



AGENDA

For the Ordinary Council Meeting

To be held on the 24th January 2024

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Yalgoo will be held on Wednesday 24th January 2024 in the Council Chambers, 37 Gibbons Street Yalgoo, commencing at 10:00am.



Ian Holland

CHIEF EXECUTIVE OFFICER

19th January 2024

Disclaimer:

The Shire of Yalgoo gives notice to members of the public that any decisions made at the meeting, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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1 DECLARATION OF OPENING

The Shire President welcomed those in attendance and declared the meeting open at.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

In accordance with section 14 of the Local Government (Administration) Regulations 1996 “Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))”, the President to declare that this Meeting may take place via instantaneous communication. All Councillors and staff are to be available either via telephone (teleconference) or in person.

Cr Gail Trenfield will be attending electronically.

APOLOGIES

PREVIOUSLY APPROVED LEAVE OF ABSENCE

NIL

3 APPLICATIONS FOR LEAVE OF ABSENCE

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4 DISCLOSURE OF INTERESTS

Councilors and Officers are reminded of the requirements of s5.65 of the Local Government Act 1995, to verbally disclose any interest during the meeting before the matter is discussed or to provide in writing the nature of the interest to the CEO before the meeting.

5 PUBLIC QUESTION TIME REPOSSES TO QUESTIONS TAKEN ON NOTICE

NIL

QUESTIONS TAKEN WITHOUT NOTICE

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS 17.1 Road Use Agreement

8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

Date	Location	Meeting	Attendance

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9 CONFIRMATION OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING – 15th December 2023

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on the 15th December 2023 as attached be confirmed as a true and correct record.

10 REPORTS OF COMMITTEE MEETINGS

11 TECHNICAL REPORTS

11.1 CAPITAL PROGRESS REPORT

Applicant:	Shire of Yalgoo
Date:	19 January 2024
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

To receive the Progress Report on the 2023/24 Capital Works Program.

BACKGROUND

The Shire in its 2023-24 Annual Budget has allocated the sum of \$5,937,720 for the acquisition of capital assets and the undertaking of infrastructure works.

COMMENT

The Capital Projects detailed below are projects incorporated in the 2023-24 Annual Budget.

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Progress Report on the Capital Works Program as at 31st December 2023.

CAPITAL WORKS PROGRAMME

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

	2023-24 ANNUAL BUDGET	2023-24 DECEMBER ACTUAL	COMMENTS
	\$	YTD \$	
By Program			The CEO to provide a verbal update on the status of the capital projects as at 31 December 2023
Governance			
000000-Admin Computers Hardware, System Upgrade and Telephone Replacement	10,000		
000000-Conference System	8,500		
000000-External Monitor Display	21,602		
000000-Tables and Chairs	5,000		
000000-Landscape - Admin Office	40,000		
Law Order Public Safety			
Housing			
000000-Other Housing - Demolition 14 Selwyn Street	70,000		
000000-Staff Housing - Insulation 48 Gibbons Street	25,000		
000000-Staff Housing - Second Hand House in a Box - Siteworks and Septics	135,000		
000000-Other Housing - Nurse Accommodation	177,160	108,121	In progress
Communities Amenties			
000000 - Niche Wall - Paynes Find Cemetery	0	6,182	Not budgeted for in 2023-24 Annual Budget
Recreation and Culture			
000000 - Community Hall Renovations	450,949	3,874	In progress
000000-Core Stadium Exercise Equipment, Seating and BBQ area improvements	22,000		
000000- Community Heritage Buildings Renewals - LRCI Grant 2022-23	127,766	3,051	In progress
000000- Resurface Rage Cage, Tennis and Basketball Courts	100,000		
000000- Mower	35,000		
000000- Fertilizerr Spreader	2,000		
000000- Water treatment Railway Bore	60,000		
000000- Stadium Relocate Fence	47,077		

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

	2023-24 ANNUAL BUDGET	2023-24 DECEMBER ACTUAL	COMMENTS
	\$	YTD \$	
<u>By Program</u>			The CEO to provide a verbal update on the status of the capital projects as at 31 December 2023
Law Order & Public Safety			
Transport			
000000- Machinery Shed Depot Concrete Floor Bays	60,000		
000000- Storage Shed Depot	16,000	11,345	Complete
000000-Development of Tree Nursery -Depot	15,000		
000000- Multi Tyre Roller	250,000		
000000- Genset	12,000		
000000- Genset	12,500		
000000- Slasher With Catcher	40,000		
000000- Grader	475,000	475,000	Complete
000000-Works Foreman Utility	105,000	102,521	Complete
000000-Box Trailer	10,000		
000000- Prime Mover	315,909		
000000- Trailer Side Tipper	230,909	232,236	complete
000000-Utility	77,000		
000000-Utility Work Crew	42,000		
000000-Satellite Phones and Vehicle Tracking	55,000		
000000- Geraldton Mount Magnet Road - Townsite improvements	100,000		
000000- Street Lighting	22,000		
000000- Paynes Find Entry Statements	18,652		
ROADS TO RECOVERY GRANTS			
000000- Yalgoo/Morawa Road - Road Widening	754,586		
RRG SPECIAL GRANT RD WORKS			
000000- Yalgoo/Ninghan Road - Seal to width 4m LRCI \$446,000 RRG \$300,000	1,182,110	342,001	In progress

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

	2023-24 ANNUAL BUDGET	2023-24 DECEMBER ACTUAL	COMMENTS
	\$	YTD \$	
<u>By Program</u>			The CEO to provide a verbal update on the status of the capital projects as at 31 December 2023
MUNICIPAL FUND			
000000- Morawa Yalgoo Road Culvert, Floodway and Shoulder	80,000		
000000-Tourism Projects as per Plan	35,000		
000000-Floodway Stabalisation and Flood Mitigation	100,000		
000000- Fixed Road and Wayfinding Signage LRCI Grant 2022-23	15,000		
000000- Jokers Tunnel Sealed Floodway and Impoved Access LRCI Grant 2022-23	40,000		
000000- Sealing Outside primary School LRCI Grant 2022-23	40,000		
000000- Sealing Paynes Find Poineer Cemetery LRCI Grant 2022-23	10,000		
000000- Paynes Find Town Roads	130,000		
Economic Services			
000000-Caravan Park - Commercial Washing Machine and Dryer	40,000	7,900	
000000-Caravan Park -Awning over BBQ Facility	20,000		
000000-Caravan Park -Solar Panels and EV Charger	120,000		
000000-Caravan Park -Septic Stone Fill	18,000		
000000-Caravan Park -Additional Airconditioners Units	9,000		
Other Property and Services			
000000-Motor Vehicle Replacement RAV\$	70,000		
000000-Motor Vehicle - Manager Finance	45,000		
000000-Solar Panel - Shire Buildings	35,000		
	5,937,720	1,292,231	

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11.2 TECHNICAL SERVICES REPORT AS OF 18th JANUARY 2024

Applicant:	Shire of Yalgoo
Date:	18 January 2024
Reporting Officer:	Craig Holland Works Foreman
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the Technical Services Report as at the 18th January 2024

COMMENT

Road Construction and Capital

Preparation and maintenance of vehicles carried out prior to start of Yalgoo-Nighan Road

Road Maintenance

Maintenance grading carried out on Pindathuna Road, Dalgaranga Road, Rubbish Tip Access, Stanley Street and Yalgoo North Road.

