Due
1186*2020	Truck Centre(WA) Pty Ltd	27/03/2020	SERVICE - Mack truck	1,484.38
1191*2020	Veolia Environmental Services	27/03/2020	Rubbish Collection Service	4,089.14
1220*2020	PAYNE, GREGORY ARTHUR	27/03/2020	Council Meeting Fees 27 March 2020	2,326.97
1235*2020	ELLIS & SONS CONSTRUCTION	27/03/2020	Paynes Find Ablution Block - progress payment	16,500.00
1240*2020	Westrac Equipment Pty Ltd	27/03/2020	208 LTRS OIL, PRE START BOOKS, GRADER PARTS , CAT TRUCK 100,000 SERVICE	11,573.37
1251*2020	Atyeo's Environmental Health Services PL	27/03/2020	Consultancy Fees - EHO and Building Services	8,558.39
1255*2020	TOLL TRANSPORT PTY LTD	27/03/2020	Freight Charges	22.00
1267*2020	HARVEY NORMAN COMPUTER SUPERSTORE	27/03/2020	Sundry Items for Art Centre	2,498.95
1278*2020	PROMOTIONS INTERNATIONAL PTY LIMITED	27/03/2020	CARAVAN PARK SUPPLIES	2,283.60
1311*2020	HODDER, TAMISHA	27/03/2020	Council Meeting Fees 27 March 2020	767.67
1333*2020	SIMPSON, CHARMAINE	27/03/2020	Australia Day Painting Workshop	300.00
1339*2020	SUN CITY BATTERIES	27/03/2020	Parts and Repairs-150ARM STOP/TAIL/INDICATOR LAMP/MULTIVOL 90862BL, M Battery for workshop	785.10
1369*2020	GNC	27/03/2020	2 Piece Septic Tank Lid - Ninghan Road	412.50
1484*2020	DARNELL, KEN	27/03/2020	Wild Dog Bounty	110.00
1487*2020	MCDONALDS WHOLESALERS	27/03/2020	Art Centre Containers	34.20
1519*2020	ROAD RUNNER MECHANICAL SERVICES	27/03/2020	parts and Repairs -1 X 8982169220 PAD SET, 1 X 8982488980 ROTOR	773.39
1592*2020	SIMPSON, GAIL	27/03/2020	Council Meeting Fees 27 March 2020	767.67
1603*2020	LO-GO APPOINTMENTS	27/03/2020	Contracting Services - John Read Contracting Services	15,788.70
1611*2020	WITHERS, YVONNE	27/03/2020	CLEANING DUTIES 5 HOURS PER WEEK @ \$30	650.00
1621*2020	SHIRE OF EAST PILBARA	27/03/2020	Pip Parsonson: Long Service Leave Entitlement Contribution	4,405.39
1622*2020	CENTRAL REGIONAL TAFE	27/03/2020	Staff training -Community Services Study- Dannii Lawson	329.11
1623*2020	WA INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA	27/03/2020	Seminar -WA Sate Budget Briefing - Silvio	115.00
1624*2020	TOP IRON PTY LTD	27/03/2020	Rates refund -Assessment 1831 & 1855 terminated	1,104.44
TOTAL				236,758.35

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

ACCOUNTS FOR PAYMENT FEBRUARY 2020

That Council approve the list of accounts paid for the period 1 March 2020 to 31 March 2020 amounting to \$236,758.35 and the list be recorded in the Minutes.

Moved:

Seconded:

Motion put and carried / lost

11.3.2 INVESTMENTS AS AT 31 MARCH 2020

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	17 April 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

That Council receive the Investment Report as at 29 February 2020.

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 March 2020.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31 MARCH 2020								
INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N ^o	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$147,145.14
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$1,445,751.97
BENDIGO	N/A	Saving	171336274	Ongoing	N/A	N/A	Variable	\$25,041.11
NAB	N/A	Cash Maximiser	86-538-7363	Ongoing	N/A	N/A	Variable	\$41,336.64
NAB	N/A	Term Deposit	323-9716	3 months	07.01.2020	06.04.2020	1.55%	\$64,947.44
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,108.46
TOTAL								\$1,776,334.04

