



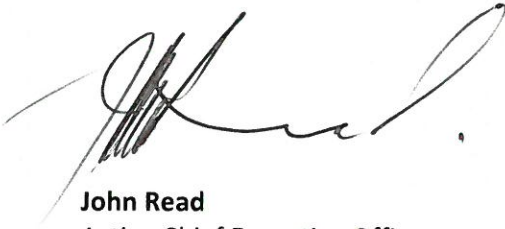
AGENDA
FOR THE ORDINARY MEETING
OF COUNCIL
TO BE HELD IN
THE COUNCIL CHAMBERS, YALGOO
ON FRIDAY, 31 JULY 2020
COMMENCING 10.00 AM



SHIRE OF YALGOO

NOTICE OF ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, YALGOO ON FRIDAY, 31 JULY COMMENCING AT 10.00 AM.



John Read
Acting Chief Executive Officer



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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,
To be held in the Council Chambers, Yalgoo
On Friday, 31 July 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.

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:	18 JULY 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 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
By Program					
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	In Progress
000000-External Monitor Display	F & E	40,000	0	40,000	In Progress
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	Completed
000000-Admin Centre New Front Doors including Notice Board	L & B	6,000	0	6,000	Completed
000000-Admin Centre Front Rails	L & B	2,500	0	2,500	Completed
000000- Motor Vehicle RAV4	P & E	44,000	43,672	328	Completed minor saving
000000- Motor Vehicle Fortuner	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 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
By Program					
The CEO to provide a verbal update on the status of the capital projects as at 30 June 2020					
Recreation and Culture					
000000 - Community Hall Renovations	L & B	100,000	0	100,000	Carried over to 20/21
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	62,784	27,216	Completed
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	Completed
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	75,760	(2,760)	Completed minor over expenditure
000000- Fuel Tank	P & E	2,100	0	2,100	Completed
000000- Deisel Air Compressor	P & E	3,200	0	3,200	Completed
000000- Paynes Find Public Toilets	Other	63,656	56,492	7,164	Completed
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	377,293	379,870	(2,577)	Completed minor saving
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	300,000	300,000	-	Completed
MUNICIPAL FUND					
000000- Sandford River Crossing	Roads	25,000	0	25,000	Carried over to 20/21

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

	2019-20 ANNUAL BUDGET	2019-20 JUNE ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
	\$	YTD \$	\$	
By Program				The CEO to provide a verbal update on the status of the capital projects as at 30 June 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	Completed
000000- Shelter and Visitors Board at Railway Station L & B	4,054	0	4,054	Completed
	2,140,054	1,464,921	675,133	

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 30 June 2020

Moved:

Second:

Motion put and Carried/lost:

11.1.2 TECHNICAL SERVICES MONTHLY REPORT AS OF THE 21 JULY 2020

AUTHOR:	RAY PRATT, WORKS FOREMAN
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	22 JUNE 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

That Council receives the Technical Services Monthly Report as 21 July 2020

BACKGROUND

Nil

STATUTORY ENVIRONMENT

Nil

STATUTORY IMPLICATIONS

Nil

CONSULTATION

Nil

COMMENT

1 ROAD CONSTRUCTION – CAPITAL

- All flood damage is now finished, completed on the 19 June 2020.

2 ROAD MAINTENANCE - OPERATIONS

- Maintenance grading done on North Road, jokers Tunnel Road, Ninghan Road, Maranalgo Road and the Ninghan Station road and Airstrip.

3 OTHER INFRASTRUCTURE MAINTENANCE

- Services carried out on the John Deer Grader, Trailers CAT Grader and gardening equipment.

4 PARKS, RESERVES AND PROPERTIES

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.
- Removed dead palm trees and replaced with new ones.

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.
- Batavia Coast Shade Sails and post has been organised to be installed.

4.5 Water Park

- Closed for Winter
- General maintenance conducted to the water park.
- Batavia Coast Shade Sails and post has been organised to be installed.

4.6 Yalgoo Caravan Park

- General gardening maintenance is done every two weeks.

4.7 Paynes Find

Nil

4.8 Railway Station

- General Gardening Maintenance conducted on a weekly bases, Mowing, Pruning and watering.
- Storm damage to Bar Section has been approved by Shire’s insurers and Greg Ellis’ quote accepted. Waiting on work to commence.

4.9 Yalgoo Nursing Post

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

4.10 Staff Housing

- Greg Ellis repaired water damage to wall in 19A & 19B Stanley Street Units.

4.11 Yalgoo Rubbish Tip

- Rowe Contractors dug a new hole for the tip, and old tip had started to be rehabilitated and fencing materials ordered

4.12 Yalgoo and Paynes Find Airstrip

- Nil

5 INFRASTRUCTURE – CAPITAL

- Nil

6 PRIVATE WORKS

- 4 hrs grading on the Ninghan Station Road.
- Grant Simpson hired Truck to shift Backhoe and loader, hired for 10 hrs.
- Raul Valenzuela hired truck and purchased 2.3 cubic metres of concrete and mesh.