Other Infrastructure

Bore Pump Repaired and new shelving installed in the depot storage shed.
Maintenance organised for staff Christmas downtime

YA 1000 Serviced

Float Serviced

YA894, YA884 and YA329 Serviced

Parks, Reserves and Properties

4.1 Art & Culture Centre

- General gardening maintenance carried out.

4.2 Community Town Hall

- NIL

4.3 Community Town Oval

- General gardening maintenance and fertilizing conducted to the oval and core stadium gardens.

4.4 Community Park, Gibbons Street

- General gardening maintenance conducted on a weekly basis mowing, pruning and watering

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4.5 Community Park, Shamrock Street

- General gardening maintenance conducted on a weekly basis.

4.6 Water Park

- Plumbing and troubleshooting work undertaken. Roots found.

4.7 Yalgoo Caravan Park

- Installation of new linen laundry and commercial washer and dryer. Plumbing repairs for pump and septic system.

4.8 Paynes Find Tip

- NIL

4.9 Railway Station

- Leaks in reticulation line being repaired. Burst seal and major leak located in closed toilet block.

4.10 Staff Housing

- Plumbing repairs completed at 75 Weekes Street and investigation at 19A & 19B Stanley Street.

4.11 Yalgoo Rubbish Tip

- Cleaned up and pushed over on a weekly basis.

4.12 Yalgoo & Paynes Find Airstrip

- Paynes Find Airstrip – checked and all good
- Yalgoo Airstrip – checked and all good

5. Private Works

- New Units garden grass and clothes line purchased.

6. Purchasing

- Supply of soil improver

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STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLCATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Technical Services Report as of 18th January 2024.

12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS
NIL

13 FINANCIAL REPORTS

13.1 LIST OF ACCOUNTS

Applicant:	Shire of Yalgoo
Date:	19 January 2024
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

Council approval is sought for the payments made in the period 1st December 2023 to 31st December 2023 as detailed in the List of Accounts below.

COMMENT

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 to record those accounts 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

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- 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.

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council

1. approve the list of accounts paid for the period 1st December 2023 to 31st December 2023 amounting to \$204,914.74 and the list be recorded in the minutes; and
2. approve the list of accounts paid by credit card for the first half of 2023/2024.

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Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
1 46	06/12/2023	Horizon Power	Horizon Power Charges - 22.09.23 - 21.11.23	1	11,708.68
2 47	06/12/2023	W.A. Department Of Justice Fines Enforcement Registry	Payment - Non Transfer of Vehicle of Licence	1	251.20
3 48	20/12/2023	Pivotel Satellite Pty Limited	Satellite Phone Charges -October 2023	1	302.00
4 EFT1603	06/12/2023	FleetNetwork	Novated Lease - Mazda CX-60 CEO vehicle	1	1,522.01
5 EFT1604	06/12/2023	Peta Anne-Marie Kroon	Reimbursement for Travel to Interview - Peta Kroon - as per Council Policy	1	316.65
6 EFT1605	06/12/2023	AFGRI Equipment Australia Pty Ltd	Engine Oil for the Grader	1	716.71
7 EFT1606	06/12/2023	ATOM Supply	Garbage Bags - Shire Bin Liners	1	73.99
8 EFT1607	06/12/2023	BOC Limited	Gases -Depot -RO20G Oxygen, RO40 Diss. Acetylene, RO40G Diss. Acetylene, RP65E2 Argoshield, R400CD Oxygen, RO81G Co2	1	119.93
9 EFT1608	06/12/2023	Bunnings Building Supplies Pty Ltd	Internal Doors - Staff Housing - Lot 27 Stanley Street	1	880.46
10 EFT1609	06/12/2023	Gail Trenfield	Meeting Fees and Communication Allowance - November 2023	1	833.34
11 EFT1610	06/12/2023	Raul. Valenzuela	Meeting Fees ,President Allowance and Communication Allowance - November 2023	1	3,165.75
12 EFT1611	06/12/2023	Tamisha Hodder	Meeting Fees and Communication Allowance - November 2023	1	541.67
13 EFT1612	06/12/2023	Lo-Go Appointments	Contracting Services - Lydia Atmadji W/E 25 Nov 2023	1	10,368.49

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Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
14 EFT1613	06/12/2023	Prompt Safety Solutions	Traffic Management Planning Services & TGS	1	2,750.00
15 EFT1614	06/12/2023	Complete Office Supplies Pty Ltd	Consumables -Norfolk Detergent, Apple Ear Pods, B/O of Jasol Disinfectant, Double A Clever Box x 10	1	575.56
16 EFT1615	06/12/2023	Local Government Professionals	Registration for Webinar with Redfish 30/11/2023	1	50.00
17 EFT1616	06/12/2023	Safe Roads WA	Road Service and Road Repairs Yalgoo Ningham Road - 24-26 November 2023	1	21,532.50
18 EFT1617	06/12/2023	Refuel Australia	Fuel Supplies - November 2023	1	12,739.01
19 EFT1618	06/12/2023	Water Corporation	Water Usage - October 2023	1	2,589.07
20 EFT1619	07/12/2023	Integrated ICT	Monthly Wi Fi Maintenance - November 2023	1	176.00
21 EFT1620	07/12/2023	Helen St George Cooper	Reimbursements -2 x Packets Adhesive Hanging Hooks	1	17.90
22 EFT1621	07/12/2023	AFGRI Equipment Australia Pty Ltd	Filters for Grader	1	602.08
23 EFT1622	07/12/2023	ATOM Supply	Cleaning Products	1	767.16
24 EFT1623	07/12/2023	Bridged Group Pty Ltd	Monthly Sophos Costs - December 2023	1	346.50
25 EFT1624	07/12/2023	Bunnings Building Supplies Pty Ltd	Replacement Tools and Building Materials for Staff Housing	1	328.05

