



# AGENDA

8<sup>th</sup> of February 2023

## ORDINARY COUNCIL MEETING

**To be held at the Shires Administration Building situated at Gascoyne Junction  
commencing at 10.00am**

### DISCLAIMER

#### **Disclaimer**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

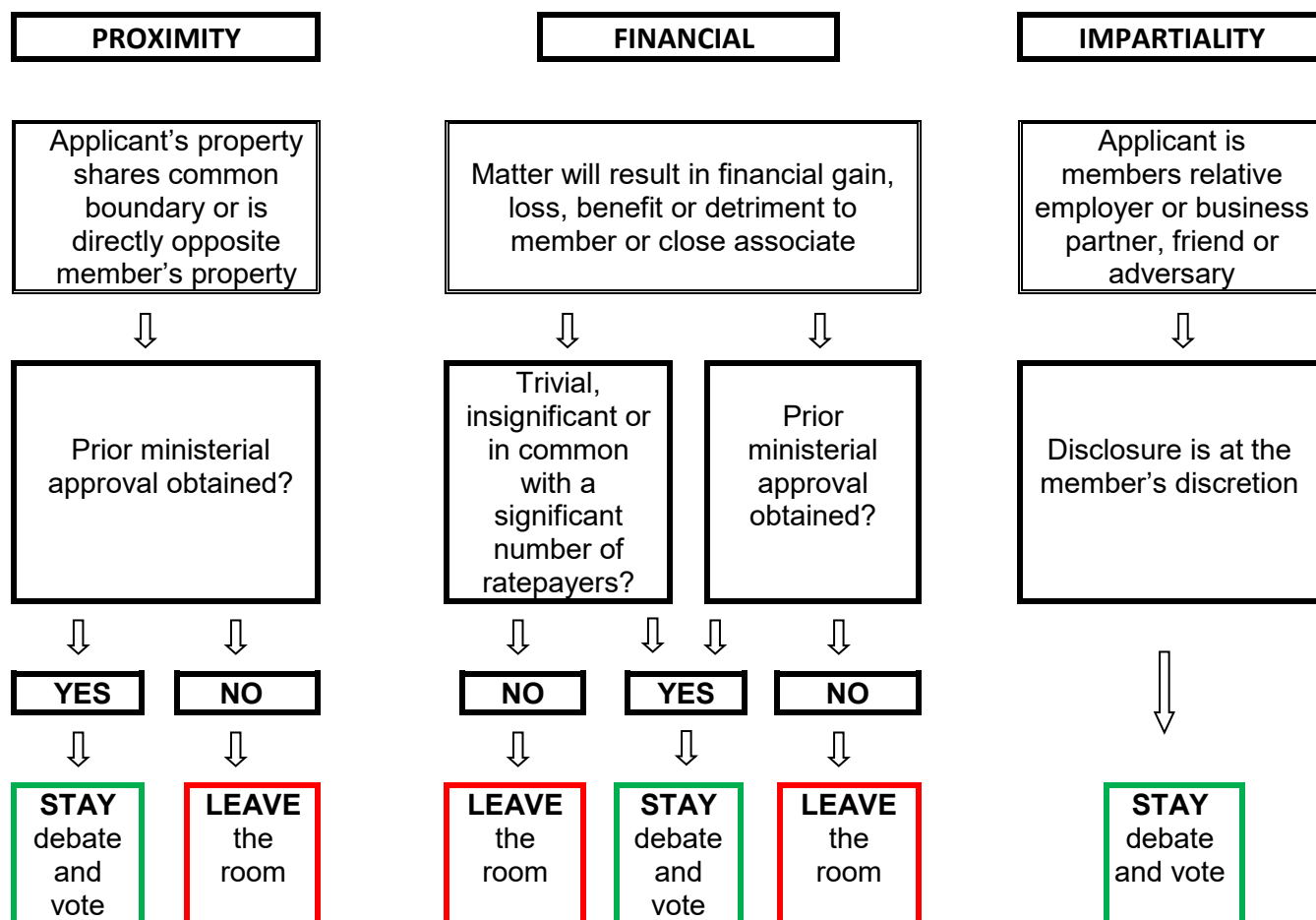
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In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Upper Gascoyne during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Upper Gascoyne. The Shire of Upper Gascoyne warns that anyone who has an application lodged with the Shire of Upper Gascoyne must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Upper Gascoyne in respect of the application.



John McCleary, JP  
CHIEF EXECUTIVE OFFICER

## \* Declaring an Interest



### Local Government Act 1995 - Extract

#### 5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(Penalties apply).

(2) It is a defense to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

#### 5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

#### 5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply).

### 'Local Government (Administration) Regulations 1996 – Extract

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

**SHIRE OF UPPER GASCOYNE**  
**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE SHIRES**  
**ADMINISTRATION BUILDING SITUATED AT GASCOYNE JUNCTION ON THE 8<sup>th</sup> OF FEBRUARY**  
**2023 COMMENCING AT 10.00 AM**

## Table of Contents

<b><u>1.</u></b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS .....</b>	<b>4</b>
<b><u>2.</u></b>	<b>APOLOGIES AND APPROVED LEAVE OF ABSENCE .....</b>	<b>4</b>
<b><u>3.</u></b>	<b>APPLICATION FOR LEAVE OF ABSENCE .....</b>	<b>4</b>
<b><u>4.</u></b>	<b>PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b><u>5.</u></b>	<b>DISCLOSURE OF INTEREST .....</b>	<b>5</b>
<b><u>6.</u></b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>5</b>
<b><u>7.</u></b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION .....</b>	<b>5</b>
<b><u>8.</u></b>	<b>MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS .....</b>	<b>5</b>
<b><u>9.</u></b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING .....</b>	<b>5</b>
<b><u>10.</u></b>	<b>REPORTS OF OFFICERS .....</b>	<b>6</b>
	10.1 MANAGER OF FINANCE AND CORPORATE SERVICES REPORT .....	6
	10.2 MANAGER OF WORKS REPORT .....	11
	10.3 CEO REPORT .....	12
	10.4 ACCOUNTS AND STATEMENT OF ACCOUNTS .....	14
	10.5 MONTHLY FINANCIAL STATEMENT .....	17
	10.6 TENDER DECISION CRITERIA – CARNARVON/MULLEWA ROAD .....	19
	10.7 POLICY MANUAL REVIEW .....	21
	10.8 EXTENSION OF LEAVE OF ABSENCE .....	23
	10.9 TENDER DECISION CRITERIA – DRFAWA – AGRN 974 .....	25
	10.10 DECISION CRITERIA FOR TENDER TO DISPOSE OF UNWANTED IRRIGATION PIPE .....	27
	10.11 NEW RESIDENTIAL/LIGHT INDUSTRIAL SUB-DIVISION .....	29
	10.12 STAFF HOUSING STRATEGY .....	31
	10.13 REQUEST TO BORROW .....	33
	10.14 PERMISSION TO ATTEND NATIONAL TIDY TOWNS AWARD .....	36
<b><u>11.</u></b>	<b>MATTERS BEHIND CLOSED DOORS .....</b>	<b>38</b>
<b><u>12.</u></b>	<b>MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>38</b>
<b><u>13.</u></b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>38</b>
<b><u>14.</u></b>	<b>ELECTED MEMBERS REPORT .....</b>	<b>38</b>
<b><u>15.</u></b>	<b>STATUS OF COUNCIL RESOLUTIONS .....</b>	<b>39</b>

<b><u>16. STATUS OF PROJECTS</u></b> .....	39
<b><u>17. MEETING CLOSURE</u></b> .....	39



**SHIRE OF UPPER GASCOYNE  
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE SHIRES  
ADMINISTRATION BUILDING SITUATED AT GASCOYNE JUNCTION ON THE 8<sup>TH</sup> OF FEBRUARY  
2023 COMMENCING AT 10.00 AM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS**

The Deputy President welcomed those present and declared the meeting open at \_\_\_\_am

In accordance with section 5.25(1)(ba) of the Local Government Act 1995 and section 14C(2)(iii) of the Local Government (Administration) Regulations 1996 the Deputy Shire President has authorised for Councillor McKeough to attend the Ordinary Meeting of Council by electronic means – (telephone). In making this determination Cr Caunt was advised by Cr McKeough that she will have a private place in which to attend the meeting.

**2. ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE**

**2.1 Councillors**

Cr J. Caunt	Deputy Shire President
Cr A. McKeough	Councillor (via telephone)
Cr H. McTaggart	Councillor
Cr R. Hoseason-Smith	Councillor
Cr B. Walker	Councillor
Cr G. Watters	Councillor

**Staff**

John McCleary JP	Chief Executive Officer
Jarrold Walker	Manager of Works and Services
Sa Toomalatai	Manager of Finance and Corporate Services

**Visitors**

Joshua Kirk	Greenfield Technical Services
Caroline Forbes	Horizon Power

**2.2 Absentees**

**2.3 Leave of Absence previously approved**

Cr D. Hammarquist

**3. APPLICATION FOR LEAVE OF ABSENCE**



#### 4. PUBLIC QUESTION TIME

### 4.1 Questions on Notice

Nil

## 4.2 Questions without Notice

## 5. DISCLOSURE OF INTEREST

John McCleary – CEO – Confidential Items – 11.1 & 11.2

## 6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

## 7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

**8. MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS**

Items – 11.1 & 11.2 – Confidential Items that relate to a Staff member.

Item 11.1 – Extension of CEO Employment Contract.

## Item 11.2 – Long Service Leave

## 9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

**9.1 Ordinary Meeting of Council held on 15<sup>th</sup> of December 2022.**

### OFFICER RECOMMENDATION / COUNCIL RESOLUTION

<b>Council Resolution No: 01022023</b>			
<b>MOVED:</b>	<b>CR:</b>	<b>SECONDED:</b>	<b>CR:</b>
<p>That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 15<sup>th</sup> of December 2022 be confirmed as a true and correct record of proceedings.</p> <p><b>FOR: CR    AGAINST: CR</b></p> <p><b>F/A:</b></p>			

## 10. REPORTS OF OFFICERS

## Council Resolution No: 02022023

**MOVED:**

**CR:**

**SECONDED:**

**CR:**

That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports as read.

**FOR: CR**

**AGAINST: CR**

**F/A:**

### 10.1 Manager of Finance and Corporate Services Report

Welcome back and happy New Year! Staff have returned from a well-earned break and are very much straight back into the swing of things. Although January is considered one of our quieter periods, coming back after the two week closure placed staff back into the day to day routine of delivering our core business.

In addition to our core business, staff will be rolling out tasks that align with our compliance calendar. This consists of issue of the next rate instalments, mid-year budget reviews, commencement of the 23/24 budget process and preparing for the 22/23 interim audit. There are also various progress reports that need to be finalised and submitted as part of acquitting completed projects from last year.

The CRC is also in full swing with the newly constructed storage room ready for filling up with stock, general supplies and our office records. The first GP clinic administered by the WA Country Health Midwest Service was scheduled for the 11<sup>th</sup> January 2023, and was again well accessed by members of the community. With the recent release of the dates for the remaining clinics in 2023, we hope that this will continue to assist our community in having immediate access to a locally based health service each month.

Speaking of office records, we have also commenced our Records Management gap analysis by engaging Records Consultant Kim Boulton. Kim is considered the records guru amongst the LG crowd and staff are investing the time to ensure this process is given the utmost priority whilst undertaken by Kim. Records management is one of the big ticket items on our bucket list for this financial year.

Councillors will note the addition of some new tourism signage round town, which has created some excitement and buzz within the team. This is all part of our tourism strategy and we hope will be beneficial to visitors in the area.



## **Community Resource Centre Update**

Author – Ainsel Hardie, Tourism & Community Development Officer

### **Community**

Another Community Christmas Party was successfully held on Friday December 9. 38 children from across the Shire received gifts from Santa. I am so grateful to my colleagues who worked collectively to achieve another wonderful community event bring residents together to celebrate. Involving the community once again in bringing side dishes and desserts was well received. Preliminary plans for next year are already underway.

2023 kicked off with a GP Clinic the first week the offices were opened. We had five appointments for the day. Whilst a slower clinic it did give staff from both the health team and the CRC to reflect on our progress so far and work at ways to further improve the services on offer. Clinics are scheduled for the first Wednesday of each month for the remainder of 2023. I am working with WAHCS to prepare a Memorandum of Understanding for the operation of the clinic.

The 2023 Events calendar is live on the website with some dates still to be added as final dates are confirmed with external stakeholders. The focus of this year as a team is to deliver core events well. To look at adding events an expression of interest was put to the community to attend a meeting with the goal of creating a working group of community members to host additional events through the year. This meeting is due to be held on Thursday February 2.

I have prepared a 5000 word submission on behalf of the Upper Gascoyne for our submission and consideration for the 2023 National Tidy Towns Awards to be held on King Island on May 19, 2023. The categories differ slightly from the State Awards and provided an extension of the time frame for considered projects. The national judges are due to be here on Wednesday March 8 and I look forward to showcasing Gascoyne Junction to them. I have on the town's behalf submitted nominations in all categories and being an overall State Winner we are automatically in the running for the overall National Award.

### **Tourism**

Despite the warmer weather it has been wonderful to still welcome visitors to the Upper Gascoyne over December and January. International visitors have returned with many German tourists heading out to Mount Augustus and the Kennedy Ranges. All have loved this part of the world despite the higher temperatures. Our key stakeholders are gearing up for the year ahead and working proactively to have key personnel in place to start the year.

The finishing touches are being put on to the eight minute Storytowns Podcast that will be live in February. Visitors to the region will be able to listen to the podcast as they near Gascoyne Junction and discover the history and attractions of the area. By the time of the meeting details of how to listen to the podcast will be on the Shire website.

At the start of February we will be launching our Under Gascoyne Skies Festival to be held from April 20 to 30. Incorporating the Solar Eclipse this festival will also see a range of activities to entertain the

expected increased number of visitors not only for school holidays but travelling to and from the Eclipse.

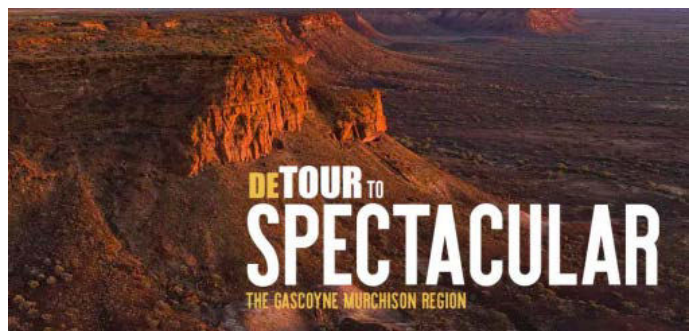
February will also see the launch of Australia's Golden Outback Gascoyne Murchison Campaign. This will run through May – however the use of marketing collateral will continue beyond that and signage along the North West Coastal Highway is currently being planned and developed encouraging visitors to De Tour to the Gascoyne Murchison.

The Caravan and Camping TV Show has just begun its new season and the Upper Gascoyne features heavily in the start and end of each episode with the opening and closing titles. The Upper Gascoyne will feature in its own stand-alone episode airing on Sunday February 12 at 5.30pm on Channel 7. A further two stories will air in the March 12 episode. The March episodes will also see ads go to air in the weeks leading into the Caravan and Camping Show. We are currently working out a media campaign for 2023 with advertising on Channel 7 and its partnering channels.

Conversations continue with a new accommodation stakeholder and two tour companies looking to commence during the 2023 season out of Gascoyne Junction. They are all well underway with planning and permits, and we have been discussing marketing opportunities. Two of these operations have assisted with recent media visits to the area adding to what the region has to offer to visitors as they wander outback.

10000 new Wander Outback brochures have been updated with a small review in time for the Perth Caravan and Camping Show in March where approximately 40000 patrons are due to visit over the five days from March 22 to 26. I am in the final stages of having Vanguard distribution warehouse and distribute our brochures from their base in Perth to Visitor Information Centres that we designate.

Finally, in conjunction with Astrotourism WA and Horizon Power, we have discussed Gascoyne Junction being a case study for becoming a town with Dark Sky Friendly street lighting. Horizon Power are currently putting together a case study at installing warmer lighting that meets international dark sky specifications in Gascoyne Junction. A public consultation will be held on the night before the next council meeting with representatives of Astrotourism WA and Horizon Power in attendance. Whilst we already have amazing night skies, this style of lighting helps reduce light pollution but is also better for wildlife and provides less blue light to human eyes.