7 PURCHASING

- 2 small fuel pods

8 STAFF

- Rick Ryan from DFES conducted a training session with Fire Trucks and explained how to use the defibrillator.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

TECHNICAL SERVICES MONTHLY REPORT AS OF THE 21 JULY 2020

That Council receive the Technical Services report as at 21 July 2020

Moved:

Seconded:

Motion put and carried/lost:

11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

11.3 FINANCE

11.3.1 ACCOUNTS FOR PAYMENT JUNE 2020

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	18 JULY 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

Council approve the Accounts for Payment list for the period 1 June 2020 to 30 June 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 June 2020 to 30 June 2020 are as follows:

_ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
163*1	3-Jun-20	ATOM Supply	Workshop Supplies	904.18
163*20	3-Jun-20	BP MECHANICAL MAINTENANCE	Service and Repairs - YA860,YA853,YA890,YA840,YA1661,YA465,YA809,Kubota mower,YA614,YA499,YA844	5,296.17
163*2	3-Jun-20	Canine Control	Ranger Service Fees	1,089.00
163*3	3-Jun-20	Core Business Australia Pty Ltd	Project Management - Flood Damage Works	74,814.69
163*22	3-Jun-20	FRONTLINE FIRE & RESCUE	Parts - Fire Plant and Equipment	137.37
163*6	3-Jun-20	Geraldton Mower & Repair Specialist	Purchases Rover Edger and Parts	647.1
163*7	3-Jun-20	Geraldton Toyota	Service - YA840,YA804 and Floor mat, Dash mat	1,554.18
163*29	3-Jun-20	HESPERIAN PRESS	History Books -Fields of Gold and Paynes Find	170.85
163*21	3-Jun-20	HODDER, TAMISHA	Member Meeting Fees and Allowance	529.67
163*8	3-Jun-20	Landgate	Valuation Fees -UV and Mining Tenements	3,720.84
163*11	3-Jun-20	Lawson, PERCY (SENIOR)	Member Meeting Fees and Allowance	529.67
163*25	3-Jun-20	LO-GO APPOINTMENTS	Contracting Services of CEO	11,277.64
163*27	3-Jun-20	LUSCOMBE SYNDICATE	Supplies caravan park	323.31
163*9	3-Jun-20	Marketforce	Advertising- Annual Electors Meeting	287.41
163*10	3-Jun-20	Mt Magnet Waste Disposal	Septic Pump out	1,525.00
163*12	3-Jun-20	Raul. Valenzuela	Member Meeting Fees and Allowance	529.67
163*4	3-Jun-20	Rocke, David	Reimbursement of Items Purchased Paynes Find	524.13
163*23	3-Jun-20	ROWE CONTRACTORS	Progress Claim - Flood Damage Works	138,608.25
163*26	3-Jun-20	SHIRE OF MOUNT MAGNET	Contribution - Murchison GEO Tourism Project	1,467.15
163*24	3-Jun-20	SIMPSON, GAIL	Member Meeting Fees and Allowance	529.67
163*13	3-Jun-20	St John Ambulance Geraldton Sub Centre	Replace Kit	172.2
163*15	3-Jun-20	Sun City Plumbing	Repairs - Railway Station Shower and 18d Shamrock Tap and Gibbons Street Toilets	2,527.42
163*5	3-Jun-20	Trenfield, Gail	Member Meeting Fees and Allowance	779.67
163*28	3-Jun-20	TUTT BRYANT	Parts - YA395 Roller Pulley and Belt	1,158.57
163*16	3-Jun-20	Veolia Environmental Services	Rubbish Collection Fees	4,089.14

_ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
163*17	3-Jun-20	WestCoast SeaFood	Refreshments Council Meeting	285
163*19	3-Jun-20	Westrac Equipment Pty Ltd	Repairs - YA860	6,600.92
163*14	3-Jun-20	WINC AUSTRALIA PTY LIMITED	Office Supplies	70.42
163*18	3-Jun-20	Yalgoo Hotel Motel	Sundry Supplies	2,820.50
164*45	29-Jun-20	ART & SOUL BY THE SEA	Art Centre Supplies	96.5
164*56	29-Jun-20	ARTISTRALIA PTY LTD	Copyright of screening of COCO	440
164*34	29-Jun-20	Atyeo's Environmental Health Services PL	Consultancy Fees Environmental Health Services	10,286.30
164*1	29-Jun-20	BOC Limited	Rental Fee - Gas Cylinders	125.76
164*2	29-Jun-20	BOQ Asset Finance & Leasing Pty Ltd	Rental Fee - Photocopier	329.5
164*3	29-Jun-20	Bridged Group Pty Ltd	3G/4GModule Security Appliance WIFI	5,731.00
164*55	29-Jun-20	BUKELIS, EDWARD	Refund Staff Housing Bond	100
164*4	29-Jun-20	Bunnings Building Supplies Pty Ltd	Supplies caravan park	430.18
164*47	29-Jun-20	CALLO, GIUSEPPE PETER	Wild Dog Bounty	660
164*5	29-Jun-20	Canine Control	Ranger Service Fees	6,506.50
164*52	29-Jun-20	CEKAS PEST MANAGEMENT	Pest Control -Various Shire Buildings	1,676.75
164*6	29-Jun-20	Cockburn Cement Ltd	Bags of cement	5,365.80
164*7	29-Jun-20	Core Business Australia Pty Ltd	Project Management - Flood Damage Works	82,027.22
164*46	29-Jun-20	DARNELL, KEN	Wild Dog Bounty	220
164*36	29-Jun-20	DFES	2019-20 Quarter 3 and 4 ESL	8,500.80
164*38	29-Jun-20	DODD, CAROL	Payments Proceeds of Art Sale	15
164*9	29-Jun-20	Dominic Carbone & Associates	consultancy fees - Admin and Finance	2,117.50
164*35	29-Jun-20	E & MJ ROSHER	Parts - Kubota RTV and YA499	55.15
164*54	29-Jun-20	EDMEADES, KIM	Reimbursement - Flood Damage Inspection Lunches	37.8
164*41	29-Jun-20	EVENT ART TENTS - EMMALINE JAMES	Reimbursement - Various Items	357.31
164*10	29-Jun-20	Five Star Business Equipment & Comms	Maintenance Support Fee - Photocopier	1,731.27

_ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
164*14	29-Jun-20	GG Pumps & Electrical Pty Ltd	Submersible Pump Repairs	214.95
164*39	29-Jun-20	GRANTS EMPIRE	Grant Application -EMU Cup	396
164*15	29-Jun-20	Great Northern Rural Services.	Reticulation Supplies - Hunter Control Box	241.15
164*29	29-Jun-20	HODDER, DIANE	Reimbursement - Birth certificate for DOT	50
164*37	29-Jun-20	HODDER, TAMISHA	Member Meeting Fees and Allowance and refund Bus Hire	629.67
164*40	29-Jun-20	INCITE SECURITY	Batteries- Depot	110
164*19	29-Jun-20	Lawson, PERCY (SENIOR)	Member Meeting Fees and Allowance	529.67
164*50	29-Jun-20	LO-GO APPOINTMENTS	Contracting Services of CEO	21,724.30
164*51	29-Jun-20	LUSCOMBE SYNDICATE	Supplies caravan park	391.41
164*16	29-Jun-20	Market Creations Pty Ltd	iPad	475.2
164*42	29-Jun-20	MURCHISON EARTHMOVING & REHABILITATION PTY LTD	Rehabilitation Works - Paynes Find Landfill	5,401.00
164*17	29-Jun-20	Murchison Regional Vermin Council	Progress Claim - Vermin Cell Fence Construction	57,200.00
164*44	29-Jun-20	NORRIS & HYDE IT	Repairs Caravan park iPhone	110
164*30	29-Jun-20	PAYNE, GREGORY ARTHUR	Member Meeting Fees and Allowances	3,142.64
164*18	29-Jun-20	Pemco Diesel Pty Ltd	Service - YA778,YA787	7,047.15
164*53	29-Jun-20	POLLARD, S	Art Centre - Craft Workshop	160
164*20	29-Jun-20	Protector Fire Services	Service - Fire Equipment at Paynes Find	379.88
164*21	29-Jun-20	Raul. Valenzuela	Member Meeting Fees and Allowances	529.67
164*12	29-Jun-20	REFUEL AUSTRALIA	Fuel - May 2020	16,502.20
164*8	29-Jun-20	Rocke, David	Cleaning Community Centre and Reimbursement of Items Purchased	938.3
164*43	29-Jun-20	ROWE CONTRACTORS	Progress Claim - Flood Damage Works	196,594.75
164*49	29-Jun-20	SIMPSON, GAIL	Member Meeting Fees and Allowance	529.67
164*22	29-Jun-20	Spotlight P/L	Supplies caravan park	219.1
164*48	29-Jun-20	THE SCRAPBOOK HOUSE	Mothers Day Specialty Classes and Video	1,649.85
164*24	29-Jun-20	Totally Workwear Geraldton	Staff Uniform - F Hodder	451.78

_ID	Cheque Date	Creditor's Name	Invoice Details	Total Amount Due
164*11	29-Jun-20	Trenfield, Gail	Member Meeting Fees and Allowance	779.67
164*25	29-Jun-20	Truck Centre(WA) Pty Ltd	Repairs - Bracket and Airbag Mack truck	742.49
164*26	29-Jun-20	Truckline Geraldton	Parts - Mack Truck Mudguards	442.76
164*27	29-Jun-20	Veolia Environmental Services	Rubbish Collection Fees	4,089.14
164*31	29-Jun-20	WALGA	Elected member Training - Crs Valenzuela and Lawson	4,284.00
164*32	29-Jun-20	Westrac Equipment Pty Ltd	Repairs - YA860,YA457,YA424	320.73
164*23	29-Jun-20	WINC AUSTRALIA PTY LIMITED	Office Supplies	6,228.68
164*33	29-Jun-20	WURTH	Parts as per Quote	1,393.63
164*28	29-Jun-20	Yalgoo General Store.	Sundry Supplies	4,830.40
			TOTAL	729,503.05

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

ACCOUNTS FOR PAYMENT JUNE 2020

That Council approve the list of accounts paid for the period 1 June 2020 to 30 June 2020 amounting to \$729,503.05 and the list be recorded in the Minutes.

Moved:

Seconded:

Motion put and carried / lost

11.3.2 INVESTMENTS AS AT 30 JUNE 2020

AUTHOR:	DOMINIC CARBONE
INTEREST DECLARED:	NO INTEREST TO DISCLOSE
DATE:	18 July 2020
ATTACHMENTS	NIL

MATTER FOR CONSIDERATION

That Council receive the Investment Report as at 30 June 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 30 June 2020.