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
26 EFT1625	07/12/2023	Veolia Environmental Services	Refuse Collection - Domestic & Commercial - November 2023	1	\$ 4,399.91
27 EFT1626	07/12/2023	Datacom Solutions (AU) Pty Ltd	Access - Data Retention OZONE Financial Software - November 2023	1	151.33
28 EFT1627	07/12/2023	Cloud Payment Group	Solicitor Fees - Auction of Queen Street Property	1	478.50
29 EFT1628	07/12/2023	Little Hotelier	Software licence and Support -Little Hotelier BookingSystem - Caravan Park - November 2023	1	188.02
30 EFT1629	07/12/2023	Complete Office Supplies Pty Ltd	Cleaning Products	1	139.80
31 EFT1630	07/12/2023	Url Networks Pty Ltd	Admin Phone - November 2023	1	134.51
32 EFT1631	18/12/2023	Nick Stevenson	Progress Payment -Paynes Find Cemetery - Cremation Niche Wall	1	4,115.00
33 EFT1632	20/12/2023	Avago Pty Ltd T/as Winchester	Road Base - Various	1	1,124.20
34 EFT1633	20/12/2023	L & K Pty Ltd T/A Geraldton Lock & Bolts		1	347.32
35 EFT1634	20/12/2023	ATOM Supply	UHF Aerial - YA395	1	241.80
36 EFT1635	20/12/2023	Bunnings Building Supplies Pty Ltd	Ant/Spider & Cockroach Insecticide & Lawn Seed Builder	1	117.71
37 EFT1636	20/12/2023	David Rocke	Reimbursement - Accommodation - DFES Training	1	160.00

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Shire of Yalgoo List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
38 EFT1637	20/12/2023	Geraldton Mower & Repair Specialist	Oil for Chainsaw	1	46.00
39 EFT1638	20/12/2023	GG Pumps & Electrical Pty Ltd	Parts - Depot and Railway Grounds	1	169.73
40 EFT1639	20/12/2023	Pool & Spa Mart	Chemicals and Parts - Water Park	1	580.65
41 EFT1640	20/12/2023	ThinkWater Geraldton	Reticulation Parts - Railway Grounds	1	228.40
42 EFT1641	20/12/2023	Westrac Equipment Pty Ltd	Oil Supplies	1	1,280.44
43 EFT1642	20/12/2023	Yalgoo Hotel Motel	Accommodation / Meals - Emu Cup	1	1,226.00
44 EFT1643	20/12/2023	Frontline Fire & Rescue	3/4" Float Switch - YA787	1	99.00
45 EFT1644	20/12/2023	Patience Sandlands	Soil Conditioner - 21 Campbell	1	428.70
46 EFT1645	20/12/2023	Dagleish Catering	Catering - Christmas Function	1	4,273.00
47 EFT1646	20/12/2023	Craig Holland	Reimbursement - Phone Waterproof Protective Cover	1	150.00
48 EFT1647	20/12/2023	Prompt Safety Solutions	Traffic Planning Services - Management Plan & TGS	1	2,750.00
49 EFT1648	20/12/2023	Hersey'S Safety Pty Ltd	Workshop Consumables, Tyre Repair Kit etc	1	357.61

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
50 EFT1649	20/12/2023	Landmark Pro	BBQ parts - Caravan Park	1	583.00
51 EFT1650	20/12/2023	FleetNetwork	Novated Lease - Mazda CX-60 CEO vehicle	1	1,522.01
52 EFT1651	20/12/2023	Peta Anne-Marie Kroon	Meals / Refreshments - D.o.T. Training	1	231.48
53 EFT1652	20/12/2023	Fladel Holdings P/T/as Hunter Specialised Mechanical	Excess on Insurance - YA453 - Repairs	1	600.00
54 EFT1653	20/12/2023	S & K Duff Holdings Pty Ltd T/as Duff Consulting Group	Chemical Training - D Roche	1	549.40
55 EFT1654	20/12/2023	Canine Control	Ranger Services - 01.12.23	1	1,456.05
56 EFT1655	20/12/2023	Civic Legal	Legal Fees - Dept Mines Tenement Search, ASIC & Landgate (CoT)	1	8,301.10
57 EFT1656	20/12/2023	Gerakton Party Hire	Emu Cup - Marquee & Shades Hire	1	3,110.00
58 EFT1657	20/12/2023	Winc Australia Pty Limited	Photocopier Maintenance Charges - 26.09.23 - 23.10.23	1	373.01
59 EFT1658	20/12/2023	Quest Innaloo	Accommodation - D.o.t Training 03.12.23 - 08.12.23	1	1,116.00
60 EFT1659	20/12/2023	Trevor Field	Fuel Reimbursement - Yalgoo-Bibra Lake-Yalgoo - (Linen for Caravan Park)	1	797.66
61 EFT1660	20/12/2023	Lo-Go Appointments	Contract - L Atmadji - WE 09.12.23	1	29,192.74

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount
					\$
62 EFT1661	20/12/2023	Luscombe Syndicate	Water - for resale and cabins - Caravan park	1	25.26
63 EFT1662	20/12/2023	Carey Right Track Foundation Ltd	Term 4 Program	1	9,100.00
64 EFT1663	20/12/2023	Canine Control	Rangers Services for 11.12.23	1	2,912.10
65 EFT1664	20/12/2023	Dominic Carbone & Associates	Accountancy Consultant Services - November 2023	1	5,637.50
66 EFT1665	20/12/2023	Gail Trenfield	Meeting Fees and Communication Allowance - December 2023	1	833.33
67 EFT1666	20/12/2023	Raul. Valenzuela	Meeting Fees and Communication Allowance - December 2023	1	2,078.34
68 EFT1667	20/12/2023	Westrac Equipment Pty Ltd	Annual Subscription	1	211.20
69 EFT1668	20/12/2023	Tamisha Hodder	Meeting Fees and Communication Allowance - December 2023	1	541.67
70 EFT1669	20/12/2023	Department of Mines Industry	BS Levy December 2023	1	4,225.21
71 EFT1670	20/12/2023	Darren Long Consulting	Accountancy Consultant -November 2023	1	7,315.00
72 EFT1671	20/12/2023	Stanley Willock	Meeting Fees and Communication Allowance - December 2023	1	1,077.51
73 EFT1672	20/12/2023	Craig Holland	Reimbursement - Works Manager - App for iPhone for Printer	1	99.99