## Community Resource Centre – Monthly Income Report – December 2022

Printed at: 30/01/23

SHIRE OF UPPER GASCOYNE

Page No : 1

### General Ledger Detail Trial Balance

(frmGLTrialBalance )

Options : Year 22/23, From Month 06, To Month 06, By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INC\	10841310	Commission Centrelink : CRC	-3,600.00	-720.00	-4,320.00
CRC INC\	10841330	Transport Commission: CRC	-231.06	-97.14	-328.20
CRC INC\	10841340	Postal Agency Commission: CRC	-2,654.88	-658.72	-3,313.60
CRC INC\	10841360	Income from Events Held	-1,180.00	0.00	-1,180.00
CRC INC\	10841380	Postal Agency Sales	-378.87	-25.05	-403.92
CRC INC\	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,033.44	0.00	-1,033.44
CRC INC\	10841500	Grant: CRC Operating	-710.00	-48,000.00	-48,710.00
CRC INC\	10842600	CRC Income Misc.	-7.09	0.00	-7.09
CRC INC\	10842610	CRC Merchandise Sales	-3,394.24	-7.23	-3,401.47
Total	CRC INCOME		-13,189.58	-49,508.14	-62,697.72
Total for division GEN			-13,189.58	-49,508.14	-62,697.72
Grand Total			-13,189.58	-49,508.14	-62,697.72

## Community Resource Centre – Monthly Customer Service Stats – December 2022

	CUSTOMER SERVICES & ENQUIRIES	2022.2023 TOTAL	2021.2022 TOTAL	YTD DIFF	Dec-22	Dec-21	DEC DIFF
Admin Support	Faxes	0	3	-3	0	0	0
	Photocopying/Printing/Scanning/Emailing	9	40	-31	0	4	-4
	Laminating/Binding	0	8	-8	0	0	0
	Hot Office Bookings	0	2	-2	0	0	0
	External Training and Course	0	0	0	0	0	0
CRC	1:1 Assistance to Community Members	13	0	13	3	0	3
	Computer/Internet Access	20	50	-30	4	1	3
	Community Education Events	1	4	-3	0	0	0
	Community Social Events	6	20	-14	1	0	1
	Community Economic Seminars	1	1	0	0	0	0
	Department of Human Services	8	21	-13	0	2	-2
	Government Access Point	17	20	-3	5	3	2
	Use of Paid WIFI Services	2	0	2	0	0	0
	Use of FREE WIFI Hub	13	0	13	3	0	3
Tourism	Road Condition Requests	477	944	-467	6	0	6
	General Tourism Information	586	745	-159	8	0	8
	Book Sales	18	43	-25	0	2	-2
	CRC Merchandise Sales	209	364	-155	7	13	-6
	Walking Tours	61	0	61	0	0	0
Info	Phonebook Purchases	0	0	0	0	0	0
	Gassy Gossip yearly subscription	0	4	-4	0	0	0
	Gassy Gossip Advertisement	0	7	-7	0	1	-1
Health	Video Conference/Telehealth	6	4	2	0	1	-1
	RFDS Support	7	0	7	0	0	0
	Medical Clinic Visits	41	0	41	11	0	11
Agencies	Library	48	66	-18	7	1	6
	Postage Sales	57	193	-136	4	10	-6
	Postage Collection	68	0	68	42	0	42
	Department of Transport	16	46	-30	5	0	5
	Horizon Power	31	105	-74	8	13	-5
Total Customer Service Enquiries		1715	2690	-975	114	51	63

## Community Resource Centre – Monthly Income Report – January 2023

Printed at: 30/01/23

SHIRE OF UPPER GASCOYNE

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### General Ledger Detail Trial Balance

(frmGLTrialBalance )

Options : Year 22/23,From Month 07,To Month 07,By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INC	10841310	Commission Centrelink : CRC	-4,320.00	-720.00	-5,040.00
CRC INC	10841330	Transport Commission: CRC	-328.20	-88.84	-417.04
CRC INC	10841340	Postal Agency Commission: CRC	-3,313.60	-680.54	-3,994.14
CRC INC	10841360	Income from Events Held	-1,180.00	0.00	-1,180.00
CRC INC	10841380	Postal Agency Sales	-403.92	-23.72	-427.64
CRC INC	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,033.44	-60.37	-1,093.81
CRC INC	10841500	Grant: CRC Operating	-48,710.00	0.00	-48,710.00
CRC INC	10842600	CRC Income Misc.	-7.09	-95.28	-102.37
CRC INC	10842610	CRC Merchandise Sales	-3,401.47	-13.50	-3,414.97
Total	CRC INCOME		-62,697.72	-1,682.25	-64,379.97
Total for division	GEN		-62,697.72	-1,682.25	-64,379.97
Grand Total			-62,697.72	-1,682.25	-64,379.97

## Community Resource Centre – Monthly Customer Service Stats – January 2023

	CUSTOMER SERVICES & ENQUIRIES	2022.2023 TOTAL	2021.2022 TOTAL	YTD DIFF	Jan-23	Jan-22	JAN DIFF
Admin Support	Faxes	0	3	-3	0	0	0
	Photocopying/Printing/Scanning/Emailing	14	40	-26	5	3	2
	Laminating/Binding	0	8	-8	0	0	0
	Hot Office Bookings	0	2	-2	0	0	0
	External Training and Course	0	0	0	0	0	0
CRC	1:1 Assistance to Community Members	15	0	15	2	0	2
	Computer/Internet Access	23	50	-27	3	0	3
	Community Education Events	1	4	-3	0	0	0
	Community Social Events	6	20	-14	0	0	0
	Community Economic Seminars	1	1	0	0	0	0
	Department of Human Services	8	21	-13	0	2	-2
	Government Access Point	26	20	6	9	0	9
	Use of Paid WIFI Services	3	0	3	1	0	1
	Use of FREE WIFI Hub	13	0	13	0	0	0
Tourism	Road Condition Requests	514	944	-430	37	32	5
	General Tourism Information	603	745	-142	17	1	16
	Book Sales	18	43	-25	0	0	0
	CRC Merchandise Sales	213	364	-151	4	2	2
	Walking Tours	61	0	61	0	0	0
Info	Phonebook Purchases	0	0	0	0	0	0
	Gassy Gossip yearly subscription	0	4	-4	0	0	0
	Gassy Gossip Advertisement	0	7	-7	0	1	-1
Health	Video Conference/Telehealth	6	4	2	0	0	0
	RFDS Support	8	0	8	1	0	1
	Medical Clinic Visits	46	0	46	5	0	5
Agencies	Library	57	66	-9	9	2	7
	Postage Sales	63	193	-130	6	10	-4
	Postage Collection	68	0	68	34	0	34
	Department of Transport	23	46	-23	7	0	7
	Horizon Power	35	105	-70	4	13	-9
	<b>Total Customer Service Enquiries</b>	<b>1825</b>	<b>2690</b>	<b>865</b>	<b>144</b>	<b>66</b>	<b>78</b>

## Community Sponsorship, Donations & Contributions for 2022/23

Applicant Name	Reason for Request	Date of Event	Approved Amount (ex GST)	Actual In-Kind Contribution	Total Contribution Amount to Date	Acquittal Completed	Notes
Winning Gymkhana Club	Winning Gymkhana	08/07/2022	\$ 1,000	\$ 0.00	\$ 1,000	12/07/2022	Event held and Evaluation Report received in July 2022.
Gascoyne Offroad Racing Club	Kickstarters Gascoyne Dash	30/07/2022	\$ 3,000	\$ 1,219.28	\$ 4,219.28	31/08/2022	Event held and Evaluation Report received in August 2022.
Junction Race Club - Races & Gymkhana	Junction Races & Gymkhana	20/08/2022	\$ 6,000 cash + \$ 2,400 in-kind	\$ 3,091.79	\$ 9,091.79	27/09/2022	Event held in August and Evaluation Report received in September 2022.
Gascoyne Food Council	Smoke & Stars GFC event	17/09/2022	\$ 1,000	\$ 0.00	\$ 1,000	Due 17/10/2022	Contribution Paid, Event held in September. Eval Report not yet received as at October 2022 OMC.
Eastern Gascoyne Gymkhana Club	Landor Gymkhana	02/10/2022	\$ 1,000	\$ 0.00	\$ 1,000	14/11/2022	Event held and Evaluation Report received in November 2022.
Kennedy Range Campdraft Association	Kennedy Range Campdraft	01/10/2022 to 02/10/2022	\$ 10,000	\$ 0.00	\$ 10,000	04/10/2022	Event held and Evaluation Report received in October 2022.
Eastern Gascoyne Race Club	Landor Races	30/09/2022 to 03/10/2022	\$ 5,000.00	\$ 0.00	\$ 5,000.00	Due 02/11/2022	Contribution Paid, Event held in Sept/Oct 2022. Eval Report not yet received as at December 2022 OMC.
Carnarvon School of the Air	End of School Year Presentation - Book Award 2022		\$ 70.00	\$ 0.00	\$ 70.00	N/A	Minor donation only – Other. Councillor McTaggart presented award.
<b>TOTAL CONTRIBUTION AMOUNT YEAR TO DATE (ex GST)</b>					<b>\$ 31,381.07</b>		

## 10.2 Manager of Works and Services Report

### General:

I would like welcome Councillors and staff back for the 2023 year. I enjoyed a few days off over Christmas with the family. I took the opportunity to return to work for a few days after New Year's to make sure the parts and trades were sorted to carry out the shutdown work required. I also used this time to get out on the road and do some road inspections before enjoying some days off in Coral Bay. I completed some more road inspections in mid-January and can report that in general the roads are in good condition with the exception of some washouts and ruts caused by people driving on closed roads.

John and I have been working closely with Hastings regarding the implementation of the road use agreement and current road maintenance requirements. To their credit they have deployed a road crew in late January to grade and roll the chosen route. We are still having issues with their contractors not doing the right thing however Hastings are implementing procedures to mitigate this from happening. We have also been working with several other exploration teams within other areas of the shire and bringing them up to speed with our expectations and conditions for using our roads. The workload in the exploration and mining space is growing at rapid rate and I expect will only consume more and more of our time and resources in the future.



The 2023 works program is well under way and is going to be another heavy work load. We have employed Hamish Tuia once again to fill in for Nat Rogers while he is on long service leave. Thanks to John for doing the rubbish run over Christmas. Hamish and Ali are doing a great job of catching up with garden maintenance after the Christmas break. With some good management and a bit of luck the parks and gardens are in great shape considering the hot weather we have had. The town oval reticulation and ground refurbishment has made all the difference. Hamish, Ali and Sean are working hard to make sure the town is looking sharp in time for the Tidy Towns judging which will take place next month.

We have taken ownership of the new Kubota tractor with mower, slasher and boom spray. The unit has already been put to good use mowing the town verges and oval. The new tractor has more than halved the time it takes to do these tasks. The addition of an air-conditioned cab also removes our employees from the elements and improves OHS.

The new grader was expected to arrive at the end of January however it has been delayed due to COVID sweeping through the fabrication team building the tyre carrier mount on the ripper box. The grader is expected to arrive on the 10<sup>th</sup> Feb.

We are still awaiting the arrival of two replacement light vehicles that were ordered back in July 2022. We still do not have a definitive ETA. In order to avoid another lengthy lead time I have been busy seeking quotes and ordering the replacements vehicles for the 2023/24 financial year.

Unfortunately we still have not received our CAT prime mover or Mack tipper back from the repairer in Perth. Both trucks were sent for insurance repairs due to steerer blowouts. While they were in the workshop I asked for a full defect report on each truck. The Mack truck requires some minor repairs due to normal wear and tear however the CAT truck had a lot more issues that required attention. While this was outside of our expected budget John and I agreed it was best to get the works completed while the trucks were in Perth. Both trucks are expected to return by mid-February.

Sean and I have moved into our newly refurbished offices. The new layout is proving to much more effective and allows us to work more efficiently and affords the individual space our roles require. Sean will attend a LEMC meeting in Shark Bay this month and will also take the opportunity to join in some emergency rescue training while there.

### **Maintenance Graders:**

Thomas and Ian will start the year grading in our southern district. There is a lot of vegetation on back slopes and some patch grading to be done. They will then concentrate on blowouts on the Pimbee and Ullawarra roads before deploying to the rest of the shire.

### **Construction:**

We have hit the ground running this year already. The works crew have recommenced resheeting works between the Daurie and Congo Creeks. We expect to complete a further 4km of sheeting by mid-March.

The crew will then mobilise to Mt Sandiman to lower and widen a dangerous crest thanks to funding from Black Spot WA program.

## **10.3 Chief Executive Officers Report**

Firstly and foremost I would like to welcome all Councillors, Staff and guests for the commencement of the 2023 calendar year. It once again promises to be another very busy period with major issues such as water, land (residential / light industrial), budget review / 23-24 budget, Implementation of Hastings RUA, new assets, asset renewal, staffing, general administration tasks and Council Elections.

I was kept busy over the Christmas / New Year break doing the rubbish removal, policy manual revision and other general tasks, as required. I am now fully competent on the Rubbish Truck and only had to



pick up one bin by hand after I tipped it out on the ground rather than into the truck, this type of misadventure certainly ensures you only make that mistake once. One thing that was apparent is that as a community we are not re-cycling and taking advantage of the Container Deposit levy and by not recycling we put more pressure on our landfill site, which has an economic and environmental consequence. This is an area where we can do better and we will put a focus on this through 2023.

I had to make a quick trip down to Perth in early January to have a colonoscopy. The procedure itself was easy with the surgeon doing some minor work; however, prior to having the procedure I was reminded of Jonny Cash's hit song as I sat a lonely figure perched on the throne.

Advice received is that the Tidy Towns National Judging can basically happen between now and March with the awards being held at King Island on the 19<sup>th</sup> of May 2023. I am led to believe that the King Island function centre can only cater for 80 people and that there will be limit of 4 persons per State entrant, given this we will need to determine who will attend to represent the Shire so we can book early and not be sleeping in our swags on the beach.

We have sought the public's / community interest in the provision of Light Industrial Land, at this stage we have four very strong expressions of interest, given this I have instructed our consultants to review the current plan and make eight lots which would effectively mean that each lot would be in the order of 3,000m<sup>2</sup> or  $\frac{3}{4}$  of an acre. I have made enquiries with the Department of Lands to convert the current Management Order into Freehold Land, I am anticipating that we may need to do another ILUA given the Land is currently categorised as being UCL.

The Residential Land is at a stand-still at the moment until the Department of Lands provides a ILUA Template, once received we can recommence negotiations with the Yinggarda PBC. I have had discussions with Development WA about subsidies to develop both the Residential and Light Industrial Land, I am advised to make an application under the RDAP (Regional Development Assistance Program) for both projects. I have engaged Porters to prepare the applications on our behalf.

Water continues to be problematic from a potable supply perspective. Water Corp have advised that they only have capacity to service another seven residential properties; which given our level of perceived demand for land is inadequate. I have approached Water Corp with the issues and have provided a potential solution; however, at this stage the silence is deafening. I can see a trip to Perth to see the powers to be in order to get some action on the ground. This is an issue that has been around for the past 21 years.