SHIRE OF YALGOO CASH HOLDINGS AS AT 30 JUNE 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	(\$16,295.01)
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$1,569,343.16
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,051.07
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,118.23
TOTAL								\$1,630,217.45

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	3330616	3 months	07.04.2020	06.07.2020	1.50%	\$468,712.48
Bendigo	N/A	Term Deposit	3330634	3 months	07.04.2020	06.07.2020	1.50%	\$1,127,200.64
TOTAL								\$1,595,913.12

INVESTMENT REGISTER						
01 JULY 2020 TO 30 JUNE 2020						
NATIONAL AUSTRALIA BANK						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 30.06.2020	INVESTMENT TRANSFERS	CLOSING BALANCE 30.06.2020
86-538-7363	Ongoing	Variable	\$41,307.37	\$29.27	(41,336.64)	0
323-9716	06.04.2020	1.55%	\$64,336.35	\$859.76	(65,196.11)	0
24-831-4222	Ongoing	Variable	\$52,071.54	\$46.49	0	\$52,118.23
323-9717	06.04.2020	1.55%	\$166,627.70	\$2,226.75	(168,854.45)	0
3330616	06.07.2020	1.50%	\$462,531.39	\$6,181.09	0	\$468,712.48
3330634	06.07.2020	1.50%	\$1,112,335.83	\$14,864.81	0	\$1,127,200.64

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

INVESTMENTS AS AT 30 JUNE 2020

That the Investment Report as at 30 June 2020 be received.

Moved:

Seconded:

Motion put and carried/lost

11.3.3 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 30 JUNE 2020

Author:	Dominic Carbone
Interest Declared:	No interest to disclose
Date:	18 July 2020
Attachments	<ul style="list-style-type: none"> • Statement of Comprehensive Income ending the 30 June 2020; • Financial Activity Statement; ending 30 June 2020; • Summary of Current Assets and Current Liabilities as of 30 June 2020; • Statement of Current Financial Position as at 30 June 2020; • Detailed worksheets; • Other Supplementary Financial Reports: <ul style="list-style-type: none"> ○ Reserve Funds; ○ Loan Funds

ATTACHMENTS TO BE PROVIDED TO ELECTED MEMBERS PRIOR TO OR AT THE MEETING

MATTER FOR CONSIDERATION

Adoption of the Monthly Financial Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

- (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 30 JUNE 2020.

That Council:

Adopts the Financial Activity Statement for the period ended 30 June 2020.

Moved:

Seconded:

Motion put and carried/lost

11.4 ADMINISTRATION

11.4.1 COUNCIL PURCHASING POLICY - THRESHOLDS

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

MATTER FOR CONSIDERATION

That Council Policy be amended to accommodate the change by the Department of Local Government in lifting the threshold for tenders to be called for purchases of \$250,000 and above.

BACKGROUND

Following is Council’s current Policy regarding Purchasing:

7. FINANCIAL MANAGEMENT

7.1 Purchasing –to commit funds / incur expenditure within Budget

Introduction	<p>The LGA Financial Management Regulations prescribe the financial management duties of the CEO and bind the CEO to establish efficient systems and processes to ensure proper authorisation for the incurring of liabilities and the making of payments.</p> <p>Employees must be properly authorised before they can commit funds / incur a Shire expense to purchase goods and services that they require to carry out their functions and duties.</p>		
Objective	<p>To delegate limited/conditional authority to certain employees to enable them to commit budgeted funds / incur a Shire expense for the purchase of goods and services that they require to carry out their duties.</p>		
Statutory Context	<p>Local Government (Financial Management) Regulations 1996</p> <ul style="list-style-type: none"> - r.5.(1) (e) Financial Management Duties of the CEO – systems for proper authorisation for the incurring of liabilities - r.11 (2) – A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant <i>debt was incurred by a person who was properly authorised to do so.</i> 		
Related Policy and Delegations	<ul style="list-style-type: none"> - Delegations 2.2 – 2.6 - Policies 7.2 Purchasing and Tenders - 7.3 Credit Cards - Any other delegation, policy, procedure, guideline or instruction as may be force at any time 		
History	Adopted	21 August 2008	
	Replaced	20 February 2014	C2014-0239

Policy Statement

1. The employees listed in the table below are authorised to commit Shire funds / incur Shire expenditure for goods/services to the limit noted in this policy and in accordance with the following conditions and any further conditions imposed:

- a) The authorisation does not apply until the employee has been inducted in this policy, including all policies/delegations noted above, by the CEO or Executive Manager Corporate. The employee so inducted is to sign the policy, and the signed copy is to be placed on the employee’s personnel file;
- b) The employee must comply with all relevant legislation and Shire policy/ procedure/ instructions in the exercise of this function;
- c) Before committing funds, the employee exercising this delegation must be sure that there are funds disclosed in the budget for the purpose of the expenditure AND there are sufficient unexpended funds remaining in the allocation to cover the expense to be incurred;
- d) Expense may only be incurred under this delegation from suppliers with an Australian Business Number who are registered for GST unless otherwise approved by the CEO or the Executive Manager Corporate;
- e) The employee exercising this delegation must furnish the supplier with a properly completed, coded and signed Shire of Yalgoo purchase order, unless the CEO has authorised another form of written and signed agreement to purchase;
- f) The employee completing the purchase order is responsible for delivering the duplicate copy to the Shire office accounts department as soon as practical and maintaining security of the purchase order book;
- g) The employee completing the purchase order is responsible for attaching all documents such as quotes and cover sheets that are required under Policy 7.2 Purchasing and Tenders;
- h) Due economy, cost effectiveness and reasonable frugality must be observed when purchasing goods and services for the Shire;
- i) Nothing in this policy authorises an employee to commit the Shire to a loan of money.