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List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
74 EFT1673	20/12/2023	Lo-Go Appointments	Contract Services - WE 16.12.23	1	7,014.04
75 EFT1674	20/12/2023	Bai Communications Pty Ltd	Broadcast Licence Contract 22.09.23 - 21.11.23	1	212.58
76 EFT1675	20/12/2023	Siteminder Limited	Caravan Park - Support Services on Demand	1	165.01
77 EFT1676	20/12/2023	Monsterball Amusement & Haire	Final Instalment Payment	1	4,495.00
78 EFT1677	20/12/2023	Darren Hawkins	Refund - D Hawkins - Balance Bus Security Deposit	1	205.00
79 EFT1678	20/12/2023	A.V.A. Asset Valuation Advisory	Professional Valuation Advisory Land Asset Market Value Valuation Reports - 14 Shamrock, Yalgoo	1	3,520.00
80 EFT1679	20/12/2023	Beaurepaires	Plant - Tyres & Tubes	1	3,626.89
81 EFT1680	20/12/2023	Bunnings Building Supplies Pty Ltd	Paint, Brush SEt, Roller Kit -Staff Housing - 27 Stanley Street	1	113.91
82 EFT1681	20/12/2023	Geraldton Toyota	Service - YA800	1	477.09
83 EFT1682	20/12/2023	Geraldton Trophy Centre	Medals and Pins	1	266.50
84 EFT1683	20/12/2023	GG Pumps & Electrical Pty Ltd	Repairs - Bore (Piesse Rd) & Genset	1	525.01
85 EFT1684	20/12/2023	Winc Australia Pty Limited	Photocopier Maintenance Charges 20.11.23 - 18.12.23	1	725.08

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Shire of Yalgoo

List of Accounts Paid and Payable

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	Amount \$
86 EFT1685	20/12/2023	Sun City Print	Stationery -50 x 50 Duplicate Fuel Receipt Books	1	573.10
87 EFT1686	20/12/2023	Wurth Australia Pty Ltd	Workshop Consumables, Protective Clothing, Oils, Freight	1	1,112.20
88 EFT1687	20/12/2023	IPEC Pty Ltd (Toll Global Express)	Freight - Jason Signage - Yalgoo -Ningham Road	1	231.93
89 EFT1688	20/12/2023	Margaret Simpson	Reimbursement of Proceeds -Painting - Wildflowers	1	1,129.50
90 EFT1689	20/12/2023	Gladys Hodder	Reimbursement of Proceeds -Earrings -	1	15.00
91 EFT1690	20/12/2023	Gail Simpson	Reimbursement of Proceeds - Painting - Spots & Dots	1	150.00
92 EFT1691	20/12/2023	Novus Autoglass Midwest	Insurance Excess - Rav 4 - Windscreen	1	300.00
93 EFT1692	20/12/2023	Noeletta Bell	Reimbursements of Proceeds - Earrings	1	30.00
94 EFT1693	20/12/2023	Local Government Professionals	Conference Fees- Program Registration - Feb 2024	1	1,675.00
REPORT TOTALS					204,914.74
TOTAL					
		Bank Name			
	1	Municipal Bank			204,914.74
	TOTAL				204,914.74

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Monthly Itemised Credit Card Usage 2023/2024

Credit Card Usage December **\$375.14 + \$4 card fee**

02/12/2023	Adobe	Software	Admin Exp	\$104.97
13/12/2023	Express Online Training	Employee Training	Outside Staff Training	\$55.72
14/12/2023	Express Online Training	Employee Training	Outside Staff Training	\$25.39
23/12/2023	WA Police	Fire Arms License Renewal	Animal Control	\$166.00
24/12/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
24/12/2023	Transaction Fee	Zoom	Members Exp	\$0.67

Credit Card Usage November **\$2438.57 + \$4 card fee**

01/11/2023	CEA	Freight	Backhoe Pin	\$33.00
2/11/2023	Adobe	Software	Admin Exp	\$104.97
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
14/11/2023	Booking.com	Accommodation	Members Exp	\$163.09
24/11/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
24/11/2023	Transaction Fee	Zoom	Members Exp	\$0.67
29/11/2023	The Good Guys	Mobile Phone	Workshop Consumables	\$1299.00

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Credit Car usage October **\$1768.76 + \$4 card fee**

27/10/2023	Ampol	Diesel	YA 0	\$49.26
24/10/2023	Smokemart	Council Gifts	Members Exp	\$127.48
24/10/2023	Transaction Fee	Zoom	Members Exp	\$0.67
24/10/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
20/10/2023	CEA	Replacement Pin	Backhoe	\$736.85
20/10/2023	Ampol	Diesel	Bushfire Forum	\$152.46
19/10/2023	Ampol	Diesel	YA 0 Geraldton after repairs	\$163.70
11/10/2023	SEEK	Job Advertising	Admin Exp	\$379.50
9/10/2023	Chargefox	Tesla Trial Car	Electricity	\$31.48
2/10/2023	Adobe	Software	Admin Exp	\$104.97

Credit Card Usage September **\$1532.01**

29/9/2023	Bendigo Bank	Card Fee	Bank Fees	\$4.00
24/9/2023	Transaction Fee	Zoom	Members Exp	\$0.67
24/9/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
14/9/2023	Mcaffee	Antivirus (yearly)	Equip Maint	\$109.95
14/9/2023	Transaction Fee	Mcaffee	Equip Maint	\$3.30
9/9/2023	Crown Towers Perth	Councillor Accommodation	Members Exp	\$1248.47
8/9/2023	City of Perth	Parking UWA	Staff Training	\$10.00
6/9/2023	City of Perth	Parking UWA	Staff Training	\$14.13
5/9/2023	City of Perth	Parking UWA	Staff Training	\$14.13
2/9/2023	Adobe	Software	Admin Exp	\$104.97

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Credit Card Usage August **\$7327.50**

30/8/2023	Bendigo Bank	Card Fee	Bank Fees	\$4.00
30/8/2023	LG Professionals	CEO Leadership Course	Staff Training	\$2810.00
24/8/2023	Transaction Fee	Zoom	Members Exp	\$0.67
24/8/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
23/8/2023	Geraldton TV & Radio	Set Top Box	Staff Housing	\$354.95
19/8/2023	LG Professionals	Branch Meeting Diane Hodder	Admin Exp	\$40.00
13/8/2023	LG Professionals	Branch Meeting CEO	Admin Exp	\$32.00
10/8/2023	Living Emporium	TV Unit	Staff Housing	\$143.00
9/8/2023	Batavia Furniture & Bedding	Bed and Bedside Table	Staff Housing	\$678.00
9/8/2023	Qantas	Transaction Fee	Staff Travel	\$0.98
9/8/2023	Qantas	Baggage Fee	Staff Travel	\$50.00
9/8/2023	Qantas	Flight Perth to Geraldton - LOGO	Staff Travel	\$389.54
8/8/2023	SEEK	Job Advert	Admin Exp	\$390.50
8/8/2023	SEEK	Job Advert	Admin Exp	\$357.50
6/8/2023	Kmart	Assorted appliances, linen and utensils	Staff Housing	\$333.00
5/8/2023	DMIRS	Tenement Late Reporting Fee	Prospecting Exp	\$75.00
5/8/2023	DMIRS	Tenement Late Reporting Fee	Prospecting Exp	\$75.00
5/8/2023	DMIRS	Tenement Late Reporting Fee	Prospecting Exp	\$75.00
4/8/2023	DMIRS	Yalgoo Fuel Station License	Fuel Depot	\$860.00
3/8/2023	LG Professionals	CEO Membership (contract)	Staff Memberships	\$531.00
2/8/2023	Adobe	Software	Admin Exp	\$104.97