STATUS OF GRANTS FOR 2022							
Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
4/2/2022	20/02/2022	Dalgety Brook Floodway	Bridges Renewable Program	Dept of Infrastructure, Transport, Regional Development and Communications	\$1,800,000	\$1,800,000	Approved
13/12/2021	N/A	Carnarvon / Mullewa Road Sealing Project	Ad hoc	Main Roads – State initiatives on Local Roads	Requested between 3.9 and 4.5 million	Ongoing	Pending
28/01/2023	N/A	Hatch Street Footpaths	WA Bicycle Network Grant	Dept of Transport	\$22,000	\$44,000	Successful
01/02/2023	N/A	Up-date current Local Planning Strategy	Ad Hoc	Dept of Planning, Lands & Heritage	Nil		Pending

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10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	None
<b>Author:</b>	Sa Toomalatai – Manager of Finance & Corporate Services
<b>Date:</b>	1 February 2023
<b>Matters for Consideration:</b>	<p>To receive the List of Accounts Due &amp; Submitted to Ordinary Council Meeting on Wednesday the 8<sup>th</sup> of February 2022 as attached – see <a href="#">Appendix 1</a>.</p> <p>In addition to the List of Accounts and as part of this agenda report, Council are also requested to receive the Legal Expenses report. This report details all legal costs incurred to the end of this reporting period for both general legal and rates debt recovery expenses – refer to <a href="#">Appendix 1</a>.</p>
<b>Background:</b>	The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.
<b>Comments:</b>	The list of accounts are for the month of December 2022 and January 2023.
<b>Statutory Environment:</b>	<p>Local Government (Financial Management Regulations) 1996</p> <p><b>13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</b></p> <p>(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 —</p> <ul style="list-style-type: none"> <li>(a) the payee's name; and</li> <li>(b) the amount of the payment; and</li> <li>(c) the date of the payment; and</li> <li>(d) Sufficient information to identify the transaction.</li> </ul> <p>(2) A list of accounts for approval to be paid is to be prepared each month showing —</p> <ul style="list-style-type: none"> <li>(a) for each account which requires council authorisation in that month — <ul style="list-style-type: none"> <li>(i) the payee's name; and</li> </ul> </li> </ul>

	<p>(ii) the amount of the payment; and</p> <p>(iii) sufficient information to identify the transaction; and</p> <p>(b) the date of the meeting of the council to which the list is to be presented.</p> <p>(3) A list prepared under sub regulation (1) or (2) is to be —</p> <p>(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and</p> <p>(b) recorded in the minutes of that meeting.</p>				
<b>Policy Implications:</b>	Nil				
<b>Financial Implications:</b>	2022/2023 Budget				
<b>Strategic Implications:</b>	<p>SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation.</p> <p>Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning.</p> <p>Strategy 4.2.3 Comply with statutory and legislative requirements.</p>				
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

<b>Consultation:</b>	Nil																		
<b>Voting requirement:</b>	Simple Majority																		
<b>Officer's Recommendation:</b>	<p><i>That Council endorse the payments for the period 1<sup>st</sup> of December 2022 to the 31<sup>st</sup> of December 2022 and the 1<sup>st</sup> of January 2023 to the 31<sup>st</sup> of January 2023 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 31<sup>st</sup> of January 2023.</i></p> <p><b>December 2022</b></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs (15032 - 15180)</td> <td>\$3,025,975.96</td> </tr> <tr> <td>Payroll</td> <td>\$115,241.46</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$20,777.40</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$3,046,753.36</b></td> </tr> </table> <p><b>January 2022:</b></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs (15181 - 15236)</td> <td>\$1,451,475.97</td> </tr> <tr> <td>Payroll</td> <td>\$56,583.61</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$22,082.44</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$1,473,558.41</b></td> </tr> </table>			Municipal Fund Bank EFTs (15032 - 15180)	\$3,025,975.96	Payroll	\$115,241.46	BPAY/Direct Debit	\$20,777.40	<b>TOTAL</b>	<b>\$3,046,753.36</b>	Municipal Fund Bank EFTs (15181 - 15236)	\$1,451,475.97	Payroll	\$56,583.61	BPAY/Direct Debit	\$22,082.44	<b>TOTAL</b>	<b>\$1,473,558.41</b>
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BPAY/Direct Debit	\$22,082.44																		
<b>TOTAL</b>	<b>\$1,473,558.41</b>																		
<b>Council Resolution No: 03022023</b>																			
<b>MOVED:</b>	<b>CR:</b>	<b>SECONED:</b>	<b>CR:</b>																
<b>FOR: CR</b>		<b>AGAINST: CR</b>																	
<b>F/A: 0/0</b>																			

10.5 MONTHLY FINANCIAL STATEMENT	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	None
<b>Author:</b>	Sa Toomalatai – Manager of Finance & Corporate Services
<b>Date:</b>	1 February 2023
<b>Matters for Consideration:</b>	<p>The Statement of Financial Activity for the period of December 2022, includes the following reports:</p> <ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• Significant Accounting Policies</li> <li>• Graphical Representation – Source Statement of Financial Activity</li> <li>• Net Current Funding Position</li> <li>• Cash and Investments</li> <li>• Major Variances</li> <li>• Budget Amendments</li> <li>• Receivables</li> <li>• Grants and Contributions</li> <li>• Cash Backed Reserve</li> <li>• Capital Disposals and Acquisitions</li> <li>• Trust Fund</li> </ul> <p>see <a href="#">Appendix 2</a></p>
<b>Background:</b>	<p>Under the Local Government (Financial Management Regulations 1996), a monthly Statement of Financial Activity must be submitted to an Ordinary Council meeting <b>within 2 months</b> after the end of the month to which the statement relates. The statement of financial activity is a complex document but presents a complete overview of the financial position of the local government at the end of each month. The Statement of Financial Activity for each month must be adopted by Council and form part of the minutes.</p>
<b>Comments:</b>	<p>The Statement of Financial Activity is for the month of December 2022.</p> <p>Given the timing of the February Meeting being early in the month there will be insufficient time to prepare the January 2023 Financial Report. Under the Regulations the Shire are permitted to present the report within 2 months, as such; we will present the January report in March 2023.</p>
<b>Statutory Environment:</b>	<p>Local Government Act 1995 – Section 6.4</p> <p>Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil

<b>Strategic Implications:</b>		SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation.  Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning.  Strategy 4.2.3 Comply with statutory and legislative requirements.			
<b>Risk:</b>					
<b>Risk</b>	<b>Risk Likelihood (based on history and with existing controls)</b>	<b>Risk Impact / Consequence</b>	<b>Risk Rating (Prior to Treatment or Control)</b>	<b>Principal Risk</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
<b>Consultation:</b>		Nil			
<b>Voting requirement:</b>		Simple Majority			
<b>Officer’s Recommendation:</b>		<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of December 2022.</i>			
<b>Council Resolution No: 04022023</b>					
<b>MOVED:</b>	<b>CR:</b>		<b>SECONDED:</b>	<b>CR:</b>	
<b>FOR: CR</b>			<b>AGAINST: CR</b>		
<b>F/A: 0/0</b>					

<b>10.6 TENDER DECISION CRITERIA – CARNARVON/MULLEWA ROAD</b>	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	3 February 2023
<b>Matters for Consideration:</b>	To determine the tender decision criteria for roadworks to occur on Carnarvon / Mullewa Road
<b>Background:</b>	The Shire have additional funds to carry out further sealing works. The quantum amount is in excess of \$250,000 tender threshold as such we will need to go to public tender.
<b>Comments:</b>	Currently Shire Staff are fully committed to the works at hand; as such, we will need to engage the services of a Project Manager to carry out the administrative and on the ground works. It will my intention to go through WALGA's Preferred Supplier Arrangements and Appoint a Project Manager.
<b>Statutory Environment:</b>	<p>Local Government (Functions &amp; General) Regulations 1996</p> <p>11. When tenders have to be publicly invited</p> <p>(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000...</p> <p>15. Minimum time to be allowed for submitting tenders</p> <p>(1) If a notice under regulation 14(1) is given, the date and time referred to in regulation 14(3)(d) has to be at least 14 days after the notice is —</p> <p>(a) published on the local government's official website; and</p> <p>(b) published in at least 3 of the ways prescribed in the Local Government (Administration) Regulations 1996 regulation 3A(2).</p>
<b>Policy Implications:</b>	Purchasing Policy
<b>Financial Implications:</b>	22/23 Budget
<b>Strategic Implications:</b>	<p>SCP – Objective 2 – Economic – Our Prosperity</p> <p>Strategy 2.1.1 – Provide appropriate transport network infrastructure, supporting our community, local pastoral and mining industries and tourism.</p> <p>Corporate Plan – 2.1.1.3 – Seal road between Gascoyne Junction and Meekatharra.</p>
<b>Risk:</b>	

Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Main Roads			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<p><i>That Council:</i></p> <ol style="list-style-type: none"><li><i>Adopt the following tender decision making criteria for the Carnarvon / Mullewa Road Works:</i><ol style="list-style-type: none"><li><i>Quality and Completeness of Road Construction Plant/ Equipment – 15%</i></li><li><i>Demonstrated Remote Area Construction Experience – 20%</i></li><li><i>Demonstrated Local Knowledge of Sourcing appropriate materials - 20%</i></li><li><i>Capacity to commence and complete contract works within designated time-frame - 35%</i></li><li><i>Provision for Mechanical Support – 10%</i></li></ol></li><li><i>Authorise the CEO to appoint a Project Manager for an amount not to exceed \$500,000 sourced via the WALGA Preferred Supplier Program.</i></li><li><i>That the tender run for 14 days after the notice is given.</i></li><li><i>That the CEO be authorised to accept the tender that provides the best value for money for the Shire.</i></li></ol>			
Council Resolution No: 05022023					
MOVED:		SECONDED:			
FOR: CR					
AGAINST: CR					
F/A:					



## 10.7 POLICY MANUAL REVIEW

<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	Nil				
<b>Author:</b>	John McCleary – Chief Executive Officer				
<b>Date:</b>	19 January 2023				
<b>Matters for Consideration:</b>	To review existing Policies and adopt new policies as provided in <a href="#">Appendix 3</a> .				
<b>Background:</b>	In keeping with 'good practice' the Shires Policies are reviewed to ensure that they are relevant and up-to date.				
<b>Comments:</b>	As part of the Shire's Regulation 17 review it was recommended that new policies be added and some of the existing policies amended to reflect changes in underpinning legislation.				
<b>Statutory Environment:</b>	Nil				
<b>Policy Implications:</b>	Nil				
<b>Financial Implications:</b>	Nil				
<b>Strategic Implications:</b>	<p>Strategy 4.2.2 – Maintain accountability and financial responsibility through effective planning.</p> <p>Link – Corporate Plan 4.2.2.2 – Maintain effective policies, procedures and practices.</p>				
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

<b>Consultation:</b>	Staff		
<b>Voting requirement:</b>	Simple Majority		
<b>Officer's Recommendation:</b>	<i>That Council endorse and adopt the new inclusions and changes to the policies contained within the Shire of Upper Gascoyne's Policy Manual as provided in <a href="#">Appendix 3</a>.</i>		
<b>Council Resolution No: 0602023</b>			
<b>MOVED:</b>		<b>SECONDED:</b>	
<p><b>FOR: CR</b> <b>AGAINST: CR</b></p> <p><b>F/A:</b></p>			

## 10.8

## EXTENSION OF LEAVE OF ABSENCE

<b>Applicant:</b>		Shire of Upper Gascoyne			
<b>Disclosure of Interest:</b>		Nil			
<b>Author:</b>		John McCleary – Chief Executive Officer			
<b>Date:</b>		16 January 2023			
<b>Matters for Consideration:</b>		To determine for the Council to grant Councillor Hammarquist an extended leave of absence and instruct the CEO to write to the Minister seeking his approval.			
<b>Background:</b>		Due to some ongoing medical issues Councillor Hammarquist has been granted 'leave of absence' from the Ordinary Meetings of Council commencing from the OMC in September 2022. In March 2023 it will be his sixth consecutive meeting that he has been absent, in the event that Councillor Hammarquist is still unavailable it is considered good practice to put things into place so that he is not disqualified from holding office.			
<b>Comments:</b>		At this stage Councillor Hammarquist is still receiving treatment and cannot provide a definitive time frame in which he will resume his duties.			
<b>Statutory Environment:</b>		<p>Local Government Act 1995</p> <p><i>2.25. Disqualification for failure to attend meetings</i></p> <p>(1) A council may, by resolution, grant leave of absence, to a member.</p> <p>(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.</p>			
<b>Policy Implications:</b>		Nil			
<b>Financial Implications:</b>		Nil			
<b>Strategic Implications:</b>		<p>SCP – Object 4 – Governance</p> <p>Strategy 4.2.3 – Comply with statutory and legislative requirements.</p> <p>Link – Corporate Plan 4.2.3.2 – See a high level of legislative compliance in organisational practices and effective internal controls.</p>			
<b>Risk:</b>					
<b>Risk</b>	<b>Risk Likelihood (based on history and with</b>		<b>Risk Rating (Prior to Treatment or Control)</b>	<b>Principal Risk</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>

	existing controls)				
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Councillor Hammarquist Deputy Shire President			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<i>That Council:</i>  1. <i>Extend the leave of absence for Councillor Hammarquist to the September 2023 Ordinary Meeting of Council, if required: and</i>  2. <i>Instruct the CEO write to the Minister of Local Government seeking Ministerial approval of the leave of absence for Councillor Hammarquist.</i>			
Council Resolution No: 07022023					
MOVED:		SECONDED:			
FOR: CR		AGAINST: CR			
F/A:					

## 10.9 TENDER DECISION CRITERIA – DRFAWA – AGRN 974

<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	Nil				
<b>Author:</b>	John McCleary – Chief Executive Officer				
<b>Date:</b>	19 January 2023				
<b>Matters for Consideration:</b>	To determine the decision criteria when awarding a tender to carry out the remainder OF Flood Damage works – AGRN 974				
<b>Background:</b>	Previously the Shire awarded the works associated with AGRN 974 to Quadrio Earthmoving. Unfortunately due to circumstances beyond the control of the Shire, QEM have advised that they are not in position to complete the remaining works required to complete this package. Currently it is estimated that there is \$340,000 of works outstanding.				
<b>Comments:</b>	Given that the \$340,000 is excess of the tender threshold amount of \$250,000 we will need to go back to the market and select another contractor to complete the required works. In order to do this Council will need to determine the decision criteria.				
<b>Statutory Environment:</b>	Local Government Act				
<b>Policy Implications:</b>	Purchasing Policy				
<b>Financial Implications:</b>	Nil as AGRN 974 has been approved by DFES.				
<b>Strategic Implications:</b>	SCP – Object 4 – Governance Strategy 4.2.3 – Comply with statutory and legislative requirements. Link – Corporate Plan 4.2.3.2 – See a high level of legislative compliance in organisational practices and effective internal controls.				
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

<b>Consultation:</b>	Greenfields Technical Services Manager of Works and Services		
<b>Voting requirement:</b>	Simple Majority		
<b>Officer's Recommendation:</b>	<i>That Council endorse the following decision criteria and weighting to determine the successful tenderer for the remainder of the works associated with AGRN 974 with an estimated value of \$340,000:</i>  <i>1. Quality &amp; Completeness of Road Construction Plant /Equipment – 25%</i> <i>2. Demonstrated Remote Area Construction Experience – 10%</i> <i>3. Demonstrated Local Knowledge of sourcing appropriate materials – 10%</i> <i>4. Capacity to complete contract works – 45%</i> <i>5. Provision for Mechanical Support – 10%</i>		
<b>Council Resolution No: 08022023</b>			
<b>MOVED:</b>		<b>SECONDED:</b>	
<b>FOR: CR</b>  <b>AGAINST: CR</b>  <b>F/A:</b>			

10.10 DECISION CRITERIA FOR TENDER TO DISPOSE OF UNWANTED IRRIGATION PIPE					
<b>Applicant:</b>		Shire of Upper Gascoyne			
<b>Disclosure of Interest:</b>		Nil			
<b>Author:</b>		John McCleary – Chief Executive Officer			
<b>Date:</b>		22 January 2023			
<b>Matters for Consideration:</b>		To set the decision criteria for determining the successful tenderer for the disposal of unwanted irrigation pipe.			
<b>Background:</b>		The Shire originally purchased approximately 9 kilometres of 110mm blue line poly pipe as part of a project to pipe water from Uranium Bore to Gascoyne Junction. The pipe is currently being stored in a shed for a fee equivalent to the rates.			
<b>Comments:</b>		<p>This project was never commenced and given we have now established a bore in Town the likelihood of the project ever going ahead is zero.</p> <p>The poly pipe is not wanted for any other purpose so rather than have it sit in storage it is deemed prudent to dispose of.</p>			
<b>Statutory Environment:</b>		<p>3.58. Disposing of property</p> <p>(1) In this section —</p> <p>dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>(2) Except as stated in this section, a local government can only dispose of property to —</p> <p>(a) the highest bidder at public auction; or</p> <p>(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.</p>			
<b>Policy Implications:</b>		Nil			
<b>Financial Implications:</b>		Increased revenue			
<b>Strategic Implications:</b>		<p>SCP – Object 4 – Governance</p> <p>Strategy 4.2.3 – Comply with statutory and legislative requirements.</p> <p>Link – Corporate Plan 4.2.3.2 – See a high level of legislative compliance in organisational practices and effective internal controls.</p>			
<b>Risk:</b>					
<b>Risk</b>	<b>Risk Likelihood (based on history and with</b>		<b>Risk Rating (Prior to Treatment or Control)</b>	<b>Principal Risk</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>

	existing controls)				
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Staff			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<i>That Council:</i> <i>1. Authorise the CEO to dispose of the 110mm blue line polly pipe by way of public tender;</i> <i>2. That following elements determine the successful tenderer:</i> <ul style="list-style-type: none"><li><i>Price</i> 70%</li><li><i>Time to remove</i> 30%</li></ul> <i>3. Authorise the CEO to determine and award the successful tenderer.</i>			
Council Resolution No: 09022023					
MOVED:		SECONDED:			
FOR: CR AGAINST: CR					
F/A:					