Employee or Class of Employee	Purchase Order Limit	Further Conditions
CEO		All purchase orders
Executive Managers	\$100,000	Expected to have senior level understanding of purchasing policy, practices and legislation
Community & Youth Development Coordinator	\$5,000	Purchases within the community budget that is under the control of the officer
Caravan Park & Tourism Development Manager	\$5,000	Purchases within the caravan park and tourism budget that is under the control of the officer
Executive Assistant	\$1,000	Purchases generally related to the role and other purchases with verbal approval from CEO or senior officer
Construction Supervisor	\$1,000	Purchases generally related to the role and other purchases with verbal approval from CEO or senior officer
Gardener / town maintenance supervisor	\$200	Minor tools and equipment required for role
Administrative Staff	\$200	Routine office amenity purchases from Yalgoo General Store / Postal Agency and other purchases with verbal authorisation

– End of Policy

Induction (refer 1 a) above) – Office Use:

Signed CEO or EMC:

Signed Officer:

Signed induction to be placed on employee personnel file

7.2 Purchasing and Tenders

History	Adopted	15 February 2007
	Former Policy	5.4B
	Amended / confirmed	21 August 2008

Policy Statement

1. The following Policy Schedule 7.2 – Purchasing and Tenders, is adopted, and forms part of this Statement.
2. In accordance with Delegation 2.2, the CEO may call tenders for purchases over \$100,000 at an appropriate time, subject to the goods or services being disclosed in the adopted Budget.

– End of Policy

Policy Schedule 7.2 – Purchasing and Tenders

The Shire of Yalgoo is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy –

- Provides the Shire of Yalgoo with more effective way of purchasing goods and services,
- Ensures the purchasing transactions are carried out in fair and equitable manner,
- Strengthens integrity and confidence in the purchasing system,
- Ensures that the Shire of Yalgoo receives value for money in its purchasing,
- Ensures that the Shire of Yalgoo considers the environment impact of the procurement process across the life cycle of goods and services,
- Ensures the Shire of Yalgoo is compliant with all regulatory obligations,
- Promotes effective governance and definition of roles and responsibilities,
- Uphold respect from the public and industry for the Shire of Yalgoo’s purchasing practices that withstand probity.

1 Ethics & Integrity

All officers and employees of the Shire of Yalgoo shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Yalgoo.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Yalgoo policies and code of conduct,
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Yalgoo by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2 Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Yalgoo. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3 Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Shire of Yalgoo is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Yalgoo’s sustainability objectives.

Practically, sustainable procurement means the Shire of Yalgoo shall always endeavour to identify and procure products and services that –

- Have been determined as necessary,
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling,
- Demonstrate environmental best practice in water efficiency,
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage,
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste,
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range,
- For new buildings and refurbishments – where available use renewable energy and technologies.

Amount of Purchase	Model Policy
Up to \$10,000	Direct purchase from suppliers – - where an item of frequent supply or in association with other work, quotations not required
\$10,001 - \$149,999	Obtain at least three written quotations see guidelines below
Over 150,000	Conduct a Public Tender Process or # written quotes from prequalified panel of suppliers

4 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is or is expected to be. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$149,999 threshold (excluding GST). If decision is made to seek public tenders for contracts of less than \$149,999 a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$10,000

Where the value of procurement of goods or services does not exceed \$10,000, (Inclusive of GST) do not require the conduct of a competitive process subject to the CEO authorising the purchase of his nominated officer in absence. An official purchase order to be raised for all such purposes. occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

Record keeping requirements must be maintained in accordance with record keeping policies.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

\$10,001 to \$149,999

For the procurement of goods or services where the value exceeds \$10,001 but is less than \$149,999, it is required to obtain at least three written quotations or using a prequalified panel of suppliers such as WALGA Preferred Supplier Contracts An official purchase order to be raised for all such purchases. Record keeping requirements must be maintained in accordance with record keeping policies. For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and other relevant factors as part of the assessment of the quote. Consideration is to be by CEO and other relevant manager as appropriate.

Over \$150,000

Conduct a public tender process as prescribed under the Local Government Act 1995 and Regulations or using a prequalified panel of suppliers such as WALGA Preferred Supplier Contracts T least three preferred suppliers to be requested to quote. A report is then prepared for Council consideration and adoption. A Contract is to be entered into by the Shire and the supplier.

5 Purchase Orders

The Shire uses the OZONE system for purchase orders. (to be amended accordingly)

6 Regulatory Compliance

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure) –

- An emergency as defined by the Local Government Act 1995,
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government,
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines,
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations if there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision “sole source of supply” should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Yalgoo shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Yalgoo shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Unless authorised by Council, and delegation of acceptance made to specific Committee or panel, all tenders are to be presented to Council for decision.

7 Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include –

- a brief description of the goods or services required,
- information as to where and how tenders may be submitted,
- the date and time after which tenders cannot be submitted,
- particulars identifying a person from who more detailed information as to tendering may be obtained,
- detailed information shall include –
 - o such information as the Shire of Yalgoo decides should be disclosed to those interested in submitting a tender;
 - o detailed specifications of the goods or services required;
 - o the criteria for deciding which tender should be accepted;
 - o whether or not the Shire of Yalgoo has decided to submit a tender; and
 - o whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

8 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenders must have equal access to his information in order for the Shire of Yalgoo not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer’s delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire of Yalgoo. Members of the public are entitled to be present.

The Tender’s Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Yalgoo Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Yalgoo has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following –

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);

- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Yalgoo by means of a written evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Yalgoo may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include –

- The name of the successful tenderer,
- The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes –

1. Tender documentation,
2. Internal documentation,
3. Evaluation documentation,
4. Enquiry and response documentation,
5. Notification and award documentation.