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	323-9717	3 Months	07.01.2020	06.04.2020	1.55%	\$168,210.40
Bendigo	N/A	Term Deposit	323-9719	3 months	07.01.2020	06.04.2020	1.55%	\$466,924.72
Bendigo	N/A	Term Deposit	323-9720	3 months	07.01.2020	06.04.2020	1.55%	\$1,122,901.28
TOTAL								\$1,758,036.40

INVESTMENT REGISTER						
01 MARCH 2020 TO 31 MARCH 2020						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 31.03.2020	INVESTMENT TRANSFERS	CLOSING BALANCE 31.03.2020
86-538-7363	Ongoing	Variable	\$41,307.37	\$29.27	0	\$41,336.64
323-9716	06.04.2020	1.55%	\$64,336.35	\$611.09	0	\$64,947.44
24-831-4222	Ongoing	Variable	\$52,071.54	\$40.20	0	\$52,111.74
323-9717	06.04.2020	1.55%	\$166,627.70	\$1,582.70	0	\$168,210.40
323-9719	06.04.2020	1.55%	\$462,531.39	\$4,393.33	0	\$466,924.72
323-9720	06.04.2020	1.55%	\$1,112,335.83	\$10,565.45	0	\$1,122,901.28

VOTING REQUIREMENTS

Simple Majority

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

INVESTMENTS AS AT 31 MARCH 2020

That the Investment Report as at 31 MARCH 2020 be received.

Moved:

Seconded:

Motion put and carried/lost

11.3.3 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 MARCH 2020

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	17 April 2020
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 31 March 2020; • Financial Activity Statement; ending 31 March 2020; • Summary of Current Assets and Current Liabilities as of 31 March 2020; • Statement of Current Financial Position as at 31 March 2020; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds; ○ Trust Fund

MATTER FOR CONSIDERATION

Adoption of the Monthly Financial Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

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

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

STRATEGIC IMPLICATIONS

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

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

POLICY IMPLICATIONS

2.4 Material Variance

FINANCIAL IMPLICATIONS

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

CONSULTATION

Nil

COMMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

R34 (1) FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 MARCH 2020.

That Council:

Adopts the Financial Activity Statement for the period ended 31 March 2020.

Moved:

Seconded:

Motion put and carried/lost

11.4 ADMINISTRATION

11.4.1 2019/2020 SCHEDULE OF FEES & CHARGES - AMENDMENT

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	7 April 2020
Attachments	Nil

MATTER FOR CONSIDERATION

The current charges listed in the Shire’s Schedule of Fees & Charges for Rollers and Backhoe hire require upgrading as well as the hourly rate for the Works Foreman and vehicle engaged in supervising construction works.

BACKGROUND

Each year as part of the adoption of its budget, a local government is required to adopt its Schedule of Fees & Charges.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS - Nil

CONSULTATION - Nil

COMMENT

Currently the hire charges for our drum and multi tyred roller with operator is only \$68.20 per hour including GST. This is considered far too low compared to other current contractor hire charges and it is therefore recommended that the rate be increased to \$121.00 per hour.

Similarly the current rate for the Cat Backhoe is only \$16.00 per hour including operator. This is obviously an error. This needs increasing to \$180.00 per hour..

There is no provision in the fees & charges for the Works Foreman in supervising construction private works plus his vehicle. The recommended rate for the Supervisor and Toyota Landcruiser vehicle is \$88.00 hour, with the provision that a further \$44.00 per hour (including GST) applies to works carried out on public holidays and weekends.

VOTING REQUIREMENTS - Absolute Majority

OFFICER RECOMMENDATION

2019/2020 SCHEDULE OF FEES AND CHARGES - AMENDMENT

That the Shire of Yalgoo’s 2019/2020 Schedule of Fees & Charges be amended as follows in respect of Private Works charges:

1. Hire charge for the multi tyred and drum Rollers (and operators) be amended to \$121.00 per hour excluding GST.
2. Hire charge for the Cat Backhoe (and operator) be amended to \$180.00 per hour excluding GST.

3. Works Foreman and Vehicle be charged at \$88.00/hour excluding GST with the rate increasing by \$44.00/hour including GST during public holidays and weekends.