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Credit Card Usage July **\$182.03**

30/7/2023	Bendigo Bank	Card Fee	Bank Fees	\$4.00
24/7/2023	Transaction Fee	Zoom	Members Exp	\$0.67
24/7/2023	Zoom	Monthly Video Conferencing	Members Exp	\$22.39
19/7/2023	BP Carnamah	Diesel	YA 0	\$50.00
2/7/2023	Adobe	Software	Admin Exp	\$104.97

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13.2 INVESTMENTS AS AT 31 DECEMBER 2023

Applicant:	Shire of Yalgoo
Date:	19 January 2024
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the investments report as at 31st December 2023.

COMMENT

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

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

19C Investment of money, restrictions on (Act s6.14(2)(a))

Shire Delegated Authority

POLICY/FINANCIAL IMPLCATIONS

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That the Investment Report as at 31st December 2023 be received.

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This Worksheet details the investments held by the Shire as at 31st December 2023.

SHIRE OF YALGOO CASH HOLDINGS AS AT 31st DECEMBER 2023

INSTITUTIONS	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	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	\$547,143.36
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$3,715,640.95
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,485.40
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,965.28
TOTAL								\$4,341,234.99

RESERVE FUNDS								
Bendigo	N/A	Term Deposit	4520121	180 days	29.09.2023	27.03.2024	4.80%	\$178,258.89
Bendigo	N/A	Term Deposit	4520122	180 days	29.09.2023	27.03.2024	4.80%	\$496,990.14
Bendigo	N/A	Term Deposit	4520120	180 days	29.09.2023	27.03.2024	4.80%	\$1,195,205.22
Bendigo	N/A	Term Deposit	4520119	180 days	29.09.2023	27.03.2024	4.80%	\$341,660.64
Bendigo	N/A	Term Deposit		365 days	01.07.2023	30.06.2024	5.40%	\$1,000,000.00
TOTAL								\$3,212,114.89

INVESTMENT REGISTER						
01 JULY 2023 TO 31 DECEMBER 2023						
NATIONAL AUSTRALIA BANK						
ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNT TO 31.12.2023	INVESTMENT TRANSFERS	CLOSING BALANCE 31.12.2023
171336282	Ongoing	Variable	\$25,301.94	\$183.46	0	\$25,485.40
24-831-4222	Ongoing	Variable	\$52,619.81	\$345.47	0	\$52,965.28
4520122	27.03.2024	4.80%	\$490,991.97	\$5,998.17	0	\$496,990.14
4520120	27.03.2024	4.80%	\$1,180,780.29	\$14,424.93	0	\$1,195,205.22
4520121	27.03.2024	4.80%	\$176,107.48	\$2,151.41	0	\$178,258.89
4520119	27.03.2024	4.80%	\$337,537.14	\$4,123.50	0	\$341,660.64
	30.06.2024		\$0	\$0	\$1,000,000.00	\$1,000,000.00

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13.3 MONTHLY FINANCIAL STATEMENTS AS AT 31 DECEMBER 2023

Applicant:	Shire of Yalgoo
Date:	19 January 2024
Reporting Officer:	Dominic Carbone
Disclosure of Interest:	NIL
Attachments:	Statement of Financial Activity by Nature and Type Statement of Financial Activity by Program Summary of Current Assets and Current Liabilities Statement of Financial Position Detailed Schedules Supplementary Financial Reports – Reserve & Loan

SUMMARY

Adoption of the Monthly Financial Statements for the period 1st July 2023 to the 31st December 2023.

COMMENT

Local Governments are required to prepare monthly reports.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

POLICY/FINANCIAL IMPLCATIONS

2.4 Material Variance

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

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council adopts the Financial Activity Statement for the period ended 31st December 2023.

14 ADMINISTRATION REPORTS

14.1 General Report

Applicant:	Shire of Yalgoo
Date:	10/01/2024
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider the Chief Executive Officers general operation report.

COMMENT

Audit Exit Meeting

The Office of the Auditor General will be meeting with Administration for a 21/22 exit interview on 30th January 2024. Council are invited to attend. An OAG officer will be attending the Shire in person on that day. The Department of Local Government will also be electronically calling in after the Council meeting to discuss ways the Shire can speed up its provision of yearly financial statements after extensions have been requested for a number of years.

Unable to Access Roads to Recovery Funding

While this is a significant impact in the short term the pool of funding for future Roads to Recovery projects has increased which means it will be a viable source of road improvement in future years. It is highly likely auditors will be unable to provide up to date reports before April 2024 which would be the last opportunity to have a project underway and a final claim submitted.

Our Towns Broadcast

Episode two of the Murchison Georegion OUR TOWN will be broadcast on 7TWO at 9am Sunday February 25th. This episode features DBCA parks and interviews with local staff and rangers describing locations of the beaten track. Once it has aired it will be viewable online <https://www.facebook.com/ourtownoz>

Yalgoo Hall

An extension from Lottery West has been approved to continue the search for a builder that can begin renovations on the Yalgoo Hall.

Midwest Public Health Priority Series

The WA Country Health Service is setting up a series of information sessions or workshops that aim to help fulfil obligations under the Western Australia Public Health Act 2016. Further information on accessing these will be provided to Council and staff when it becomes available.

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Development Assessment Panels

All current Councillors have been listed as DAP Members from January 2024 to January 2026. Councillors will be contacted by the Department of Planning, Lands and Heritage to arrange training for these positions.

Extraordinary Elections

Nominations will close on the 24th January 2024 for 2 Council positions. Reminders have been included in station bags as well as the Shire and WAEC website, Facebook and Notice Boards. Consideration of a donation to the Wheatbelt Christian Fellowship is currently on hold due to half of the existing Councillors having a declared interest in the operation of the Yalgoo Primary School.

Budget Review and 2024/25 Budget Planning

The previous election operated by the WAEC utilised 70% of the Shires Election budget. An allocation increase will be proposed in the budget review for the Extraordinary Election now that the final cost is known.