For a direct purchasing process this includes –

6. Quotation documentation,
7. Internal documentation,
8. Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Yalgoo's internal records management policy.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS – Nil

CONSULTATION – Nil

COMMENT

The Department of Local Government have advised that under the Local Government Act 1995, Local Governments are required to call tenders for purchases that exceed \$249,999. This effectively means that tenders are required to be called when the purchase is expected to be \$250,000 or greater unless the supplier is a WALGA preferred supplier. \$20,001 to \$250,000 purchases require three quotes to be obtained unless the supplier is a WALGA preferred supplier. The Shire Purchasing Policy therefore needs to be changed to accommodate this change. Also it is recommended that the first category (purchases between 0 to \$10,000) be raised to 0 to \$20,000.

The thresholds stated in the Policy therefore would change to 0 to \$20,000, \$20,001 to \$249,999 and \$250,000 and over.

VOTING REQUIREMENTS - Absolute Majority

OFFICER RECOMMENDATION

COUNCIL PURCHASING POLICY - THRESHOLDS

That Council amend its Purchasing Policy as follows:

4 Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is or is expected to be within the following thresholds, the following policy must be observed. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If decision is made to seek public tenders for contracts of less than \$250,000 a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$20,000

Where the value of procurement of goods or services does not exceed \$20,000, (Inclusive of GST) administration do not require to conduct a competitive process subject to the CEO authorising the purchase, or his/her nominated officer in his/her absence. An official purchase order is to be raised for all such purposes.

Record keeping requirements must be maintained in accordance with record keeping policies.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

\$20,001 to \$249,999

For the procurement of goods or services where the value exceeds \$20,001, but is \$249,999 or less, it is required to obtain at least three written quotations or using a prequalified panel of suppliers such as WALGA Preferred Supplier Contracts. An official purchase order is to be raised for all such purchases. Record keeping requirements must be maintained in accordance with record keeping policies. For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation’s capability, previous relevant experience and other relevant factors as part of the assessment of the quote. Consideration is to be by CEO and other relevant Manager(s) as appropriate.

Over \$250,000

Conduct a public tender process as prescribed under the Local Government Act 1995 and Regulations or using a prequalified panel of suppliers such as WALGA Preferred Supplier Contracts. At least three preferred suppliers to be requested to quote. A report is then prepared for Council consideration and adoption. A Contract is then to be entered into by the Shire and the supplier.

Moved:

Seconded:

Motion put and carried/lost:

11.4.2 RECRUITMENT OF CHIEF EXECUTIVE OFFICER – SHIRE OF YALGOO

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 July 2020
Attachments	Nil

MATTER FOR CONSIDERATION

That Council receive the A/CEO’s report on progress made regarding the recruitment of the permanent CEO position.

BACKGROUND

As per Council’s previous decision, LOGO Appointments have been engaged to assist Council in the recruitment process of a new permanent CEO.

The position has been advertised in the West Australian Newspaper, as well as on-line SEEK. Preliminary advice from LOGO is that a good response has been received.

STATUTORY ENVIRONMENT - Local Government Act 1995

STRATEGIC IMPLICATIONS

Nil

CONSULTATION

Nil

COMMENT

Applications close 5.00pm, Monday 3 August 2020, following which LOGO will carry out due diligence in establishing a short list of preferred candidates for Council to consider, with a view to determining a final short list of candidates for interview.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
<u>RECRUITMENT OF CHIEF EXECUTIVE OFFICER – SHIRE OF YALGOO</u>		
That Council receive the A/CEO’s report regarding progress made by LOGO Appointments in the recruitment of a permanent Chief Executive Officer for the Shire of Yalgoo.		
Moved:	Seconded:	Motion put and carried/lost:

11.4.3 TENDER – CHALET CONSTRUCTION – YALGOO CARAVAN PARK

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 July 2020
Attachments	Nil

MATTER FOR CONSIDERATION

That Council accept the recommended tender received for the construction of two self contained rammed earth chalets for the Yalgoo Caravan Park.

BACKGROUND

Council has provision on its 2020/21 budget for \$280,000 for the construction of two self contained chalets at the Yalgoo Caravan Park.

In accordance with Council’s Purchasing Policy, tenders were advertised in the Geraldton Guardian Newspaper on 10 July 2020 closing Wednesday 29 July 2020.

STATUTORY ENVIRONMENT - Local Government Act 1995, Council’s Purchasing Policy.

STRATEGIC IMPLICATIONS - Nil

CONSULTATION – Roly Brando, Environmental Designs who prepared plans, specifications & scope of work for the project.

COMMENT

Due to the timing of the closing of tenders, (after this meetings Agenda has been prepared), the CEO will present Council with a late report detailing tenders received and recommending acceptance of the preferred tender, based on the weighting criteria established.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
<u>TENDER – CHALET CONSTRUCTION – YALGOO CARAVAN PARK</u>		
That Council accept the tender received, as per the CEO’s recommendation in the report to be tabled at the meeting, for the construction of two self contained chalets at the Yalgoo Caravan Park, in accordance with Council’s plans, specifications and scope of works.		
Moved:	Seconded:	Motion put and carried/lost:

11.4.4 PROPOSAL TO IMPOSE DIFFERENTIAL RATES

Author:	John Read, Acting Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	21 July 2020
Attachments	Nil

MATTER FOR CONSIDERATION

That Council receive the A/CEO’s report regarding progress made in respect of the imposition of differential rates for the 2020/21 financial year.

BACKGROUND

Each year the Shire of Yalgoo is required under the Local Government Act 1995 to advertise its intention to impose differential rates. The Shire advertised its intention in the Geraldton Guardian Newspaper on 10 July 2020 with submissions to be received by the A/CEO up until 4.00pm 3 August 2020.