## 10.11 NEW RESIDENTIAL / LIGHT INDUSTRIAL SUB-DIVISION

<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	Nil				
<b>Author:</b>	John McCleary – Chief Executive Officer				
<b>Date:</b>	22 January 2023				
<b>Matters for Consideration:</b>	To receive consultant report on developing residential and light industrial land within the townsite of Gascoyne Junction as presented in <a href="#">Appendix 4</a> .				
<b>Background:</b>	<p>As part of the developing the residential and light industrial lots the Shire need to know the probable costs associated with each development and what needs to be done in order to carry out the sub-divisions.</p> <p>Porter Consulting was originally engaged by Development WA to do a study on the initial residential sub-division; however, the scope of works changed due to cost and requirements of the department of lands; as such a revision of the residential report was required and a new report was required to be prepared for the for the light industrial site.</p> <p>These reports will also be used as addendums for our grant request under the Regional Development Assistance Program where the Shire can request financial assistance for the developments.</p>				
<b>Comments:</b>	The purpose of this item is to present the reports for Councillors to read so that they are aware of the works and costs associated with such to carry out the residential and light industrial sub-divisions. No decisions are required at this point as to the work on the ground but these reports do highlight costs and will inform the budget going forward into the 23/24 budget.				
<b>Statutory Environment:</b>	Nil				
<b>Policy Implications:</b>	Nil				
<b>Financial Implications:</b>	Nil				
<b>Strategic Implications:</b>	<p>SCP - Objective 2 – Economic – Our Prosperity</p> <p>Strategy – 2.2.3 Develop industrial, residential and commercial land development and seek investment opportunities.</p> <p>Link – Corporate Plan – 2.2.3.1 – Seek appropriate land acquisition for development.</p>				
<b>Risk:</b>					
<b>Risk</b>	<b>Risk Likelihood (based on history and with</b>		<b>Risk Rating (Prior to Treatment or Control)</b>	<b>Principal Risk</b>	<b>Risk Action Plan (Controls or Treatment proposed)</b>

	existing controls)				
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Nil			
Voting requirement:		Simple Majority			
Officer's Recommendation:		That Council receive the Residential and Light Industrial Reports provided by Porter Consulting Engineers.			
Council Resolution No: 10022023					
MOVED:		SECONDED:			
FOR: CR					
AGAINST: CR					
F/A:					

## 10.12 STAFF HOUSING STRATEGY

<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	Nil				
<b>Author:</b>	John McCleary – Chief Executive Officer				
<b>Date:</b>	22 January 2023				
<b>Matters for Consideration:</b>	To adopt the Housing Strategy as part of the informing strategies for our suite of integrated planning documents. Please refer to <a href="#">Appendix 5</a> .				
<b>Background:</b>	In keeping with our new focus on the Strategic Community Plan, Corporate Plan and Informing Strategies the Housing Strategy takes a strategic view of ensuring the Shire has significant resources which are baked into the over Strategic thought processes.				
<b>Comments:</b>	<p>This strategy review the Shire's existing housing stock and also future requirements as determined by our Workforce Plan and allowances via the Long Term Financial Plan.</p> <p>By adopting this Strategy as part of the suite of informing plans that are tied to the Integrated Planning instruments, we provide Council, Staff and our Community with a consistent approach to ensuring that the Budgetary Processes / grant applications are targeted for the greater good over the long term.</p>				
<b>Statutory Environment:</b>	Nil				
<b>Policy Implications:</b>	Nil				
<b>Financial Implications:</b>	Ongoing Budget allocations				
<b>Strategic Implications:</b>	Becomes an informing strategy as part of the Shires Integrate Planning Documents. Please refer to Page 4 of the Plan for the future.				
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

<b>Consultation:</b>	Nil		
<b>Voting requirement:</b>	Simple Majority		
<b>Officer's Recommendation:</b>	<i>That Council adopt the Staff Housing Strategy and include this as part of the informing strategies of the Plan of Future – Integrated Planning Framework as detailed in Appendix 6.</i>		
<b>Council Resolution No: 11022023</b>			
<b>MOVED:</b>		<b>SECONDED:</b>	
<b>FOR: CR</b> <b>AGAINST: CR</b>			
<b>F/A:</b>			

**10.13 REQUEST TO BORROW**

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	22 January 2023
<b>Matters for Consideration:</b>	To determine to borrow \$600,000 to construct a new staff house. Please refer to <a href="#">Appendix 6</a> for a typical house plan and a copy of the quote from the Treasury Department.
<b>Background:</b>	<p>As part of the Shire's Integrated Planning, the Workforce Plan, adopted by Council at the Ordinary Meeting of Council held in December 2022, has identified that the Shire need to appoint 2 new Full-Time Employees (FTE's) and 2 part-time (.5) Employees taking this to a total of 3 FTE's.</p> <p>Given our Shire's geographic positioning and a host of other factors including the lack of private rental properties, in order to engage new staff members the Shire will need to construct two additional dwellings, as identified in the Shire Housing Strategy.</p> <p>It is critical that we commence the process of employment; hence construction, due to the elongated time frames to get a building on the ground – approximately 12-14 months.</p> <p>We have identified two building sites:</p> <ol style="list-style-type: none"><li>1. Lot 15 Gregory Street - it is approx. 2000m<sup>2</sup> and can easily accommodate another home; and</li><li>2. Lot 12 Hatch Street – The lot we purchased from Don Hammarquist.</li></ol> <p>We have sought some indicative quotes to build a 3 x 2 Transportable Home to the same standard as the dwelling situated on Lot 22 Hatch Street, prior to going to public tender. The cost will be in the order of \$463,000 however allowances for landscaping, gardens, reticulation, concrete cross over driveway, sheds and fencing will also need to be considered.</p>

<b>Comments:</b>		<p>Given the above anticipated costs it is considered that the Shire will need to borrow \$600,000 from the WA Treasury Corporation to adequately cover all costs without needing to impinge on the budget at hand.</p> <p>Provision has already been made in the 23/24 Budget and on-going for 10 years to repay the capital and interest for the loan. The Shire currently has three outstanding loans forecast to be paid out in 2027/28, 2028/29 and 2030/31. The total Principal and interest payment for the 22/23/ Budget for these loans is \$163,513.</p> <p>If the Council decide to borrow the \$600,000 over a 10 year period the repayment amount will be \$73,514 per financial year.</p>			
<b>Statutory Environment:</b>		<p>Local Government Act 1995</p> <p>6.20. Power to borrow</p> <p>(1) Subject to this Act, a local government may —</p> <p>(a) borrow or re-borrow money; or</p> <p>(b) obtain credit; or</p> <p>(c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.</p> <p>(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —</p> <p>(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and</p> <p>(b) the resolution to exercise that power is to be by absolute majority.</p>			
<b>Policy Implications:</b>		Nil			
<b>Financial Implications:</b>		Will not affect the 22/23 budget from a repayment perspective but will impact on the 23/24 financial year.			
<b>Strategic Implications:</b>		<ol style="list-style-type: none"> <li>1. Strategic Community Plan – 2.2.3 - Develop Industrial, Residential and Commercial Land Development and seek investment opportunities/</li> <li>2. Corporate Business Plan – 2.2.3.3 Increase and Upgrade Shire Residential stock.</li> <li>3. Long Term Financial Plan - a provision has been made to borrow \$600,000 in the 23/24 financial year.</li> </ol>			
<b>Risk:</b>					
<b>Risk</b>	<b>Risk Likelihood (based on</b>		<b>Risk Rating (Prior to</b>	<b>Principal Risk</b>	<b>Risk Action Plan (Controls or</b>

	history and with existing controls)		Treatment or Control)		Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		WA Treasury			
Voting requirement:		Absolute Majority			
Officer's Recommendation:		<i>That Council:</i> <i>1. The CEO is authorised to borrow \$600,000 from the WA Treasury Corporation for the purposes of constructing a new dwelling ;</i> <i>2. The Loan is to be repaid over a period of 10 years; and</i> <i>3. The CEO is to give one month's local public notice of the proposal.</i>			
Council Resolution No: 12022023					
MOVED:		SECONDED:			
FOR: CR					
AGAINST: CR					
F/A:					



10.14 PERMISSION TO ATTEND NATIONAL TIDY TOWNS AWARD	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	2 February 2023
<b>Matters for Consideration:</b>	To determine who will attend and represent the Shire of Upper Gascoyne at the National Tidy Towns Award.
<b>Background:</b>	The Shire of Upper Gascoyne and in particular the townsite of Gascoyne Junction recently won the overall State Award which enables the Shire to enter the National Awards along with the other State / Territory Winners.
<b>Comments:</b>	<p>The 2023 Australian Sustainable Communities Tidy Towns Awards Event will be hosted by the 2022 winner <b>King Island, Tasmania on 19-May 2023</b>.</p> <p>King Island is a quite small and there will be a limit on the numbers of people that can attend, anecdotally I have been advised that the number will be capped at four people per entrant.</p> <p>The cost of flights and accommodation will be approximately \$2,500.00 per person plus meals and taxis, as such; the overall cost will be approximately \$12,000.00 There is no budget allocation in the 22/23 Budget but this can rectified at the Budget Review which will be presented in March 2023.</p>
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	<p>Policy 4A.2 Conference, Seminar and Training Course Attendance of Elected Members – part b) Any Councillor who wishes to represent Council at such an event shall be authorised by Council prior to attendance.</p> <p>Policy 4B.21 Conference and Seminar Attendance – The CEO is to seek approval from the Shire President or Council prior to making arrangements. All other staff require the approval of the CEO</p>
<b>Financial Implications:</b>	22/23 Budget
<b>Strategic Implications:</b>	<p>SCP – Objective 2 – Economic – Our Prosperity</p> <p>2.3.1 Increased awareness of the district and regional attractions.</p> <p>Corporate Plan</p> <p>2.3.1.1 Continue to promote our District, using a variety of mediums and collaborations.</p>
<b>Risk:</b>	

Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Deputy Shire President & Staff			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<i>That Council Authorise the following to attend the National Tidy Towns Awards to be held at King Island on the 15<sup>th</sup> of May 2023:</i>  <i>1. Deputy President – Councillor Jim Caunt</i> <i>2. CEO – John McCleary</i> <i>3. Manager of Works and Services – Jarrod Walker</i> <i>4. Manager of Finance and Corporate Services – Sa Toomalatia</i>			
Council Resolution No: 13022023					
MOVED:		SECONDED:			
FOR: CR					
AGAINST: CR					
F/A:					

## **11. MATTERS BEHIND CLOSED DOORS**

**MOVED: CR:**

**SECONDED: CR:**

That Council go behind closed doors to discuss confidential items.

**FOR:**

**AGAINST:** CR

**F/A:**

### **11.1 Extension of CEO's Contract of Employment**

### **11.2 CEO Long Service Leave**

**MOVED: CR:**

**SECONDED:**

That Council come out from behind closed doors.

**FOR:**

**AGAINST:** CR

**F/A**

## **12. PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **13. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

## **14. ELECTED MEMBERS REPORTS**

14.1 Cr Caunt

14.2 Cr Walker

14.3 Cr McTaggart

14.4 Cr Hoseason-Smith

14.5 Cr McKeough

14.6 Cr Watters

## 15. STATUS OF COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
05122022	Annual Report	This has been sent to the DLGSC and placed on our web-site and is subject to the Adoption at the Electors Meeting	Open	CEO
07122022	CSRFF Submission	Quotes were received on the 1 <sup>st</sup> of February 2023 so we can now get an application prepared and submitted	Open	TMS
09122022	Footpath Revitalisation	The Shire have signed an agreement with the Department of Transport for \$22,000 (ex GST). Works are to be completed by the 31/05/2023	Close	TMS

## 16. STATUS OF SHIRE PROJECTS

As per [Appendix 7](#).

## 17. MEETING CLOSURE

The Shire President closed the meeting at \_\_\_\_ pm.

# **APPENDIX 1**

**(List of Accounts Paid Report for December 2022 and January 2023)**

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Pivotal Satellite Pty Ltd</b>					
EFT15032	01/12/2022	Satellite Phone Charges - Usage 15.10.2022 to 14.11.2022 Service 15.11.2022 to 14.12.2022	1		767.80
INV 3454756	15/11/2022	Satellite Phone Charges for 0405 567 177 J Walker - Satellite Phone Charges - Usage 15.10.2022 to 14.11.2022 Service 15.11.2022 to 14.12.2022	1	16.50	
INV 3456329	15/11/2022	Satellite Phone Charges - Usage 15.10.2022 to 14.11.2022 Service 15.11.2022 to 14.12.2022	1	751.30	
<b>Telstra Corporation Ltd</b>					
EFT15033	01/12/2022	Shire Mobile Phone & Data Service - Usage Charges - 20.10.2022 to 19.11.2022, Service Charges 20.11.2022 to 19.12.2022	1		1,202.22
INV K 157 216 9	09/11/2022	Shire Telephone Services - Usage Charges 02.10.2022 to 01.11.2022, Service Charges 02.11.2022 to 01.12.2022	1	569.72	
INV 136 3333 68	20/11/2022	0455 773 318 - TCDO Mobile Phone & Data Service - Usage Charges - 20.10.2022 to 19.11.2022, Service Charges 20.11.2022 to 19.12.2022	1	55.99	
INV 136 3333 60	20/11/2022	Shire Mobile Phone & Data Service - Usage Charges - 20.10.2022 to 19.11.2022, Service Charges 20.11.2022 to 19.12.2022	1	576.51	
<b>Gregory James Watters</b>					
EFT15034	02/12/2022	November - Monthly Councillor Allowance for Councilor G Watters	1		1,689.64
INV COUNCIL M23	11/2022	November - Monthly Councillor Allowance for Councilor G Watters	1	1,689.64	
<b>Greenfield Technical Services</b>					
EFT15035	02/12/2022	Renewal of visual imagery of road network	1		34,694.00
INV INV-2913	24/10/2022	Renewal of visual imagery of road network	1	32,450.00	
INV INV-2963	31/10/2022	Provide Engineering Consultancy Services for the upgrade of Carnarvon/Mullewa Road (Pells Project)	1	2,244.00	
<b>Leanne Alys McKeough</b>					
EFT15036	02/12/2022	November - Monthly Councillor Allowance for Councilor A McKeough	1		1,103.50
INV COUNCIL M23	11/2022	November - Monthly Councillor Allowance for Councilor A McKeough	1	1,103.50	
<b>Ainsley Mia Hardie</b>					
EFT15037	02/12/2022	Reimbursement of expenses during the AGO & CEO & Chair Visit. Used private vehicle.	1		1,668.58
INV EXPENSE C06	11/2022	Reimbursement of expenses incurred for 4WD Show 02.11.2022 to 07.11.2022	1	376.88	
INV EXPENSE C09	11/2022	Reimbursement of expenses during the AGO & CEO & Chair Visit. Used private vehicle.	1	579.00	
INV EXPENSE C24	11/2022	Reimbursement of Purchases made at Bunnings for Christmas decorations.	1	534.00	
INV EXPENSE C25	11/2022	Reimbursement of expenses incurred for travelling to the Tidy Town Awards.	1	178.70	
<b>AIT Specialists Pty Ltd</b>					
EFT15038	02/12/2022	Monthly Fee for determination of Fuel Tax Credits - October	1		506.88
INV INV-12723	17/11/2022	Monthly Fee for determination of Fuel Tax Credits - October	1	506.88	
<b>Blanche Maree Walker</b>					
EFT15039	02/12/2022	November - Monthly Councillor Allowance for Councilor B Walker	1		1,103.50
INV COUNCIL M23	11/2022	November - Monthly Councillor Allowance for Councilor B Walker	1	1,103.50	
<b>Canine Control A Division Of Trepheene Pty Ltd</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 2