Rates management by IT Vision continues to be cost effective. New staff members are undertaking training in the new year and a reassessment of this service will occur at the end of the financial year.

Councillors are encouraged to consider projects for the 2024/25 Budget. A report will be provided on expanding the scope of a water treatment capital project. Administration is also considering the replacement of the Depot Office and Crib room. This was not fit for purpose during Covid and the outside crew opted to hold meetings outdoors to social distance on extremely hot and cold days.

Memorial for Mr Raymond Winfield

A memorial will be held in Paynes Find on the 25th January 2024 to mark one year since the passing of Ray, a dedicated volunteer and staff member of the Shire of Yalgoo and wider community. It is hoped that he will be included on the fallen firefighter roll before the State Memorial in May.

Bulldust Newsletter

The next edition of the Bulldust will be available early February. Council and the community are encouraged to contribute to this publication. With additional input from the wider community we will be able to publish it on a more regular basis. Advertising has also underway to develop a Shire SMS list for emergencies and other timely contact.

Southern Rangelands Pastoral Alliance

After a resolution in May and its inclusion in the 2023/24 Annual Budget a \$10,000 donation will shortly be made to the SRPA to support pastoral advocacy and projects.

Carey Right Track

The Shire has engaged Carey Right Track to visit throughout Term 1 and provide fortnightly sport and activity sessions for children.

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APA sponsorship

The construction team responsible for the regions gas pipeline has provided funding to multiple groups in the region. Support has been received by Pilroc Animal Rescue who are working on a program for the Yalgoo Primary School. APA have also funded a BikeRescue Program that is being facilitated at Morawa DHS for high school kids.

Golden Grove Community Meeting and New Application to Clear Native Vegetation

Golden Grove are holding a community meeting at the Mine on the 21st February 2024 at 10:00am.

A clearing permit application is also open for comment until the 25/01/2024 for the Construction commissioning and operation of a new Tailings Storage Facility. Administration does not intend to provide any comment on the grant or refusal of this application.

Main Roads Heavy Vehicle Bays

MRWA are progressing with the proposed Heavy Vehicle bays in Yalgoo and Paynes Find. Surveying and Land Dealing Plans have been completed for Paynes Find and have been provided to Landgate. The Shire is assisting with design ideas and capacity information for the site in Yalgoo.

External CEO Movements January

NIL

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Chief Executive Officers General Report.

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14.2 Bank Signatories

Applicant:	Shire of Yalgoo
Date:	10/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council review and update the authorised signing officers for the Shire of Yalgoo Accounts with National Australia Bank and Bendigo Bank.

COMMENT

Delegation currently exists for the CEO, DCEO, Finance Administration Officer and Rates Officer. By incorporating individuals names, the minutes can be utilised to provide evidence to financial institutions of a change along with supplementary paperwork.

Bank Accounts held by the Shire of Yalgoo

Shire of Yalgoo Municipal Account National Australia Bank

Shire of Yalgoo Trust Account National Australia Bank

Shire of Yalgoo Municipal Account Bendigo Bank

Shire of Yalgoo Trust Bendigo Bank

And associated reserves accounts or term deposits – CEO only as per delegation

Signatories in this context also relates to having online banking access, the ability to direct banking staff and electronically authorise payments on behalf of the Shire of Yalgoo as per existing policies and delegations.

As a result of the recent elections Councillor Valenzuela will need to be included and Councillor Trenfield will remain as an authorized signatory.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council accepts the inclusion of Charles Brown DECO and Cr Raul Valenzuela as Account Signatories for the Municipal and Trust Accounts with National Australia Bank and Bendigo Bank.

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14.3 Capital Plant Budget Amendments

Applicant:	Shire of Yalgoo
Date:	11/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider Capital Budget changes to minor plant purchases in 2023/24.

COMMENT

The current budget details the following capital purchases:

Genset	\$12,500
Genset	\$12,500
Box Top Trailer	\$10,000
Total	\$35,000

For operational and health and safety reasons the works crew have requested that this be amended to

Genset & Trailer	\$10,500	Identical to our current 10kVA system
3 x Cranes	\$19,000	Vehicle mounted cranes
Box Top Trailer	\$5,500	
Total	\$35,000	

The cranes are intended to be used on the Works Managers Vehicle as well as the two 4WD utilities that should arrive in April. These hydraulic devices will help with many forms of maintenance and reduce risks associated with heavy lifting. Grader blades, bore equipment, generators and grids are just some of the areas that this will reduce staff moving items greater than 20kg or 40kg.

The truck purchased for use by the Works Manager is also proving to be extremely functional and will have a longer replacement life than past light vehicles. A future review of the plant replacement schedule will propose that this vehicle replace a garden utility in 2 years time. This will reduce downtime and repeated lifting for mowers, spray and other maintenance equipment.

It is requested that Council adopt these changes and that they be reflected in the 2024 budget review.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

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VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council adopts the following changes to the 2023/24 Annual Budget Capital items:

Remove/Amend

Genset	\$12,500
Genset	\$12,500
Box Top Trailer	\$10,000
Total	\$35,000

Include

Genset & Trailer	\$10,500
3 x Cranes	\$19,000
Box Top Trailer	\$5,500
Total	\$35,000

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14.4 Request for Public Computers in Yalgoo

Applicant:	Shire of Yalgoo
Date:	17/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider a request from MEEDAC's lifeskills coordinator.

COMMENT

A literacy and life skills coordinator has been visiting Yalgoo regularly over the past 12 months and would like to highlight the need for access by the public to computer and internet facilities.

There is interest in town to study higher qualifications and work with MEEDAC remotely however there is the barrier for many of limited or no access to a computer.

Administration believes that a trial could be appropriate and facilitated in either the Administration Library or Art Centre. A responsible use policy based on the Shires own would be developed as well as a way of booking time or managing different users.

It is proposed that approximate \$2500 be utilised from the Capital Computer Hardware, Systems Upgrade and Phone Replacement Budget. The aim would be two computers with firewall and monitoring software.

These items will not be charged to use but a fair use policy and time limit will apply. They will also be fixed and not be available for use outside of Shire facilities. Provided Council see fit to proceed a review can be conducted at the end of the financial year to determine any fees and charges or address any concerns or feedback raised.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council approve \$2500 from the Computer Hardware, Systems Upgrade and Phone Replacement account be used to implement 2 public computers.

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14.5 Proposed Naming of New Reserve 54313 Over Lake Moore

Applicant:	Shire of Yalgoo
Date:	17/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council provide feedback to the Department of Biodiversity, Conservation and Attractions DBCA.