Proposed rates for the 2020/21 financial year are:

- \$290.00 Minimum rate applies to all rating categories
- GRV Town Improved and vacant Land 0.0783184 cents in dollar
- GRV Mining Infrastructure 0.2975 cents in dollar
- UV Pastoral / Rural 0.0690787 cents in dollar
- UV Mining / Mining Tenements 0.32 cents in dollar
- UV Exploration & Prospecting 0.1988253 cents in dollar

A document describing the objects of, and reasons for, each proposed rate and minimum payment has been prepared and made available for inspection at the Shire office or on the Shire’s website.

STATUTORY ENVIRONMENT - Local Government Act 1995, Section 6.36

STRATEGIC IMPLICATIONS - Nil

CONSULTATION - Nil

COMMENT

As the closing date for submissions is 3 August 2020, any submissions received in respect of the Council’s intention to impose differential rates, with Council approval, will be responded to by the A/CEO and forwarded to the Department of Local Government seeking Ministerial approval to impose the differential rates. Once Ministerial approval is obtained, hopefully before the 31 August 2020, a Special Meeting of Council may need to be held to formally adopt the 2020/21 Budget.

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDATION		
<u>PROPOSAL TO IMPOSE DIFFERENTIAL RATES</u>		
That Council authorises the A/CEO to respond to and forward any submissions received from ratepayers in response to the Council’s advertisement giving notice of its intention to impose differential rates, seeking the Minister for Local Government’s approval to impose the differential rates for the 2020/21 financial year.		
Moved:	Seconded:	Motion put and carried/lost:

11.4.5 REVIEW OF DELEGATIONS REGISTER

Author:	A/CEO John Read
Interest Declared:	No interest to disclose
Date:	21July 2020
Attachments	Reviewed Register of Delegations

Matter for Consideration

That Council review the Delegations Register in respect of delegations to the CEO to the Chief Executive Officer and CEO to employees.

Background

The Delegations were last reviewed in June, 2019. 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

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	No Change
2.5	Investment of Surplus Funds	No Change
2.6	Write-off of minor outstanding accounts.	No Change
2.7	Planning consent	No Change
2.8	Appointment of authorised officers	No Change

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

REVIEW OF DELEGATIONS REGISTER

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:

11.4.6 MANAGER COMMUNITY WELLBEING, ARTS & CULTURE BI-MONTHLY REPORT JULY 2020

MANAGER COMMUNITY WELLBEING, ARTS & CULTURE BI-MONTHLY REPORT JULY 2020

Author:	Emmaline James, Manager Community Well Being, Arts & Culture
Interest Declared:	No interest to disclose
Date:	31 July 2020
Attachments	Nil

MATTER FOR CONSIDERATION

The Council be presented with the Bi-Monthly Community Development Program Report

BACKGROUND

At the Ordinary Council Meeting held on 27th January 2017 the following motion was resolved;
“That the Chief Executive Officer have the Community Development Officer prepare bi-monthly reports to Council on what activities have been held in town, the outcomes and what future events are proposed”

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

- 1.3.2 Run a range of social activities and events to suit all ages
- 1.3.1 Run or facilitate regular sport and recreation activities for all ages
- 1.3.7 Run regular children and youth programs incl. holiday camps away
- 1.3.8 Run programs that specifically target anti-social/criminal behaviour
- 1.4.2 Re-establish and maintain a Local Drug Action Group
- 3.3.5 Continue to support existing events and create new ones

CONSULTATION

WACHS – HACC, Breastscreen WA & Chronic Disease: Physio
 WAPOL Yalgoo Police
 Yalgoo Primary School
 Desert Blue Connect – Improving Health Services
 WA Primary Health Alliance – Mental Health First Aid Training
 GRAMS (TIS) Tackling Indigenous Smoking
 Brendin Flanigan – Dept Communities – Aged Care Housing Strategy
 FairGame Australia
 North Midlands Project – Community Strengthening Mentorship
 Fremantle Art Centre – Revealed Exhibition
 Helen Ansell – YACC Workshops & Community mural for NAIDOC
 Helen Coleman – YACC Eco Dying Workshops
 Tom De Munk – Open Air Sculpture Gallery
 Marianne Penberthy - YACC Textile Workshops
 Broome TAFE – Arts Management – Rhiannon Hodder Traineeship
 Geraldton TAFE – Janine Gerard - Dannii Lawson traineeship
 Foodbank – Food Sensations Program
 Djuki Mala – October Performance in Yalgoo
 ChildSafe Australia Training for Community Development Staff
 Bundiyarra Language Centre – Language and Dance workshops for NAIDOC +
 Murchison Economic Development Plan – GeoTourism
 WACRH – Art Therapy Program YACC
 Reg Carnamah – Cultural Advisor

Variety Midwest – Variety Bash 2020/21
Regional Arts WA – Shows on the Go 2020 pending covid touring restrictions
Tourism WA – Emu Festival Funding Accepted
WAPHA – Mental Health First Aid
Djuki Mala
Stephen Michael Foundation
Auskick
Western Australia Cricket Association
Murchison Sporting League

COMMENT

The Manager Community Wellbeing, Arts & Culture report for Community Development is as follows:

JUNE / JULY EVENTS & SCHOOL HOLIDAY PROGRAM – Participation Numbers.