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Canine Control A Division Of Trepheene Pty Ltd</b>					
EFT15040	02/12/2022	Ranger Services 8th & 9th November 2022	1		2,200.00
INV 4161	12/11/2022	Ranger Services 8th & 9th November 2022	1	2,200.00	
<b>Carnarvon Timber &amp; Hardware</b>					
EFT15041	02/12/2022	9kg Gas Bottles - Pavillion	1		442.00
INV 10794645	16/11/2022	9kg Gas Bottles - Pavillion	1	382.00	
INV 10795010	18/11/2022	P50 Camp Trailer - 400W halogen Globe	1	60.00	
<b>Carnarvon Growers Association Inc</b>					
EFT15042	02/12/2022	Compressor Fittings	1		68.63
INV INV-39260016	11/2022	Compressor Fittings	1	68.63	
<b>JW &amp; JP Caunt</b>					
EFT15043	02/12/2022	November - Monthly Councillor Allowance for Councilor J Caunt	1		1,621.05
INV COUNCIL 123	11/2022	November - Monthly Councillor Allowance for Councilor J Caunt	1	1,621.05	
<b>Eastern Gascoyne Race Club</b>					
EFT15044	02/12/2022	Community Donation Eastern Gascoyne Race Club	1		5,500.00
INV 00000248	01/07/2022	Community Donation Eastern Gascoyne Race Club	1	5,500.00	
<b>Donald Raymond Hammarquist</b>					
EFT15045	02/12/2022	November - Monthly Councillor Allowance for Councilor D Hammarquist	1		3,673.92
INV COUNCIL 123	11/2022	November - Monthly Councillor Allowance for Councilor D Hammarquist	1	3,673.92	
<b>Jarrahbar Contracting</b>					
EFT15046	02/12/2022	Freight from Perth - 1 x Howard Porter Side Tipper	1		2,326.17
INV INV-0196	12/11/2022	Freight from Perth - 1 x Howard Porter Side Tipper	1	2,326.17	
<b>The Trustee For Kempton Family Trust T/A The Junction Pub and Tourist Park</b>					
EFT15047	02/12/2022	Meals and Accommodation for Media Juntion - TV Campaign Filming 16.1.2022 to 19.11.2022	1		4,787.50
INV 50520267	11/11/2022	Accommodation for Peter Smith Ranger 18.11.2022	1	180.00	
INV 50520265	15/11/2022	Two Rivers Opening - Meals and Accommodation	1	1,319.50	
INV 50520265	15/11/2022	Two Rivers Opening - Meals and Accommodation - Proud Mary	1	1,421.00	
INV 50520268	17/11/2022	Meals and Accommodation for Media Juntion - TV Campaign Filming 16.1.2022 to 19.11.2022	1	1,867.00	
<b>Lister Specialists Pty Ltd</b>					
EFT15048	02/12/2022	P72 - Water Wheel Trailer - 38208564 temp sensor	1		161.88
INV 00020964	09/11/2022	P72 - Water Wheel Trailer - 38208564 temp sensor	1	161.88	
<b>Midwest Lock &amp; Safe</b>					
EFT15049	02/12/2022	Two Rivers Memorial Park - Re-key all locks.	1		2,020.00
INV MC4712	18/11/2022	Cut restricted keys.	1	220.00	



Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 3

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Midwest Lock &amp; Safe</b>					
INV MC4715	18/11/2022	Two Rivers Memorial Park - Re-key all locks.	1	1,800.00	
<b>Hamish McTaggart</b>					
EFT15050	02/12/2022	November - Monthly meeting fee for Councillor H McTaggart	1		1,123.30
INV COUNCIL 123/11/2022		November - Monthly meeting fee for Councillor H McTaggart	1	1,123.30	
<b>Metrocount</b>					
EFT15051	02/12/2022	Road Counter - Accessories - Road Tube & Nails	1		753.50
INV INV031299	10/11/2022	Road Counter - Accessories - Road Tube & Nails	1	753.50	
<b>Mt Augustus Tourist Park</b>					
EFT15052	02/12/2022	Accommodation 3 Rooms for 2023 TV Campaign	1		1,109.20
INV 10219	18/11/2022	Accommodation 3 Rooms for 2023 TV Campaign	1	1,109.20	
<b>One 20 Productions</b>					
EFT15053	02/12/2022	Sound and Lighting Two Rivers Memorial Park Opening held on the 29th October 2022	1		11,499.95
INV 15210	31/10/2022	Sound and Lighting Two Rivers Memorial Park Opening held on the 29th October 2022	1	11,499.95	
<b>Parscape</b>					
EFT15054	02/12/2022	Supply assorted spare reticualtion parts for new park	1		2,164.67
INV 2346	06/10/2022	Supply assorted spare reticualtion parts for new park	1	2,164.67	
<b>Perfect Computer Solutions Pty Ltd</b>					
EFT15055	02/12/2022	I.T Support for Administration Office 11.11.2022 to 18.11.2022	1		595.00
INV 27632	17/11/2022	I.T Support for Administration Office 10.10.2022 to 10.11.2022	1	212.50	
INV 27645	24/11/2022	I.T Support for Administration Office 11.11.2022 to 18.11.2022	1	382.50	
<b>Ray Hoseason-Smith</b>					
EFT15056	02/12/2022	November - Monthly Councillor Allowance for Councilor R Hoseason-Smith	1		1,319.34
INV COUNCIL 123/11/2022		November - Monthly Councillor Allowance for Councilor R Hoseason-Smith	1	1,319.34	
<b>Water Corporation</b>					
EFT15057	02/12/2022	Tourist Precinct (Roadhouse, Pub & Park) - Water Consumption 12.09.2022 to 14.09.2022 Service Charges 01.11.2022 to 31.12.2022	1		10,883.16
INV 90 06798 20	15/11/2022	Admin, CRC & Depot - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	590.17	
INV 90 06798 39	15/11/2022	DBCA Office - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	1,138.38	
INV 90 06798 40	15/11/2022	Lot 45 Gregory St - Water Consumption 12.09.2022 to 14.09.2022 Service Charges 01.11.2022 to 31.12.2022	1	217.53	
INV 90 09451 13	15/11/2022	Two Rivers Memorial Park - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	3.81	
INV 90 10415 04	15/11/2022	Lot 40 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	208.01	
INV 90 01784 51	15/11/2022	Lot 49 Hatch St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	49.89	
INV 90 17484 52	15/11/2022	Lot 50 Hatch St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	284.21	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 4

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Water Corporation</b>					
INV 90 17484 56	15/11/2022	Lot 52 Hatch St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	120.38	
INV 90 18531 25	15/11/2022	Duplex Lot 48 Hatch St - Service Charges 01.11.2022 to 31.12.2022	1	46.08	
INV 90 18531 26	15/11/2022	Duplex Lot 48 Hatch St - Service Charges 01.11.2022 to 31.12.2022	1	46.08	
INV 90 18692 33	15/11/2022	Duplex Lot 48 Hatch St - Water Consumption 12.09.2022 to 14.09.2022	1	140.97	
INV 90 06798 21	15/11/2022	Depot - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	318.86	
INV 90 24508 04	15/11/2022	Tourist Precinct (Roadhouse, Pub & Park) - Water Consumption 12.09.2022 to 14.09.2022 Service Charges 01.11.2022 to 31.12.2022	1	5,341.13	
INV 90 06798 22	15/11/2022	Lot 6 Scott St - Vacant - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	46.08	
INV 90 06798 23	15/11/2022	Lot 17 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	371.84	
INV 90 06798 24	15/11/2022	Lot 19 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	1,203.94	
INV 90 06798 26	15/11/2022	Lot 21 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	181.34	
INV 90 06798 29	15/11/2022	Lot 23 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	116.57	
INV 90 06798 33	15/11/2022	Lot 39 Gregory St - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	385.17	
INV 90 06798 36	15/11/2022	Sports Ground - Water Consumption 12.09.2022 to 14.09.2022, Service Charges 01.11.2022 to 31.12.2022	1	72.72	
<b>Them Earth Moving</b>					
EFT15058	02/12/2022	AGRN-951 Supply plant and operators for road flood damage repairs for period: 29.08.2022 to 27.09.2022.	1		145,868.25
INV 00000817	28/10/2022	AGRN-951 Supply plant and operators for road flood damage repairs for period: 29.08.2022 to 27.09.2022.	1	145,868.25	
<b>Greenfield Technical Services</b>					
EFT15059	02/12/2022	AGRN 974 Flood Damage Construction Project Management for period 12.10.2022 to 25.10.2022	1		33,131.61
INV INV-2961	31/10/2022	AGRN 974 - Project Management of flood damage reinstatement works for period: 01.10.2022 to 31.10.2022	1	14,107.66	
INV INV-2919	02/11/2022	AGRN 974 Flood Damage Construction Project Management for period 12.10.2022 to 25.10.2022	1	19,023.95	
<b>Quadrio Earthmoving Pty Ltd</b>					
EFT15060	02/12/2022	AGRN-974 Supply plant and operators for road flood damage repairs for period 26.10.2022 to 08.11.2022	1		284,498.50
INV 00011297	31/10/2022	AGRN-974 Supply plant and operators for road flood damage repairs for period 12.10.2022 to 25.10.2022	1	76,950.50	
INV 00011300	10/11/2022	AGRN-974 Supply plant and operators for road flood damage repairs for period 26.10.2022 to 08.11.2022	1	207,548.00	
<b>Greenfield Technical Services</b>					
EFT15062	09/12/2022	Engineering and design Gregory Street Drainage - Final Balance	1		7,232.50
INV INV-2980	17/11/2022	Engineering and design Gregory Street Drainage - Final Balance	1	7,232.50	
<b>Dust Up Projects</b>					
EFT15063	09/12/2022	Freight from Carnarvon to Gascoyne Junction 09.11.2022	1		136.60
INV INV-2702	21/11/2022	Freight from Carnarvon to Gascoyne Junction 09.11.2022	1	136.60	
<b>ABCO PRODUCTS PTY LTD</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 5

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>ABCO PRODUCTS PTY LTD</b>					
EFT15064	09/12/2022	Replacement Keys to suit 110012 & 110011	1		9.02
INV INV837377	17/11/2022	Replacement Keys to suit 110012 & 110011	1	9.02	
<b>Astrotourism Wa Pty Ltd</b>					
EFT15065	09/12/2022	Astrotourism WA Instalment 2022/2023	1		9,212.50
INV 1190	24/11/2022	Dark Sky Tourism Community Event Regional Events Total Solar Eclipse	1	2,750.00	
INV 1189	24/11/2022	Astrotourism WA Instalment 2022/2023	1	6,462.50	
<b>Austral Drilling Pty Ltd</b>					
EFT15066	09/12/2022	Exploration Drilling Program for Town Water Supply Project	1		305,388.85
INV 00000962	04/11/2022	Exploration Drilling Program for Town Water Supply Project	1	305,388.85	
<b>Carnarvon Betta Home Living t/a Leading Edge Computers</b>					
EFT15067	09/12/2022	P50 Camp Trailer - TV and Wall Brackets	1		464.85
INV 3571001819	25/11/2022	P50 Camp Trailer - TV and Wall Brackets	1	324.95	
INV LE227179	25/11/2022	P50 Camp Trailer - Vast Box	1	139.90	
<b>BGC Cement</b>					
EFT15068	09/12/2022	Supply 14x 1T GP Bulker Bags (GP Cement) for Water Supply Project	1		5,390.00
INV IC477552	25/11/2022	Supply 14x 1T GP Bulker Bags (GP Cement) for Water Supply Project	1	5,390.00	
<b>Boc Limited</b>					
EFT15069	09/12/2022	Monthly Container Rental for Helium Gas - CRC - 29.10.2022 to 27.11.2022	1		34.74
INV 4032700289	28/11/2022	Monthly Container Rental for Helium Gas - CRC - 29.10.2022 to 27.11.2022	1	34.74	
<b>Carnarvon Electrics</b>					
EFT15070	09/12/2022	Lot 19 Gregory Street - Install high bay lights to shed	1		769.56
INV 12593	22/11/2022	Two River Memorial Park - Repair motion sensor in Amphitheatre	1	180.36	
INV 12597	25/11/2022	Lot 19 Gregory Street - Install high bay lights to shed	1	589.20	
<b>Carnarvon Auto Service Pty Ltd t/a Carnarvon Tyres &amp; Towing</b>					
EFT15071	09/12/2022	P18 CAT Loader - Advance 17.5R25 Tyres, fitting and freight.	1		2,137.45
INV 00004324	23/11/2022	P18 CAT Loader - Advance 17.5R25 Tyres, fitting and freight.	1	2,137.45	
<b>Carnarvon Menswear</b>					
EFT15072	09/12/2022	Nicholas McGrade - Uniforms - Cargo Shorts	1		165.00
INV 3824	10/11/2022	Nicholas McGrade - Uniforms - Cargo Shorts	1	165.00	
<b>Coral Coast Plumbing Pty Ltd</b>					
EFT15073	09/12/2022	Lot 19 Gregory Street - Repair leak at water meter.	1		2,008.75
INV IN041970	03/11/2022	Lot 19 Gregory Street - Repair leak at water meter.	1	2,008.75	
<b>Child Support Agency</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 6

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Child Support Agency</b>					
EFT15074	09/12/2022	Payroll deductions	1		387.29
INV DEDUCTIO07/12/2022		Payroll deductions		387.29	
<b>Gascoyne Group Pty Ltd</b>					
EFT15075	09/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Roadtrain hire 03.11.2022 to 14.11.2022 223 hrs	1		111,639.00
INV 00000092	17/11/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Watercart hire 01.11.2022 to 15.11.2022 185hrs	1	36,630.00	
INV 00000093	17/11/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Roadtrain hire 03.11.2022 to 14.11.2022 223 hrs	1	75,009.00	
<b>Geraldton Fuel Company T/as Refuel Australia</b>					
EFT15076	09/12/2022	Supply bulk fuel to P54 & P53 Camp Trailer with 4000 litre diesel tank.2085 litres of diesel @ 2.3445	1		17,865.90
INV 02170590	14/11/2022	Supply bulk fuel to P79 Camp Trailer with 4000 litre diesel tank - 2600 litres of diesel @ 2.2862	1	5,944.12	
INV 02170596	15/11/2022	Supply bulk fuel to P54 & P53 Camp Trailer with 4000 litre diesel tank.2085 litres of diesel @ 2.3445	1	11,921.78	
<b>Hersey's Safety Pty Ltd</b>					
EFT15077	09/12/2022	Trigger Action Grease Gun	1		1,524.60
INV INV-1497	17/11/2022	Trigger Action Grease Gun	1	1,524.60	
<b>Jolly's Tyre Service</b>					
EFT15078	09/12/2022	P85 Toyota Hilux - Supply and install 2 x Maxxis LT245/70R17 AT980 10PR 119/116s. Inclusive of wheel balance and disposal.	1		740.00
INV 153828	17/11/2022	P85 Toyota Hilux - Supply and install 2 x Maxxis LT245/70R17 AT980 10PR 119/116s. Inclusive of wheel balance and disposal.	1	740.00	
<b>Moore Australia (WA) Pty Ltd</b>					
EFT15079	09/12/2022	Provide the Shire of Upper Gascoyne with Integrated Planning and Reporting Services to review the SCP, CBP, LTFP, AMP & WFP.	1		26,162.31
INV 427213	15/11/2022	Provide the Shire of Upper Gascoyne with Integrated Planning and Reporting Services to review the SCP, CBP, LTFP, AMP & WFP.	1	26,162.31	
<b>Office Of The Auditor General</b>					
EFT15080	09/12/2022	Fee for the certification of the Local Roads and Community Infrastructure (LRCI) Program for the year ending 30.06.2022	1		5,060.00
INV INV-0469	24/11/2022	Fee for the certification of the Local Roads and Community Infrastructure (LRCI) Program for the year ending 30.06.2022	1	3,080.00	
INV INV-0463	24/11/2022	Fee for the certification of the Roads to Recovery (R2R) funding under the National Land Transport Act 2014 for the year ending 30.06.2022	1	1,980.00	
<b>Officeworks</b>					
EFT15081	09/12/2022	Stationary for Administration and CRC	1		311.50
INV 604155222	25/11/2022	Stationary for Administration and CRC	1	311.50	
<b>Parscape</b>					
EFT15082	09/12/2022	Supply assorted spare reticualtion parts for shire parks and gardens	1		4,156.64
INV 2362	27/11/2022	Supply assorted spare reticualtion parts for shire parks and gardens	1	4,156.64	
<b>Premium Publishers</b>					
EFT15083	09/12/2022	Shire Participation 2023 Australia's Golden Outback Road Trip Holiday Planner	1		3,674.00
INV 0004301	28/11/2022	AGO Planner Advertising	1	1,650.00	
INV 0004377	28/11/2022	Shire Participation 2023 Australia's Golden Outback Road Trip Holiday Planner	1	2,024.00	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 7