COMMENT

In correspondence received from Park and Wildlife the Department is seeking feedback on the new Conservation Park over Lake Moore.

The Department of Biodiversity, Conservation and Attractions' (DBCA) proposal to reserve Lake Moore as a Nature Reserve has been adjusted by the Department of Planning, Lands and Heritage (DPLH) to a Conservation Park. The Conservation Park and joint vesting has been endorsed by the Minister for Environment and the Minister for Lands under the State Government's *Plan for Our Parks* Initiative as part of the Badimia conservation reserves.

The new unnamed Conservation Park over Lake Moore is now described as Reserve 54313 comprising Lots 234, 235 and 500 on Deposited Plan 426253 with joint vesting to the Conservation and Parks Commission (CPC) and Badimia Bandi Barna Aboriginal Corporation (BBBAC).

Following reservation DBCA will commence the process to formally name the conservation park. DBCA and BBBAC are seeking support from the Shire of Yalgoo for the name "**Gurdurdu Conservation Park**" as proposed by BBBAC. Gurdurdu means 'heart' indicating the park is the heart of Badimia country. Lake Moore is of special significance for the Badimia people, with the whole lake being a registered Aboriginal heritage site and home to sacred places where ceremonies traditionally took place.

A name change to the geographical feature being Lake Moore is not considered in this nomenclature proposal.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council support the naming of the reserve over Lake Moore as the Gurdurdu (Heart) Conservation Park.

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14.6 Yalgoo and Paynes Find Brigades Standard Operating Procedures

Applicant:	Shire of Yalgoo
Date:	17/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	To be circulated closer to the meeting

SUMMARY

That Council consider draft Standard Operating Procedures for Shire Bushfire Brigades.

COMMENT

Administration and the Community Emergency Services Manager are looking to make some key Bushfire Standard Operating Procedures more relevant and more easily accessible to local volunteers. All of the information provided in this document is regularly communicated and reinforced in local training based upon the information that is accessible from DFES in their volunteer hub doctrine.

Provided that there is in principal support from Council to have our own document this draft will be sent to all local brigade members for feedback before it is formally adopted.

An alternative recommendation could support the development of Standard Operating Procedures for local fire brigades which may differ from the Department of Fire and Emergency Services Standard Operating Procedures.

It is however proposed that additional and locally relevant information be added to DFES templates and reference by made to continuously review any proposed Operating Procedures against the DFES Standard doctrine.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council support the development of Standard Operating Procedures for local brigades which provide additional local information to inform relevant DFES Standard Operating Procedures.

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14.7 Road Marking and Painted Island Gibsons Street

Applicant:	Shire of Yalgoo
Date:	17/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Letter from WALGA – Line Marking

SUMMARY

That Council approve a Road Work Project from the Geraldton-Mt Magnet Hwy – Townsite Improvements Capital Project.

COMMENT

The Shire of Yalgoo has for some time been advocating for Main Roads Western Australia (MRWA) to reduce the speed limit on the Geraldton-Mt Magnet Hwy. Policy reasons for this not being possible include driver expectation and the lack of built infrastructure adjacent to the road.

Gibbons Street is largely wider than 10m which was historically required to do a U-turn with dray/camels. It is proposed that a painted island be introduced with other line marking on Gibbon Street, Yalgoo to align the road with more common uses. The width of the road has on multiple occasions resulted in drivers failing their test as centreline is hard to gauge compare to other carriageway which are typically 7.6m.

Painted islands are an effective way to provide traffic calming and could also be a good way to bring more vibrancy to our town. A trial on Gibbons Street may also make MRWA more receptive to a similar project being conducted on the Highway.

Current MRWA standards do not allow for pedestrian crossings in regional areas. Administration intends to question this metropolitan centric policy.

Feedback for this project has been received from Main Roads WA and is as follows:

There are a number of traffic calming options the Shire can implement to improve network safety.

1. Installation of a separation line down the centre of Gibbons Street: This would help delineate the centre of the road and acts as a traffic calming device. Given the width of Gibbons Street (~15m), I surmise this would not be incredibly effective.

2. Raised islands are proven traffic calming devices and depending on how they specifically installed, should not impede on minimum road width and turning circle movements associated with towing vehicles. The Shire can install raised pedestrian refuge islands in the middle of Gibbons Street which allow pedestrians a safe place to wait to cross the road while vehicles are passing.

3. Painted medians: The installation of a wide painted median will also effectively widen the centre of Gibbons Street. In doing this, the trafficable carriageway is also narrowed which is effective at reducing operating speed on the road. The centre of the median can have chevrons or, a decorative artistic display.

Main Roads has a Decorative Pavement Markings document which provides Local Governments guidance on the possible applications of decorative pavement markings

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on local roads. In essence these types of applications are implemented for artistic purposes only, however when applied within a median, you essential can have a traffic calming influence as well.

As per the document, the recommended uses are for:

Recommended uses:

- On Local roads with minimal existing pavement marking
- To promote a special purpose area i.e. revitalisation of activity centres
- To provide an effective contrast with the adjacent surface
- To replicate a recognisable colour scheme unique to the local area.
- Act as an Entry statement / Threshold treatment

These treatment s should not be used:

- On roads speed zoned >50km/h
- To replicate traffic control device that could create a right-of way issue e.g. roundabouts, zebra crossings, rumble strips, bus lanes, cycle lanes, etc
- Colours that degrade the contrast of RRPM's, white and yellow lines that might be mistaken by road users as a traffic control device or constitute a distraction.
- To simulate a 3D object.

As Yalgoo is well known for its flora, perhaps decorative artwork displaying the wildflowers that transforms the harsh Yalgoo landscape to a kaleidoscope of colour could be a potential artistic option. Your comment about local Aboriginal dot artwork could also be a viable option. The attached document should cover most questions you have including material and colour considerations. Please note that any plans to apply decorative pavement artwork needs to be reviewed by Main Roads so please liaise with my team on any ideas you have to ascertain viability of your request.



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Provided that Council is supportive of this project a design workshop will be held in conjunction with the Art Centre with final approval resting with Council and MRWA.

This project coincides with Local Governments campaigning to undertake line marking on local roads. This is something that could be considered for Yalgoo-Ningham Road in a future budget. Please see a letter from WALGA Infrastructure Manager Ian Duncan attached.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council support in principal the workshopping and design of painted median islands on Gibbons Street Yalgoo between Weekes Street and Museum Court. To be funded from the Geraldton-Mt Magnet Hwy – Townsite Improvements Capital Project pending approval by Council and Main Roads Western Australia.

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14.8 Rates Refund and Penalty Rates to be Waived

Applicant:	Shire of Yalgoo
Date:	19/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider the following rates refunds and waiving of penalty interest.