Moved:

Seconded:

Motion put and carried:

11.4.2 ORGANISATIONAL POLICY MANUAL REVIEW

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	15 March 2020
Attachments	Organisational Policy Manual

MATTER FOR CONSIDERATION

Council is requested to formally adopt the reviewed Organisational Policy Manual

BACKGROUND

This Policy Manual has been reviewed with the assistance of Margaret Hemsley of LG People, a consultancy organisation who specialises in local government policy reviews, community strategic plans, etc.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS - Nil

CONSULTATION - Margaret Hemsley, LG People.

COMMENT

The Policy is a comprehensive document covering:

Council/Governance	Accounting/ Audit	Administration/Organisational
Financial Management	Building development	Public facilities
Environmental Health	Fire Control	Natural Resources Management
Organisational Policies	Personnel & Housing	Plant & Equipment
Works & Services		

As part of the review I noticed that it has been Council Policy for many years that staff housing rent be \$50 per week for houses and units occupied by Shire staff. This amount can only be considered very reasonable in todays Mid West / Yalgoo real estate market. Apparently around two years ago the previous CEO reduced this to \$25 per week of his own accord, which action, in the absence of a formal Council decision, is ultra viries (out of the scope of the CEO’s authority).

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION		
<u>ORGANISATIONAL POLICY MANUAL</u>		
That Council formally adopt the tabled/attached reviewed Organisational Policy Manual document as Council Policy.		
Moved:	Seconded:	Motion put and carried:

11.4.3 FLOOD DAMAGE - AGRN 903

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	7 April 2020
Attachments	Nil

MATTER FOR CONSIDERATION

That Council receive the CEO’s report regarding approved flood damage repair work as a result of damaged roads during the 24-28 February 2020 storm.

BACKGROUND

The Disaster Recovery Funding Arrangements (DRFA) have been activated by DFES in respect of flood damage in the mid west region 24 – 28 February 2020.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS - Nil

CONSULTATION – Core Business Australia

COMMENT

Core Business Australia have been engaged to assess the flood damage reinstatement works cost of roads affected within the Shire of Yalgoo. These include:

Dalgaranga Mt Magnet Road, Uanna Hill Road, (repairs to these two undertaken by Rowe Contractors), Burner Bin Mah Nalbarra Road, Yalgoo North Road, Barnong Warara Road, gabion Tardie Road and Narloo Yuin Road. This estimated reinstatement work cost is \$1,013,501.60.

Work commenced on the reinstatement from Monday 6 April 2020. Under the current rules that apply in respect of the reinstatement work, the work in the category of Immediate Works is to be completed within three months of the event (28 February, 2020) which only allowed us seven weeks to complete the work in order to achieve 100% funding. After consultation with DFES and MRWA we have achieved a three week extension which allows us until 19 June 2-020 to complete the works.

Rowe Contractors have been engaged to assist the Shire in completing the works on time in respect of the Mt Magnet Galgaranga Road and the Uanna Hill Road.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
FLOOD DAMAGE – AGRN 903		
That Council receive the Acting CEO’s report regarding the Shire of Yalgoo’s successful flood damage AGRN 903 claim pursuant to the Disaster Recovery Funding Arrangements administered by DFES.		
Moved:	Seconded:	Motion put and carried:

11.4.4 SECURITY – YALGOO CARAVAN PARK

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	2020
Attachments	Nil

MATTER FOR CONSIDERATION

The Council request the CEO to investigate appropriate security arrangements, possibly including security cameras and a remote controlled entry gate to the Yalgoo Caravan Park.

BACKGROUND

Over the past few weeks there have been several incidents at the Shire of Yalgoo’s Caravan Park. These include:

- Illegal entry and theft of alcohol from Ausdrill personnel staying at the caravan park.
- Illegal entry and theft of a wallet at the caravan park owned by an Ausdrill employee.
- Illegal entry and breaking into a caravan seeking cash, etc. at 10.30pm at night occupied by two elderly park residents.
- Illegal entry to the caravan park by a local resident while allegedly under the influence of alcohol and /or drugs after smashing windows at the Yalgoo Hotel and trying to gain entry to the caravan park while carrying an iron pipe, etc.
- Very loud music played from the residence where the offenders reside until very late into the evening, disturbing caravan park tenants as well as other town residents.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS - Nil

CONSULTATION – Yalgoo Police

COMMENT

Residents at the Yalgoo Caravan Park are concerned for their personal safety and the security of their possessions. Concerns also extend to other Yalgoo family members regarding the unacceptable criminal behaviour of this small group of offenders. The Police are taking action where they can.