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>PR Power Pty Ltd</b>					
EFT15084	09/12/2022	P115 Water Wheel Pump - Coolant Temp Sensor Parts	1		180.95
INV 38601	10/11/2022	P115 Water Wheel Pump - Coolant Temp Sensor Parts	1	180.95	
<b>R &amp; L Couriers</b>					
EFT15085	09/12/2022	Freight for prizes for Halloween activity from Geraldton to Carnarvon	1		43.89
INV INV-8655	31/10/2022	Freight for prizes for Halloween activity from Geraldton to Carnarvon	1	43.89	
<b>Scintex Pty Ltd</b>					
EFT15086	09/12/2022	20L Pyrethium concentrate for fogging	1		4,799.00
INV INV-98025	10/11/2022	20L Pyrethium concentrate for fogging	1	4,799.00	
<b>Sunny Sign Company Pty Ltd</b>					
EFT15087	09/12/2022	4x Welcome to Gascoyne Junction Signs with Hardware	1		48,682.15
INV 489086	16/11/2022	4x Welcome to Gascoyne Junction Signs with Hardware	1	28,138.00	
INV 489085	16/11/2022	2 Panel Signs for CRC, Two Rivers Memorial Park & Tourist Precinct	1	19,758.75	
INV 489143	17/11/2022	Signage - Reinforcing cage bolt	1	785.40	
<b>Toll Ipec Pty Ltd</b>					
EFT15088	09/12/2022	Freight via toll from Cavan South Australia to Gascoyne Junction - Solar Street Lights	1		11,047.79
INV 1055-MWB:	23/10/2022	Freight for CRC - Tudor House 19.10.2022	1	50.79	
INV 1057-MWB:	06/11/2022	Freight via toll from Cavan South Australia to Gascoyne Junction - Solar Street Lights	1	9,036.60	
INV 1057-MWB:	06/11/2022	Freight for Parts 27.10.22 to 03.11.2022	1	110.02	
INV 1058-MWB:	13/11/2022	Freight for Works, Admin & Parts 13.10.2022 to 05.11.2022	1	230.12	
INV 1059-MWB:	27/11/2022	Freight for Works and Admin 09.11.2022 to 22.11.2022	1	1,620.26	
<b>Tourism Council</b>					
EFT15089	09/12/2022	2023 Tourism Council Business Membership	1		319.00
INV R-01223-84	21/11/2022	2023 Tourism Council Business Membership	1	319.00	
<b>Tropics Hardware</b>					
EFT15090	09/12/2022	Aircompressor fittings	1		142.20
INV 588684	25/11/2022	Aircompressor fittings	1	142.20	
<b>Tudor House (WA) Pty Ltd</b>					
EFT15091	09/12/2022	PVC Banners for Gregory Street.	1		2,686.00
INV 6616	20/10/2022	PVC Banners for Gregory Street.	1	2,686.00	
<b>Westrac Pty Ltd</b>					
EFT15092	09/12/2022	P87 CAT Grader - Replace main hydraulic supply line	1		14,302.78
INV PI 7630391	15/11/2022	Fuel & Oil for Road Maintenance Plant	1	1,022.42	
INV PI 7630390	15/11/2022	Fuel & Oil for Road Maintenance Plant	1	2,248.53	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 8

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Westrac Pty Ltd</b>					
INV SI 1657774	26/11/2022	P87 CAT Grader - Replace main hydraulic supply line	1	8,705.35	
INV SI 1657812	27/11/2022	P76 CAT Loader - diagnose/repair aircon fault	1	2,326.48	
<b>Yamatji Marlpa Barna Maaja Aboriginal Corporation</b>					
EFT15093	09/12/2022	Yinggarda Aboriginal Corporation meeting contribution - Carnarvon Meeting 23.11.2022	1		1,320.00
INV 23 4573	24/11/2022	Yinggarda Aboriginal Corporation meeting contribution - Carnarvon Meeting 23.11.2022	1	1,320.00	
<b>Gregory James Watters</b>					
EFT15094	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor G Watters	1		1,689.64
INV COUNCIL I15/12/2022		December 2022 - Monthly Councillor Fees for Councilor G Watters	1	1,689.64	
<b>RSM Australia Pty Ltd</b>					
EFT15095	16/12/2022	Provide Accounting and Financial Services to the Shire of Upper gascoyne for 2022/23 as per contract under RFT 01 22-23.- November 2022	1		8,708.34
INV GERI00367128/11/2022		Provide Accounting and Financial Services to the Shire of Upper gascoyne for 2022/23 as per contract under RFT 01 22-23.- November 2022	1	8,708.34	
<b>Greenfield Technical Services</b>					
EFT15096	16/12/2022	Killili Bridge Repairs & Maintenance - 2022/23 Annual Bridge Inspection	1		4,015.00
INV INV-2996	02/12/2022	Killili Bridge Repairs & Maintenance - 2022/23 Annual Bridge Inspection	1	4,015.00	
<b>Dust Up Projects</b>					
EFT15097	16/12/2022	Freight from Carnarvon to Gascoyne Junction 07.11.2022 to 30.11.2022	1		1,503.10
INV INV-2712	05/12/2022	Freight from Carnarvon to Gascoyne Junction 07.11.2022 to 30.11.2022	1	1,503.10	
<b>Leanne Alys McKeough</b>					
EFT15098	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor L McKeough	1		1,103.50
INV COUNCIL I15/12/2022		December 2022 - Monthly Councillor Fees for Councilor L McKeough	1	1,103.50	
<b>Afgrri Equipment</b>					
EFT15099	16/12/2022	P101 John Deere Tractor - Seat air compressor kit	1		1,477.84
INV 2654090	21/11/2022	P101 John Deere Tractor - Seat air compressor kit	1	892.22	
INV 2664459	08/12/2022	P101 John Deere Tractor - R210869 headlight shroud	1	585.62	
<b>Toyworld</b>					
EFT15100	16/12/2022	2022 Christmas Party - Kids Gifts for Santa	1		950.00
INV I000000073105/12/2022		2022 Christmas Party - Kids Gifts for Santa	1	425.00	
INV I000000073105/12/2022		2022 Christmas Party - Kids Gifts for Santa	1	275.00	
INV I000000073105/12/2022		2022 Christmas Party - Kids Gifts for Santa	1	250.00	
<b>Abbl Contracting &amp; Maintenance</b>					
EFT15101	16/12/2022	P54 Camp Trailer - Removal of of redundant accomodation camp form drop deck trailer	1		6,362.40
INV 1115	04/12/2022	Install traffic counters in field - Lyndon/Minnie Creek Road	1	3,062.40	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 9

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Abbl Contracting &amp; Maintenance</b>					
INV 1116	04/12/2022	P54 Camp Trailer - Removal of of redundant accomodation camp form drop deck trailer	1	3,300.00	
<b>Australia Post</b>					
EFT15102	16/12/2022	Postage for Administration & CRC - November 2022	1		370.47
INV 1012027265	03/12/2022	Postage for Administration & CRC - November 2022	1	370.47	
<b>Blackwoods Atkins</b>					
EFT15103	16/12/2022	Depot Operating Costs - Meter Diesel InLine	1		1,473.60
INV SI03253575	23/11/2022	Depot Operating Costs - Safety items	1	569.58	
INV SI03265314	23/11/2022	Depot Operating Costs - Credit for Sealant Loctite	1	-160.80	
INV SI03266566	24/11/2022	Depot Operating Costs - Sprayer	1	42.46	
INV SI03277623	24/11/2022	Depot Operating Costs - Meter Diesel InLine	1	907.19	
INV SI03290081	25/11/2022	Depot Operating Costs - Lubricant	1	54.19	
INV SI03362526	05/12/2022	Depot Operating Costs - Safety Vests	1	60.98	
<b>Blanche Maree Walker</b>					
EFT15104	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor B Walker	1		1,103.50
INV COUNCIL I	15/12/2022	December 2022 - Monthly Councillor Fees for Councilor B Walker	1	1,103.50	
<b>Bunnings Group Limited</b>					
EFT15105	16/12/2022	Community Christmas party lights and decorations	1		576.00
INV 2355/99874	29/11/2022	Community Christmas party lights and decorations	1	576.00	
<b>Canine Control A Division Of Trepheene Pty Ltd</b>					
EFT15106	16/12/2022	2022/2023 Pet Registration Tags	1		539.00
INV 4190	09/12/2022	2022/2023 Pet Registration Tags	1	539.00	
<b>Carnarvon Motor Group</b>					
EFT15107	16/12/2022	P126 & P124 Message boards - Trailer Inspections and Licensing.	1		370.80
INV GI19001484	07/12/2022	P126 & P124 Message boards - Trailer Inspections and Licensing.	1	370.80	
<b>Carnarvon Growers Association Inc</b>					
EFT15108	16/12/2022	Depot Operating Costs & Lot 17 Gregory Street - Reticulation	1		55.78
INV INV-39327902	12/2022	Depot Operating Costs & Lot 17 Gregory Street - Reticulation	1	55.78	
<b>Carnarvon Electrics</b>					
EFT15109	16/12/2022	P79 Camp Trailer - Supply and Install 2x 32amp sockets to generator	1		833.71
INV 12619	29/11/2022	P79 Camp Trailer - Supply and Install 2x 32amp sockets to generator	1	833.71	
<b>Carnarvon Auto Service Pty Ltd t/a Carnarvon Tyres &amp; Towing</b>					
EFT15110	16/12/2022	P104 Ford Ranger - Supply new tyres for Pool Vehicle.	1		598.40
INV 00004329	23/11/2022	P104 Ford Ranger - Supply new tyres for Pool Vehicle.	1	598.40	



Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 10

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>JW &amp; JP Caunt</b>					
EFT15111	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor J Caunt	1		1,621.05
INV COUNCIL I	15/12/2022	December 2022 - Monthly Councillor Fees for Councilor J Caunt	1	1,621.05	
<b>Day Pastoral Company</b>					
EFT15112	16/12/2022	Reinstate Pingandy Road - November 2022	1		2,552.00
INV INV-0146	11/12/2022	Reinstate Pingandy Road - November 2022	1	2,552.00	
<b>E.P. Draffin Manufacturing Pty Ltd</b>					
EFT15113	16/12/2022	Two Rivers Memorial Park - Bin Surrounds	1		22,498.30
INV 25880	10/11/2022	Two Rivers Memorial Park - Bin Surrounds	1	22,498.30	
<b>Eftsure Pty Ltd</b>					
EFT15114	16/12/2022	2022/2023 Subscription to EFTSURE payment verification services	1		4,476.78
INV INV-8451	01/12/2022	2022/2023 Subscription to EFTSURE payment verification services	1	4,476.78	
<b>Everywhere Travel</b>					
EFT15115	16/12/2022	Flights & Car Hire for Ryan Johnson 30th November - 2nd December (I.T Support)	1		2,481.64
INV I000030550	03/11/2022	Car Hire for "Proud Mary" Band Opening Two Rivers Memorial Park.	1	753.16	
INV I000030549	03/11/2022	Car Hire for "Elivina" Band Opening Two Rivers Memorial Park.	1	492.14	
INV I000031157	02/12/2022	Flights & Car Hire for Ryan Johnson 30th November - 2nd December (I.T Support)	1	1,236.34	
<b>Gascoyne Office Equipment</b>					
EFT15116	16/12/2022	Photocopier and Printing Service Agreement - November 2022	1		2,008.92
INV INVC7-7935	30/11/2022	Photocopier and Printing Service Agreement - November 2022	1	2,008.92	
<b>Gascoyne Earthmoving</b>					
EFT15117	16/12/2022	Carnarvon/Mullewa - Daurie/Congo Resheeting	1		5,702.40
INV INV-0045	29/11/2022	Carnarvon/Mullewa - Daurie/Congo Resheeting	1	5,702.40	
<b>Geraldton Fuel Company T/as Refuel Australia</b>					
EFT15118	16/12/2022	Supply bulk fuel to Depot Self Bunded Tank - 15001 litres of diesel @ 2.0489	1		45,885.93
INV 02162756	30/11/2022	Monthly rental of Type 20 Self Bunded Diesel Tank - December	1	619.67	
INV 30112022	30/11/2022	Fuel Card Purchases for November 2022	1	1,085.16	
INV 02185310	05/12/2022	Supply bulk fuel to P79 & P53 Camp Trailer with 4000 litre diesel tank - 5000 litres of diesel @ 2.0709	1	10,354.50	
INV 02185320	06/12/2022	Supply bulk fuel to P52 Camp Trailer with 4000 litre diesel tank - 1500 litres of diesel @ 2.0607	1	3,091.05	
INV 02185315	08/12/2022	Supply bulk fuel to Depot Self Bunded Tank - 15001 litres of diesel @ 2.0489	1	30,735.55	
<b>Donald Raymond Hammarquist</b>					
EFT15119	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor D Hammarquist	1		3,673.92
INV COUNCIL I	15/12/2022	December 2022 - Monthly Councillor Fees for Councilor D Hammarquist	1	3,673.92	
<b>Kennedy Vinciullo</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 11

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
<b>Kennedy Vinciullo</b>					
EFT15120	16/12/2022	Legal Fees for Gascoyne Junction Tourist Park - Lease Disputes 10.11.2022 to 30.11.2022	1		1,193.50
INV 1161	30/11/2022	Legal Fees for Gascoyne Junction Tourist Park - Lease Disputes 10.11.2022 to 30.11.2022	1	1,193.50	
<b>Jarrahbar Contracting</b>					
EFT15121	16/12/2022	Freight from Perth to Gascoyne Junction - Signs & Oil Drums	1		3,327.50
INV INV-0214	29/11/2022	Freight from Perth to Gascoyne Junction - Signs & Oil Drums	1	2,007.50	
INV INV-0221	05/12/2022	Freight from Gascoyne Junction to Geraldton - Side Tipper	1	1,320.00	
<b>Media Junction WA</b>					
EFT15122	16/12/2022	Caravan and Camping WA Series 8 Final Payment	1		12,650.00
INV 2193	29/11/2022	Caravan and Camping WA Series 8 Final Payment	1	12,650.00	
<b>Paul D Kearney - Carpenter &amp; Joiner</b>					
EFT15123	16/12/2022	Reline Shire Works Supervisor's Office	1		52,140.00
INV 102	11/12/2022	CRC RFDS Door - Supply and install 1 commercial style external double glazed door with wheelchair access to replace existing window.	1	5,610.00	
INV 99	11/12/2022	Reline Shire Works Supervisor's Office	1	45,100.00	
INV 101	11/12/2022	17 Gregory Street - Supply and install 2 620 doors to existing door frame. Fit new hinges, dummy knobs and ball catches.	1	1,430.00	
<b>The Trustee For Kempton Family Trust T/A The Junction Pub and Tourist Park</b>					
EFT15124	16/12/2022	Meals and accommodation for participants of the Supervisor Training for period 29.11.2022 to 02.12.2022 - Shire of Shark Bay staff & WALGA Trainer	1		7,988.20
INV 50520263	04/11/2022	Meals and accommodation for St John First Aid Training	1	585.00	
INV 50520266	16/11/2022	Dinner Australia Golden Outback Famil 17.10.2022	1	993.20	
INV 50520273	06/12/2022	Accommodation for Hydrogeologists. (Global Groundwater Solutions) 20.11.2022 to 01.12.2022	1	1,392.00	
INV 50520271	06/12/2022	Meals and accommodation for Ryan Johnson - I.T Support	1	416.00	
INV 50520270	06/12/2022	Morning Tea and Lunch for 30th November and 1st December. - Effective Supervision Course held Shire of Upper Gascoyne	1	631.00	
INV 50520269	06/12/2022	Meals and accommodation for participants of the Supervisor Training for period 29.11.2022 to 02.12.2022 - Shire of Shark Bay staff & WALGA Trainer	1	3,971.00	
<b>Landgate</b>					
EFT15125	16/12/2022	2022/23 Mining Tenements Chargeable Schedule No. M2022/11 Dated 15.10.2022 to 08.11.2022	1		42.50
INV 380073	28/11/2022	2022/23 Mining Tenements Chargeable Schedule No. M2022/11 Dated 15.10.2022 to 08.11.2022	1	42.50	
<b>MAJOR MOTORS PTY LTD</b>					
EFT15126	16/12/2022	New Service Vehicle - Bull bar with tow pin	1		5,162.26
INV 1286554	22/11/2022	New Service Vehicle - Bull bar with tow pin	1	5,162.26	
<b>Hamish McTaggart</b>					
EFT15127	16/12/2022	December 2022 - Monthly meeting fee for Councillor H McTaggart	1		1,103.50