Shire of Yalgoo CD Team, Rugby Roos, WAPOL Bike Rescue, Fair Game, GRAMS TIS (4th – 18th July)

Number of Children who Participated at least once: 48
Total number of occasions child from Yalgoo was engaged: 178
Total number of Parent / Adult Volunteers: 3
Total number of occasions a Parent / Adult Volunteered: 3

BreastScreen WA – Bus Service to Mullewa Hospital 1st July 2020

Number of Adults who Participated:3
Total numbers booked initially:8

Helen Ansell Painting Workshops - Core Stadium 17, 18, 19, 20 & 24, 25, 26, 27 June 2020.

Number of Individual Adults who Participated at least once: 15 (Elisha, Quigg, Gail T, Angela, Charmaine, Shannon, Tamisha, Phyllis, Maureen, Rhiannon, Jo (2), Penny, Cindy, Emmaline)

GRAMS Adult Bingo Night & BBQ Dinner – Core Stadium 6th July 2020.

Number of Adults who Participated: 18.

YALGOO COMMUNITY DAY IN LIEU OF 2020 EMU FESTIVAL

Community events are powerful platforms to enhance positivity, social connection and cohesion. They provide opportunities for participants to engage in activities that may increase their skills and knowledge which they otherwise wouldn't have access to. It is the view that inviting 150 tourists into our community when a second wave of covid hits the eastern states is not in the best interests of our at risk community and a smaller community day be planned for 2020, with \$10,000 Tourism WA funding put to the 2021 event per our contractual rights. A Community Day will :

- Enhance community spirit
- Foster a sense of place and a sense of pride among the community.
- Enable to community to come together safely without inviting tourists
- Create opportunity & Generate awareness of local traditional indigenous culture

Propose Afternoon Event: 3pm – 8pm.

Shinema Open Air Movie Night with the Chapman Valley Mens Shed Movie Bus.

Bouncy Castle, Pony Rides, Games for Kids, Community Dinner, Musical Entertainment, Fireworks.

Budget: \$10,000. (Suggest \$5,000 from \$20K Emu Festival Budget & spend \$5,000 from CD Budget)

Emu Festival Budget per Lotterywest Application

See Attached Documents per Council Request.

MURCHISON SPORTING LEAGUE

The Stephen Michael Foundation, Auskick & WA Cricket Association have formed the Murchison Sporting League. They have been invited to bring the league to Yalgoo especially mid week to coincide with the Shires endeavour to create after school sports with more information to come. The Shire of Yalgoo CD Team have also agreed to drive the kids to Stephen Michael Footy Carnival days – we just need notice in advance and will leave the day free in after school – school holiday program.

UPCOMING EVENTS

July to December 2020

- Stephen Michael Foundation Footy Carnivals & Yalgoo Participation in Murchison Sporting Association inc Stephen Michael, Auskick, WA Cricket Association. Dates known soon.
- Textiles with Marianne Penberthy. 31 July – 2 August. Yalgoo Arts Centre
- Helen Coleman @ Yalgoo Arts Centre. Eco Dying. 28 – 31 August
- Blue Tree Project & Healing Place Sat 12 September coincides with RUOK Day on 10th
- Tom De Munk Sculpture Workshop 15 September
- The Felting Pot, Denise Read & Natalie Jackson felting workshop early September @ YACC
- Yalgoo Community Day / Emu Festival 3rd October 2020. Outdoor Shinema Movie, music.
- School Holiday Program (26 Sept – 11 October 2020) inc Skateboarding & Circus.
- Djuki Mala Friday 23rd October. Aboriginal Dance troupe from Fringe Festival
- Halloween Disco 31st October for families
- NAIDOC 2020 8 – 15 November. Language and dance, bush walk, Community Cookup BBQ, Yalgoo Arts Centre Community Mural with Helen Ansell, Yamaji Art Earth Art lunch.
- Remembrance Day Crochet Project @ YACC (Artists working on three months prior)
- Remembrance Day 11 November ceremony
- Christmas Crafts Workshop at Yalgoo Arts Centre
- Youth Bush Camp with local elders & parents. Preliminary work underway. Date TBA.
- GRAMS Xmas Lunch & Bingo (Bus) also Elders, Mens & Womens Health Day possibility tbc.
- Staff Christmas Party
- Proposed Christmas on the Grass Thursday 17th December, 2020.

After School Program – Term 3

- Tuesday Afternoon 3 – 5pm. Auskick Program. Grady training Tiana / Bob as Coordinator through LDAT Funding.
- Thursday Afternoon 3 – 6 pm. GRAMS DrumBeat Program. Building Resilience. Split into two age groups. (5 – 11 from 3 – 4:30 & 4:30 – 6pm Morawa bus back for 12+ yrs)
- Saturday Morning 9 – 12pm. Art Club continues. Dannii now working Saturday mornings.
- Saturday Afternoon 3 – 5pm. Little Athletics with Nickeisha Bell.

After School Program – Term 4

- Tuesday Afternoon 3 – 5pm. Rugby Roos. Tom training Nicky / Tiana as Coordinator through LDAT Funding.
- Tuesday Evenings. 6pm – 9pm. Adults Touch Footy with Tom & Nickeisha Bell.
- Thursday Afternoon – Youth Group Activity TBA.
- Saturday Morning 9 – 12pm. Art Club continues. Dannii now working Saturday mornings.
- Saturday Afternoon 3 – 5pm. Little Athletics TBC with Nickeisha Bell.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

MANAGER COMMUNITY WELLBEING, ARTS & CULTURE BI-MONTHLY REPORT JULY 2020

That Council receive the Bi-Monthly Report of the Manager of Community Wellbeing, Arts & Culture.

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 Council Chambers, Yalgoo on the 28 August 2020 commencing at 10.00 am.

16. MEETING CLOSURE

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