It has been suggested that security at the Yalgoo Caravan Park needs improving with additional security cameras installed and a security (remote controlled) gate constructed at the park entrance.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
SECURITY – YALGOO CARAVAN PARK		
THAT Council request the CEO to investigate appropriate security arrangements, including security cameras and a remote controlled secure entry gate, to the Yalgoo Caravan Park.		
Moved:	Seconded:	Motion put and carried:

11.4.5 Disability Access and Inclusion Plan (DAIP)

Author:	John Read
Interest Declared:	No interest to disclose
Date:	17 March 2020
Attachments	Disability Access and Inclusion Reviewed March 2020

Matter for Consideration

Council adopts the reviewed Disability Access and Inclusion Plan (DAIP)

Background

Council pursuant to the Disability Services Act 1993 as amended is required to report each year on their progress, in implementing their DAIP.

Statutory Environment

Local Government Act 1995

Disability Services Act 1993 as amended.

Consultation

Nil

Comment

Attached is the reviewed Disability Access and Inclusion Plan (DAIP).

Under Part 5 of the *Disability Services Act 1993*, a public authority (Shire of Yalgoo) is required to review its DAIP at least every five years and lodge a report of the review with the Department of Communities. Public consultation must be undertaken as part of the review process (by requesting community feedback through a local government newspaper and on the local government website).

It is important to undertake the review process as it provides an opportunity for members of the community to comment on access and inclusion issues and accordingly, helps your Shire to develop an awareness of issues/challenges and to develop strategies to address these. Maintaining accessible and inclusive services for all residents in the community, including seniors, families and people with disability, is essential to encouraging active community participation and enjoyment.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION		
<u>Disability Access and Inclusion Plan (DAIP)</u>		
That Council adopts the Disability Access and Inclusion Plan (DAIP).		
Moved:	Seconded:	Motion put and carried/lost

11.4.6 CORONA VIRUS UPDATE

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	20 April 2020
Attachments	Ni

MATTER FOR CONSIDERATION

That the CEO’s report regarding the Corona Virus be received.

BACKGROUND - Nil

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS - Nil

CONSULTATION - Nil

COMMENT

The following strategies have been implemented by the Shire of Yalgoo as a result of the Corona Virus:

As is the case with all local governments nationally, the focus of the Shire of Yalgoo over the past several weeks has been dealing with the challenges of coping with COVID-19 and the national state of emergency.

The Shire of Yalgoo has introduced the following measures in response to the COVID-19 state of emergency:

- Closure of the Shire Office to the public except for vehicle licensing services and matters of importance that require attention.
- Most Shire administration staff are working from home with laptops and internet access allowing staff to fully access all of the Shire’s databases and email facility.
- Closure of the Shire’s Arts & Culture Centre and the cancelling of all workshops and planned community development activities.
- Closure of the Yalgoo Caravan Park to tourists, etc. allowing minimal permanents to remain accommodated.
- Cancelling of the Yalgoo Races due to be held on 2 May 2020 as well as the Yalgoo Race Ball.
- Most meetings are conducted by tele/video conferencing.
- Public education of the requirements and measures to be observed in minimising the COVID-19 spread.
- Education and observance by all Shire staff/employees regarding hygiene and social distancing.
- No Shire employees have been stood down or laid off.
- In the interests of preserving cash flow consideration is being given to postponing certain budgeted capital projects.

- The Shire has informally agreed to freeze any rate increases in the 2020/21 financial year.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
That Council receive the CEO’s Corona Virus Update Report.		
Moved:	Seconded:	Motion put and carried:

12. NOTICE OF MOTIONS

12.1 PREVIOUS NOTICE RECEIVED

13. URGENT BUSINESS

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC

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

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

Local Government Act 1995

s5.23. Meetings generally open to the public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971 ; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

s5.92 Access to information by council, committee members

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
 - (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.

s5.93. Improper use of information

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

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

Local Government (Rules of Conduct) Regulations 2007

s6. Use of information

- (1) In this regulation —
 - closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
 - non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

15. NEXT MEETING

The next Ordinary Meeting of Council is due to be held at the Paynes Find Community Hall, Paynes Find on the 29 May 2020 commencing at 10.00 am.

16. MEETING CLOSURE

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