COMMENT

Late last year it was determined that DEMIRS or Landgate had incorrectly recorded the location of Tenement E59/2368 (A2098) as being located in Yalgoo. This tenement sits in the Mt Magnet Shire and the administration error appears to stem from the name of the associated ore field.

Sensore and Yilgarn Exploration Ventures have paid rates for this tenement since 2019. Landgate have provided a revaluation of \$0 that is effective from May 2023 when the error was confirmed but are yet to respond to correspondence requesting an effective date on the valuation roll of 2019.

Council are requested to consider a rates refund for the life of the tenement as it has never related to this local government area. This comprises of the following three payments received totalling \$18,278.22

28/10/2022 \$2,013.25

2021 was in credit due to journals correcting the differential rate from mining to exploration

25/09/2020 \$7,133.28

24/10/2019 \$9,131.69

The following are rates to be waived:

A1432 - E59/01350 - Buddadoo Metals

\$8.51

They paid a total of \$1,939 on 1 November 2023 for both A1432 and A2101, but it was receipted equally \$969.50 each to both rate notices. It should have been the first instalment amount of \$1,131.38 for A2101 and \$807.62 for A1432. System didn't pick up the instalment and we had to set up the instalment manually. It has been accruing penalty interest since due date 3 November 2023.

A2101 - E59/02349 - Buddadoo Metals

\$14.63

They paid a total of \$1,939 on 1 November 2023 for both A1432 and A2101, but it was receipted equally \$969.50 each to both rate notices. It should have been the first instalment amount of \$1,131.38 for A2101 and \$807.62 for A1432. System didn't pick

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up the instalment and we had to set up the instalment manually. It has been accruing penalty interest since due date 3 November 2023.

A1192 – E59/01002

\$2,395.30

Tenement died in February 2019 but it was not actioned in Ozone on MT Schedule M2019/3 so rates have been raised as normal in 19/20 and in 21/22 22/23 and 23/24 at the minimum charge of \$290. To waive the whole balance on the assessment and consider this as non rateable.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

As a result of a recent GRV revaluation this will not have a significant impact on projected 2023/24 rates income.

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council:

1. Agree to refund \$18,278.22 paid on assessment A2098
2. Write off the following amounts on their respective assessments
 - A1432 - \$8.51
 - A2101 - \$14.63
 - A1192 - \$2,395.30

15 NOTICE OF MOTIONS

16 URGENT BUSINESS

17 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Procedural Motion to move behind closed doors under 5.23(2)(c)

17.1 Confidential – Road Use Agreement Terra Mining

Applicant:	Shire of Yalgoo
Date:	17/01/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Tabled

SUMMARY

That Council approve a road use agreement for Terra Mining's use of the Wanarra East Road.

COMMENT

Terra Mining who are operating at Extension Hill approached Council late last year to arrange extraordinary haulage of iron ore on a local government road.

The CEO has drafted an agreement that Terra Mining is in support of. A copy of this agreement will be circulated.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council authorise the signing and sealing of the tabled Road Use Agreement with Terra Mining.

Procedural Motion to move out from behind closed doors

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18 NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Council Chambers, Gibbons Street Yalgoo on Friday 23rd February 2024 commencing at 10.00am.

19 MEETING CLOSURE

There being no further business the Shire President declared the Ordinary Council Meeting closed at.

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PUBLIC QUESTION TIME - FOR INFORMATION PURPOSES ONLY

The Shire of Yalgoo welcomes community participation during public question time of Council Meetings. The following is a summary of s5.24 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and Shire Policy, to provide a guide for public question time.

To enable a prompt and detailed response to questions, members of the public are requested to lodge questions in writing to the Chief Executive Officer at least two days prior to a Council meeting. This can be done:

- a. In person at the Shire of Yalgoo Office, 37 Gibbons St, Yalgoo
- b. By emailing the Executive Support Officer pa@yalgoo.wa.gov.au
- c. By phoning the Executive Support Officer (08) 9962 8042

When registering a question members of the public will be required to provide the following for record keeping and response:

- a. Name, Address, Contact Number and Name of Organisation representing (if any)
- b. A written copy of the question to be asked at Public Question Time

It is recommended to arrive at the Council Meeting 15 minutes to commencement if you have not registered a question in advance.

The presiding Member will open Public Question Time where appropriate and, if necessary, provide a brief summary of the rules, regulations and procedures of Public Question Time.

1. The person asking the question is to state their name prior to asking the question.
2. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
3. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
4. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
5. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

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6. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
7. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
8. The priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
9. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
10. There are circumstances where it may be necessary to place limits on the asking of questions to enable all members of the public a fair and equitable opportunity to participate in Public Question Time. In these events the Presiding Member will apply the most appropriate limit for the circumstance. Generally each member of the public shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
11. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask further questions (with necessary limits in place as discussed above if required) until the initial period for Public Question Time has expired.
12. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.
13. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
14. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

MATTERS FOR WHICH THE MEETING MAY BE CLOSED- FOR INFORMATION PURPOSES ONLY

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed.

The following legislative extracts were downloaded from www.legislation.wa.gov.au on 7 July 2021.

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; and
 - (b) the personal affairs of any person; and
 - (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; and
 - (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; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (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; and
 - (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; or
 - (ii) endanger the security of the local government's property; or

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- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
and
 - (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 (Model Code of Conduct) Regulations 2021

s.21 Disclosure of Information

(1) In this clause —

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, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

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document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent 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.

ATTENDANCE - FOR INFORMATION PURPOSES ONLY

Local Government Act 1995

S2.25 Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

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- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.
- (5) The non attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —
- (a) if no meeting of the council at which a quorum is present is actually held on that day; or
- (b) if the non attendance occurs —
- (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
- (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
- (iiia) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
- (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

Urgent Business

General business will not be admitted to Council. In cases of urgency or other special circumstances, where a matter cannot or should not be deferred until the next meeting, urgent items may, with the consent of a majority of Elected Members present, be heard and dealt with. Any such business shall be in the form of a clear motion, and the President may require such a motion to be written and signed by the Councillor or officer proposing the motion or recommendation.

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Deputations

Persons wishing to appear before Council or a Committee as a deputation should apply to the CEO at least one week before the date of the meeting, specifying the purpose of the deputation and the number of persons in the deputation. Deputations may be permitted at the discretion of the Presiding Member or by a resolution of the Council or Committee (as the case may not be). Not more than two members of a deputation may address the Council or Committee, except to answer questions from members of the Council or Committee.

A motion was mover by Cr_____ and seconded by Cr_____ to adjourn the meeting for lunch/a break and to reconvene at _____am/pm