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 12

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Hamish McTaggart</b>					
INV COUNCIL I	15/12/2022	December 2022 - Monthly meeting fee for Councillor H McTaggart	1	1,103.50	
<b>Moray &amp; Agnew Lawyers</b>					
EFT15128	16/12/2022	Hastings Technology - Legal Expenses for the Road Access & Maintenance Deed.	1		7,700.00
INV 680492	30/11/2022	Hastings Technology - Legal Expenses for the Road Access & Maintenance Deed.	1	7,700.00	
<b>Keno Phillips</b>					
EFT15129	16/12/2022	DJ & MC - Entertainment 2022 Community Christmas Party	1		700.00
INV 09122022	09/12/2022	DJ & MC - Entertainment 2022 Community Christmas Party	1	700.00	
<b>Perfect Computer Solutions Pty Ltd</b>					
EFT15130	16/12/2022	Council Chamber Refurbishment - Supply 11 NUCi3 Mini computers for the Council Chambers Upgrade	1		19,763.32
INV 27673	30/11/2022	Monthly fee for monitoring, management and resolution of disaster recovery options at site - November 2022	1	85.00	
INV 27676	01/12/2022	Council Chamber Refurbishment - Supply 11 NUCi3 Mini computers for the Council Chambers Upgrade	1	10,340.00	
INV 27678	01/12/2022	Council Offices Refurbishment - Supply 8 x HP E14 Portable Monitors for the Council Chambers Upgrade	1	4,600.00	
INV 27677	01/12/2022	I.T. Support for CEO and Councillor IT Upgrade - 29.11.2022	1	1,360.00	
INV 57686	08/12/2022	I.T Support - Set up Starlink (onsite) 01.12.2022	1	2,740.82	
INV 27685	08/12/2022	I.T Support 05.12.2022 tio 07.12.2022	1	637.50	
<b>Redfish Technologies</b>					
EFT15131	16/12/2022	Supply and install CCTV cameras for road closures	1		9,367.60
INV INV-4211	08/12/2022	Supply and install CCTV cameras for road closures	1	9,367.60	
<b>Ray Hoseason-Smith</b>					
EFT15132	16/12/2022	December 2022 - Monthly Councillor Fees for Councilor R Hoseason-Smith	1		1,319.34
INV COUNCIL I	15/12/2022	December 2022 - Monthly Councillor Fees for Councilor R Hoseason-Smith	1	1,319.34	
<b>Shire Of Carnarvon</b>					
EFT15133	16/12/2022	Disposal of asbestos	1		260.64
INV 32650	06/12/2022	Disposal of asbestos	1	260.64	
<b>Sunny Sign Company Pty Ltd</b>					
EFT15134	16/12/2022	Town directional signage as per quote 456450	1		2,054.80
INV 489963	30/11/2022	Town directional signage as per quote 456450	1	2,054.80	
<b>Talis Consultants</b>					
EFT15135	16/12/2022	Heavy Vehicle Allowance - traffic count data for APM	1		3,485.63
INV 27002	30/11/2022	Heavy Vehicle Allowance - traffic count data for APM	1	3,485.63	
<b>Toll Ipec Pty Ltd</b>					
EFT15136	16/12/2022	Freight for Works & Admin 21.11.2022 to 29.11.2022	1		118.17
INV 1060-MWB	04/12/2022	Freight for Works & Admin 21.11.2022 to 29.11.2022	1	118.17	
<b>West Australian Newspapers Ltd</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 13

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>West Australian Newspapers Ltd</b>					
EFT15137	16/12/2022	Advert in midwest times 16 November for Fire Control Officers & Advert in midwest times 16 November for Council Meeting Dates 2023	1		1,162.44
INV 1019950920	30/11/2022	Advert in midwest times 16 November for Fire Control Officers & Advert in midwest times 16 November for Council Meeting Dates 2023	1	1,162.44	
<b>Them Earth Moving</b>					
EFT15139	16/12/2022	AGRN- 951 Fuel Levy - 01.07.2022 to 02.11.2022	1		207,790.01
INV 00000826	16/11/2022	AGRN-951 Fuel Levy - 29.06.2022 to 30.06.2022 Inv 772	1	3,583.53	
INV 00000828	16/11/2022	AGRN-951 Fuel Levy - 29.08.2022 to 27.09.2022 Inv 817	1	14,268.93	
INV 00000827	16/11/2022	AGRN- 951 Fuel Levy - 01.07.2022 to 02.11.2022	1	172,690.10	
INV 00000830	17/11/2022	AGRN-951 Fuel Levy - 03.11.2022 to 16.11.2022 Inv 829	1	17,247.45	
<b>Horizon Power</b>					
EFT15140	19/12/2022	Pavillion - Power Consumption 07.10.2022 to 06.12.2022	1		15,688.18
INV 21 015 1152	01/12/2022	Street Lighting consumption for period 01.11.2022 to 30.11.2022	1	331.09	
INV 21 015 1948	07/12/2022	Lot 19 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	1,082.99	
INV 21 015 1896	07/12/2022	Lot 39 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	270.15	
INV 21 015 1918	07/12/2022	Lot 45 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	340.19	
INV 21 015 1954	07/12/2022	Lot 17 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	904.13	
INV 21 015 1896	07/12/2022	2 Scott Street - Power Consumption 07.10.2022 to 06.12.2022	1	1,740.96	
INV 21 015 1904	07/12/2022	Admin Office - Power Consumption 07.10.2022 to 06.12.2022	1	1,188.29	
INV 21 015 1956	07/12/2022	Airport Lights - Power Consumption 07.10.2022 to 06.12.2022	1	123.95	
INV 21 015 1891	07/12/2022	Lot 21 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	483.28	
INV 21 015 1949	07/12/2022	Town Oval Pump - Power Consumption 07.10.2022 to 06.12.2022	1	1,122.12	
INV 21 015 1960	07/12/2022	Lot 48 Hatch Street - Power Consumption 07.10.2022 to 06.12.2022	1	415.95	
INV 21 015 1957	07/12/2022	Lot 49 Hatch Street - Power Consumption 07.10.2022 to 06.12.2022	1	297.51	
INV 21 015 1910	07/12/2022	Lot 40 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	563.84	
INV 21 015 1976	07/12/2022	Lot 23 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	222.36	
INV 21 015 1976	07/12/2022	Lot 52 Hatch Street - Power Consumption 07.10.2022 to 06.12.2022	1	222.36	
INV 21 015 1913	07/12/2022	Lot 2 Gregory Street - Power Consumption 07.10.2022 to 06.12.2022	1	290.10	
INV 21 015 1979	07/12/2022	Lot 50 Hatch Street - Power Consumption 07.10.2022 to 06.12.2022	1	579.02	
INV 21 015 1934	07/12/2022	Community Resource Centre Power Consumption 07.10.2022 to 06.12.2022	1	1,204.75	
INV 21 015 1965	07/12/2022	5 Scott Street - Depot - Power Consumption 07.10.2022 to 06.12.2022	1	952.06	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 14

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Horizon Power</b>					
INV 21 015 1910	07/12/2022	DBCA - Power Consumption 07.10.2022 to 06.12.2022	1	213.34	
INV 21 015 1949	07/12/2022	Pavillion - Power Consumption 07.10.2022 to 06.12.2022	1	3,139.74	
<b>Horizon Power (non-energy)</b>					
EFT15141	19/12/2022	Horizon Power Prepaid Electricity cards - 16.09.2022 ID 00162653/030	1		2,775.00
INV RPDDDB004	30/11/2022	Horizon Power Prepaid Electricity cards - 16.09.2022 ID 00162653/030	1	925.00	
INV RPDDDB004	30/11/2022	Horizon Power Prepaid Electricity cards - 01.09.2022 ID 00162653/028	1	925.00	
INV RPDDDB004	30/11/2022	Horizon Power Prepaid Electricity cards - 16.09.2022 ID 00162653/029	1	925.00	
<b>Telstra Corporation Ltd</b>					
EFT15142	19/12/2022	Shire Telephone Services (Fixed Lines) - Usage Charges 02.11.2022 to 01.12.2022, Service Charges 02.12.2022 to 01.01.2023	1		584.63
INV K 228 297 7	09/12/2022	Shire Telephone Services (Fixed Lines) - Usage Charges 02.11.2022 to 01.12.2022, Service Charges 02.12.2022 to 01.01.2023	1	584.63	
<b>Activ8me</b>					
EFT15143	19/12/2022	Manager of Finance & Corporate Services Residential Internet Service - 03.12.2022 to 02.01.2023	1		69.95
INV 4037468	03/12/2022	Manager of Finance & Corporate Services Residential Internet Service - 03.12.2022 to 02.01.2023	1	69.95	
<b>Woolworths Limited</b>					
EFT15144	22/12/2022	Staff Training Supplies	1		247.77
INV TI-0079A-7	07/11/2022	Milk supplies for Admin and CRC buildings - GST FREE	1	65.40	
INV TI-0079A-9	28/11/2022	Staff Training Supplies	1	112.82	
INV TI-0079A-9	30/11/2022	Supplies for Christmas Family Movie event held in December 2022	1	69.55	
<b>St John Ambulance Australia - Belmont Branch</b>					
EFT15145	23/12/2022	Deliver a 2 Day First Aid Course for Shire staff on the 05.12.2022 to 06.12.2022	1		5,396.00
INV FAINV0102	13/10/2022	Travel Costs for First Aid Course trainer	1	1,561.00	
INV FAINV0103	06/12/2022	Deliver a 2 Day First Aid Course for Shire staff on the 05.12.2022 to 06.12.2022	1	3,835.00	
<b>Carnarvon Rangelands Biosecurity Assoc</b>					
EFT15146	23/12/2022	Contributions for 2022/2023 Biosecurity within the Shire of Upper Gascoyne.	1		55,000.00
INV INV-00505	06/12/2022	Contributions for 2022/2023 Biosecurity within the Shire of Upper Gascoyne.	1	55,000.00	
<b>AIT Specialists Pty Ltd</b>					
EFT15147	23/12/2022	Monthly Fee for determination of Fuel Tax Credits 2022/2022 - November 2022	1		873.95
INV INV-12763	19/12/2022	Monthly Fee for determination of Fuel Tax Credits 2022/2022 - November 2022	1	873.95	
<b>Bishop Transport</b>					
EFT15148	23/12/2022	Freight for Bin Enclosures for Two Rivers Memorial Park	1		3,578.96
INV B180248	19/08/2022	Freight for 20T (of 140T) cement from BGC Perth	1	3,835.70	
INV CRB180524	01/09/2022	Credit for Overcharges for freight on invoice B180524 Purchase order 5731	1	-868.67	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 15

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Bishop Transport</b>					
INV CRB179703	01/09/2022	Credit for Overcharges for freight on invoice B179703 Purchase order 5731	1	-868.67	
INV CRB180812	01/09/2022	Credit for Overcharges for freight on invoice B180812 Purchase order 5731	1	-868.67	
INV CRB181354	01/09/2022	Credit for Overcharges for freight on invoice B181354 Purchase order 5731	1	-868.67	
INV CRB181572	01/09/2022	Credit for Overcharges for freight on invoice B181572 Purchase order 5731	1	-868.67	
INV CBR180248	01/09/2022	Credit for Overcharges for freight on invoice B180248 Purchase order 5731	1	-868.67	
INV CRB181898	02/09/2022	Credit for Overcharges for freight on invoice B181898 Purchase order 5731	1	-718.08	
INV B193374	12/12/2022	Freight for Bin Enclosures for Two Rivers Memorial Park	1	5,673.36	
<b>Carnarvon Auto Electrics</b>					
EFT15149	23/12/2022	P115 Trailer / Wheel Pump & Workshop Equipment - Battery and Jumper Leads	1		741.95
INV 39038745	13/12/2022	P115 Trailer / Wheel Pump & Workshop Equipment - Battery and Jumper Leads	1	741.95	
<b>Carnarvon Fresh IGA</b>					
EFT15150	23/12/2022	Council Meetings: Lunches and Refreshments - December 2022 Meeting, Christmas Lunch	1		221.96
INV 06/9246	14/12/2022	Council Meetings: Lunches and Refreshments - December 2022 Meeting, Christmas Lunch	1	221.96	
<b>Carnarvon Menswear</b>					
EFT15151	23/12/2022	Staff Uniforms - Jarrod Walker.	1		239.90
INV 4296	20/12/2022	Staff Uniforms - Jarrod Walker.	1	239.90	
<b>Cherie Jessica Walker</b>					
EFT15152	23/12/2022	Reimbursement of Woolworths Purchase - Christmas Party Chocolates	1		90.20
INV EXPENSE C20/12/2022		Reimbursement of Woolworths Purchase - Christmas Party Chocolates	1	90.20	
<b>Child Support Agency</b>					
EFT15153	23/12/2022	Payroll deductions	1		774.58
INV DEDUCTIO21/12/2022		Payroll deductions		387.29	
INV DEDUCTIO04/01/2023		Payroll deductions		387.29	
<b>Downer Edi Works Pty Ltd</b>					
EFT15154	23/12/2022	AGRN 951 - Flood Damage Reinstatement Works Ullawarra Road (inv#6014223)	1		20,596.96
INV 6014222	01/10/2022	AGRN 974 - Supply, deliver and seal bitumen - Carnarvon/Mullewa Road SLK 46.81-46.87	1	1,434.77	
INV 6014226	01/10/2022	AGRN 951 - Flood Damage Reinstatement Works Ullawarra Road (inv#6014223)	1	19,162.19	
<b>Everywhere Travel</b>					
EFT15155	23/12/2022	Hire Car for Mark Chester pick up 29th November and return 2nd December - Trainer Effective Supervisor	1		376.15
INV I000031315	13/12/2022	Hire Car for Mark Chester pick up 29th November and return 2nd December - Trainer Effective Supervisor	1	376.15	
<b>Gascoyne Group Pty Ltd</b>					
EFT15156	23/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Watercart hire for the period 14.11.2022 to 07.12.2022	1		131,440.65
INV 00000096	12/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Watercart hire for period 27.11.2022 to 08.12.2022	1	9,666.03	

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 16

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Gascoyne Group Pty Ltd</b>					
INV 00000095	12/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Watercart hire for the period 14.11.2022 to 07.12.2022	1	71,676.00	
INV 00000094	16/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Demobilise 2 x Road Train Side Tippers 15.11.2022	1	4,620.00	
INV 00000098	21/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Plant Operator Labour Hire and Travel Costs for period 12.12.2022 to 20.12.22	1	10,234.62	
INV 00000097	21/12/2022	Carnarvon/Mullewa Daurie-Congo Resheeting - Water Cart Hire for period 12.12.2022 to 20.12.2022	1	35,244.00	
<b>Geraldton Fuel Company T/as Refuel Australia</b>					
EFT15157	23/12/2022	Supply bulk fuel to P58 Camp Trailer with 4000 litre diesel tank - 3100 litres of diesel @ 2.3192	1		7,189.52
INV 02162791	01/11/2022	Supply bulk fuel to P58 Camp Trailer with 4000 litre diesel tank - 3100 litres of diesel @ 2.3192	1	7,189.52	
<b>Grants Empire</b>					
EFT15158	23/12/2022	Development of Future Drought Fund Extension and Adoption of Drought Resilience Farming Practices Grants Program application Payment 1 of 2	1		1,584.00
INV 00002127	12/12/2022	Development of Lotterywest grant application - Memorial Shade and Commemorative Art Project Payment 1 of 2	1	594.00	
INV 00002128	12/12/2022	Development of Future Drought Fund Extension and Adoption of Drought Resilience Farming Practices Grants Program application Payment 1 of 2	1	990.00	
<b>Green Frog Systems Pty Ltd</b>					
EFT15159	23/12/2022	Supply Solar Street Lights for Hatch Street	1		20,963.40
INV 004657	18/10/2022	Supply Solar Street Lights for Hatch Street	1	20,963.40	
<b>Jarrahbar Contracting</b>					
EFT15160	23/12/2022	Freight from Perth to Gascoyne Junction - Deliver CCTU Poles	1		775.50
INV INV-0224	16/12/2022	Freight from Perth to Gascoyne Junction - Deliver CCTU Poles	1	775.50	
<b>Jolly's Tyre Service</b>					
EFT15161	23/12/2022	P50 Camp Trailer & P100 Drop Deck Trailer - New Tyres	1		1,198.30
INV 154301	20/12/2022	P50 Camp Trailer & P100 Drop Deck Trailer - New Tyres	1	982.00	
INV 154330	22/12/2022	P96 & P87 Graders - Repair grader tyres	1	216.30	
<b>The Trustee For Kempton Family Trust T/A The Junction Pub and Tourist Park</b>					
EFT15162	23/12/2022	Catering, Set Up and Clean Up Community Christmas Party	1		3,504.50
INV 50520276	06/12/2022	Accommodation and Food First Aid Course Trainer Dale Forsyth	1	424.00	
INV 50520277	15/12/2022	Accommodation for Keno Phillips - DJ & MC for Community Christmas Party	1	180.00	
INV 50520275	15/12/2022	Council Meeting Refreshments 23.11.2022	1	360.00	
INV 50520278	15/12/2022	Council Christmas Buffet Lunch with beverages 15th December for 10 people	1	415.50	
INV 50520279	16/12/2022	Catering, Set Up and Clean Up Community Christmas Party	1	2,125.00	
<b>Kingsford Bakery</b>					
EFT15163	23/12/2022	Community Christmas Party - Catering	1		185.00



Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 17

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Kingsford Bakery</b>					
INV 8084	09/12/2022	Community Christmas Party - Catering	1	185.00	
<b>Metrocount</b>					
EFT15164	23/12/2022	Roadpod VT 5900 including field kit	1		12,122.00
INV INV031380	08/12/2022	Roadpod VT 5900 including field kit	1	12,122.00	
<b>Moore Australia (WA) Pty Ltd</b>					
EFT15165	23/12/2022	Provide the Shire of Upper Gascoyne with Integrated Planning and Reporting Services to review the SCP, CBP, LTFF, AMP & WFP.	1		15,290.00
INV 427816	20/12/2022	Provide the Shire of Upper Gascoyne with Integrated Planning and Reporting Services to review the SCP, CBP, LTFF, AMP & WFP.	1	15,290.00	
<b>Northern Goldfields Earthmoving Pty Ltd</b>					
EFT15166	23/12/2022	Maintenance grading of Ullawarra Road in November to December 2022	1		47,366.00
INV 00000436	13/12/2022	Maintenance grading of Ullawarra Road in November to December 2022	1	47,366.00	
<b>Perfect Computer Solutions Pty Ltd</b>					
EFT15167	23/12/2022	Annual subscription for Cloud based storage for offsite server backups.	1		3,500.00
INV 27415	04/08/2022	Annual subscription for Cloud based storage for offsite server backups.	1	3,500.00	
<b>RepcO Pty Ltd</b>					
EFT15168	23/12/2022	Depot operating costs - Cable Ties	1		198.00
INV 4610538796	28/09/2022	Depot operating costs - Cable Ties	1	198.00	
<b>Toll Ipec Pty Ltd</b>					
EFT15169	23/12/2022	Freight for Works and Administration 08.11.2022 to 14.12.2022	1		367.79
INV 1061-MWB	11/12/2022	Freight for Parts 04.12.2022	1	44.90	
INV 1062-MWB	18/12/2022	Freight for Works and Administration 08.11.2022 to 14.12.2022	1	322.89	
<b>Westrac Pty Ltd</b>					
EFT15170	23/12/2022	P100 CAT Grader - 500 hr Service	1		3,945.52
INV SI 1662276	18/12/2022	P100 CAT Grader - 500 hr Service	1	3,945.52	
<b>Greenfield Technical Services</b>					
EFT15171	23/12/2022	AGRN-974 Flood Damage Construction Project Management for period 26.10.2022 to 08.11.2022	1		69,909.03
INV INV-2978	16/11/2022	AGRN-974 Flood Damage Construction Project Management for period 26.10.2022 to 08.11.2022	1	35,805.55	
INV INV-2989	29/11/2022	AGRN-974 Flood Damage Construction Project Management for period 09.11.2022 to 27.11.2022	1	15,887.85	
INV INV-3004	13/12/2022	AGRN 974 - Flood Damage Construction Project Management for period 01.11.2022 to 30.11.2022	1	18,215.63	
<b>Quadrio Earthmoving Pty Ltd</b>					
EFT15172	23/12/2022	AGRN 974 - Fuel Levy Variations	1		100,263.99
INV 00011304	02/12/2022	AGRN 974 - Supply plant and operators for flood damage repairs for period 09.11.2022 to 22.11.2022	1	15,620.00	
INV 00011305	14/12/2022	AGRN 974 - Fuel Levy Variations	1	84,643.99	
<b>Them Earth Moving</b>					
EFT15173	23/12/2022	Carnarvon/Mullewa Road Bitumen Upgrade - Supply plant and operators for road upgrade for period 25.08.2022 to 28.08.2022	1		236,803.33

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 18

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Them Earth Moving</b>					
INV 00000811	11/10/2022	Hatch Street - Box out section of Hatch St for seal - 26.09.2022	1	7,133.50	
INV 00000812	11/10/2022	RFQ 8 20/21 Viveash Way Betterment Works - Project Management 14.09.2022 to 27.09.2022	1	73,596.60	
INV 00000816	28/10/2022	Carnarvon/Mullewa Road Bitumen Upgrade - Supply plant and operators for road upgrade for period 25.08.2022 to 28.08.2022	1	156,073.23	
<b>Greenfield Technical Services</b>					
EFT15174	23/12/2022	AGRN 951- Flood Damage Construction Package 2, Project Management for period: 17.11.2022 to 30.11.2022	1		96,246.84
INV INV-2982	17/11/2022	AGRN-951 Flood Damage Construction Package 2, Project Management for period: 01.11.2022 and 09.11.2022 to 16.11.2022	1	22,539.55	
INV INV-2992	02/12/2022	AGRN 951- Flood Damage Construction Package 2, Project Management for period: 17.11.2022 to 30.11.2022	1	31,298.85	
INV INV-3010	13/12/2022	AGRN 951 - Flood Damage Construction Package 2, Project Management for period: 01.11.2022 to 30.11.2022	1	24,436.64	
INV INV-3039	13/12/2022	AGRN 951 - Flood Damage Construction Package 2, Project Management for period: 01.12.2022 to 12.12.2022	1	17,971.80	
<b>Them Earth Moving</b>					
EFT15175	23/12/2022	AGRN 951 - Supply plant and operators for flood damage repairs for period:17.11.2022 to 30.11.2022	1		557,479.73
INV 00000829	17/11/2022	AGRN-951 Supply plant and operators for road flood damage repairs for period: 03.11.2022 to 16.11.2022	1	174,120.10	
INV 00000834	02/12/2022	AGRN 951 - Supply plant and operators for flood damage repairs for period:17.11.2022 to 30.11.2022	1	348,821.55	
INV 00000835	02/12/2022	AGRN 951 Fuel Levy - 17.11.2022 to 29.11.2022 - Various Roads	1	34,538.08	
<b>Pivotel Satellite Pty Ltd</b>					
EFT15176	23/12/2022	Satellite Phone Charges for Roadworks Staff and CEO for the period 15.12.2022 to 14.01.2022	1		861.43
INV 3475624	15/12/2022	Satellite Phone Charges for 0405 567 177 Manager, Works & Services for period 15.12.2022 to 14.01.2022	1	16.50	
INV 3477167	15/12/2022	Satellite Phone Charges for Roadworks Staff and CEO for the period 15.12.2022 to 14.01.2022	1	844.93	
<b>Telstra Corporation Ltd</b>					
EFT15177	23/12/2022	Telstra Mobile Accounts - Usage Charges 20.11.2022 to 19.12.2022, Service Charges 20.12.2022 to 19.01.2023	1		670.44
INV 136 3333 60 20/12/2022		Telstra Mobile Accounts - Usage Charges 20.11.2022 to 19.12.2022, Service Charges 20.12.2022 to 19.01.2023	1	614.45	
INV 136 3333 68 20/12/2022		TCDO Mobile Phone - Usage Charges 20.11.2022 to 19.12.2022, Service Charges 20.12.2022 to 19.01.2023	1	55.99	
<b>Activ8me</b>					
EFT15178	19/12/2022	Manager of Works & Services Residential Internet Service - 05.12.2022 to 04.01.2023	1		129.95
INV 4040768	05/12/2022	Manager of Works & Services Residential Internet Service - 05.12.2022 to 04.01.2023	1	129.95	
<b>Activ8me</b>					
EFT15179	22/12/2022	CEO Residential Internet Service - 08.12.2022 to 07.01.2023	1		154.95
INV 4045575	08/12/2022	CEO Residential Internet Service - 08.12.2022 to 07.01.2023	1	154.95	
<b>Activ8me</b>					
EFT15180	29/12/2022	Office Administration Internet Service for period 13.12.2022 to 12.01.2022	1		129.95
INV 4053424	13/12/2022	Office Administration Internet Service for period 13.12.2022 to 12.01.2022	1	129.95	
<b>SUPER DIRECTIONS FUND</b>					
DD10122.1	07/12/2022	Superannuation contributions	1		286.38

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 19

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>SUPER DIRECTIONS FUND</b>					
INV SUPER	07/12/2022	Superannuation contributions	1	286.38	
<b>HOSTPLUS</b>					
DD10122.2	07/12/2022	Superannuation contributions	1		427.35
INV SUPER	07/12/2022	Superannuation contributions	1	427.35	
<b>The Trustee For Aware Super</b>					
DD10122.3	07/12/2022	Superannuation contributions	1		5,941.37
INV DEDUCTIO	07/12/2022	Payroll deductions	1	300.00	
INV DEDUCTIO	07/12/2022	Payroll deductions	1	277.02	
INV DEDUCTIO	07/12/2022	Payroll deductions	1	267.86	
INV DEDUCTIO	07/12/2022	Payroll deductions	1	460.68	
INV SUPER	07/12/2022	Superannuation contributions	1	4,635.81	
<b>Australian Retirement Trusts</b>					
DD10122.4	07/12/2022	Superannuation contributions	1		670.19
INV DEDUCTIO	07/12/2022	Payroll deductions	1	163.46	
INV SUPER	07/12/2022	Superannuation contributions	1	506.73	
<b>MLC Masterkey Super</b>					
DD10122.5	07/12/2022	Superannuation contributions	1		827.92
INV DEDUCTIO	07/12/2022	Payroll deductions	1	201.93	
INV SUPER	07/12/2022	Superannuation contributions	1	625.99	
<b>ANZ SMART CHOICE SUPER</b>					
DD10122.6	07/12/2022	Superannuation contributions	1		394.35
INV DEDUCTIO	07/12/2022	Payroll deductions	1	96.18	
INV SUPER	07/12/2022	Superannuation contributions	1	298.17	
<b>Australian Super</b>					
DD10122.7	07/12/2022	Superannuation contributions	1		266.46
INV SUPER	07/12/2022	Superannuation contributions	1	266.46	
<b>AMP Flexible Super</b>					
DD10122.8	07/12/2022	Superannuation contributions	1		677.91
INV SUPER	07/12/2022	Superannuation contributions	1	677.91	
<b>NGS Super</b>					
DD10122.9	07/12/2022	Superannuation contributions	1		350.17
INV SUPER	07/12/2022	Superannuation contributions	1	350.17	
<b>Department of Transport (AGENT CHARGES)</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 20

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Department of Transport (AGENT CHARGES)</b>					
DD10136.1	09/12/2022	Motor Vehicle License fees - CRC Collections for period 07.12.2022	1		46.85
INV 20208	07/12/2022	Motor Vehicle License fees - CRC Collections for period 07.12.2022	1	46.85	
<b>Department of Transport (AGENT CHARGES)</b>					
DD10136.2	12/12/2022	Motor Vehicle License fees - CRC Collections for period 08.12.2022	1		275.20
INV 20211	08/12/2022	Motor Vehicle License fees - CRC Collections for period 08.12.2022	1	275.20	
<b>Department of Transport (AGENT CHARGES)</b>					
DD10136.3	01/12/2022	Motor Vehicle License fees - CRC Collections for period 18.11.2022 & 05.12.2022 (direct debit 22.11.22)	1		105.50
INV 20148 20204	18/11/2022	Motor Vehicle License fees - CRC Collections for period 18.11.2022 & 05.12.2022 (direct debit 22.11.22)	1	105.50	
<b>Department of Transport (AGENT CHARGES)</b>					
DD10143.1	16/12/2022	Motor Vehicle License fees - CRC Collections for period 14.12.2022	1		859.85
INV 20248	14/12/2022	Motor Vehicle License fees - CRC Collections for period 14.12.2022	1	859.85	
<b>SUPER DIRECTIONS FUND</b>					
DD10149.1	21/12/2022	Superannuation contributions	1		286.38
INV SUPER	21/12/2022	Superannuation contributions	1	286.38	
<b>HOSTPLUS</b>					
DD10149.2	21/12/2022	Superannuation contributions	1		427.35
INV SUPER	21/12/2022	Superannuation contributions	1	427.35	
<b>The Trustee For Aware Super</b>					
DD10149.3	21/12/2022	Superannuation contributions	1		5,113.85
INV DEDUCTIO	21/12/2022	Payroll deductions	1	300.00	
INV DEDUCTIO	21/12/2022	Payroll deductions	1	277.02	
INV DEDUCTIO	21/12/2022	Payroll deductions	1	153.72	
INV DEDUCTIO	21/12/2022	Payroll deductions	1	460.68	
INV SUPER	21/12/2022	Superannuation contributions	1	3,922.43	
<b>Australian Retirement Trusts</b>					
DD10149.4	21/12/2022	Superannuation contributions	1		685.63
INV DEDUCTIO	21/12/2022	Payroll deductions	1	167.23	
INV SUPER	21/12/2022	Superannuation contributions	1	518.40	
<b>MLC Masterkey Super</b>					
DD10149.5	21/12/2022	Superannuation contributions	1		827.92
INV DEDUCTIO	21/12/2022	Payroll deductions	1	201.93	
INV SUPER	21/12/2022	Superannuation contributions	1	625.99	
<b>ANZ SMART CHOICE SUPER</b>					

Date: 03/02/2023  
Time: 8:37:42AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**December 2022.**

USER: Finance Manager  
PAGE: 21

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>ANZ SMART CHOICE SUPER</b>					
DD10149.6	21/12/2022	Superannuation contributions	1		394.35
INV DEDUCTIO	21/12/2022	Payroll deductions	1	96.18	
INV SUPER	21/12/2022	Superannuation contributions	1	298.17	
<b>Australian Super</b>					
DD10149.7	21/12/2022	Superannuation contributions	1		266.46
INV SUPER	21/12/2022	Superannuation contributions	1	266.46	
<b>AMP Flexible Super</b>					
DD10149.8	21/12/2022	Superannuation contributions	1		677.91
INV SUPER	21/12/2022	Superannuation contributions	1	677.91	
<b>NGS Super</b>					
DD10149.9	21/12/2022	Superannuation contributions	1		350.17
INV SUPER	21/12/2022	Superannuation contributions	1	350.17	
<b>CBUS</b>					
DD10122.10	07/12/2022	Superannuation contributions	1		308.94
INV SUPER	07/12/2022	Superannuation contributions	1	308.94	
<b>CBUS</b>					
DD10149.10	21/12/2022	Superannuation contributions	1		308.94
INV SUPER	21/12/2022	Superannuation contributions	1	308.94	

**TOTAL INVOICES BY PAYMENT TYPE**

Direct Debit / BPAY	20,777.40
EFT	3,025,975.96

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	3,046,753.36
<b>TOTAL</b>		<b>3,046,753.36</b>
<b>TOTAL CREDIT NOTES</b>		<b>0.00</b>
<b>TOTAL PAYMENTS LESS CREDIT NOTES</b>		<b>3,046,753.36</b>

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Them Earth Moving</b>					
EFT15181	16/01/2023	AGRN 951- Supply plant and operators for flood damage repairs on various roads for period: 01.12.2022 to 12.12.2022	1		291,438.77
INV 00000839	13/12/2022	AGRN 951- Supply plant and operators for flood damage repairs on various roads for period: 01.12.2022 to 12.12.2022	1	207,942.35	
INV 00000847	21/12/2022	AGRN 951 Fuel Levy - 13.12.2022 to 18.12.2022 Inv 846 for Carnarvon/Mullewa Road and Cobra/Dairy Creek Road	1	21,183.47	
INV 00000845	21/12/2022	AGRN 951 - Cement and Stabilisation 17.11.2022 to 26.11.2022 for Carnarvon/Mullewa Road, Carey Downs Road & Cobra/Dairy Creek Road	1	62,312.95	
<b>Austral Drilling Pty Ltd</b>					
EFT15182	17/01/2023	Exploration Drilling Program - RFT 04 21-22 - Drill bore hole to 700mtrs #2 Variation	1		622,971.26
INV 00000969	07/12/2022	Supply and install bore casing to town bore up to 650m. Inclusive of Geophysical logging,	1	67,262.36	
INV 00000968	07/12/2022	Exploration Drilling Program - RFT 04 21-22 - Drill bore hole to 700mtrs	1	83,732.91	
INV 00000970	07/12/2022	Exploration Drilling Program - RFT 04 21-22 - Drill bore hole to 700mtrs #1 Variation	1	148,665.00	
INV 00000971	07/12/2022	Exploration Drilling Program - RFT 04 21-22 - Drill bore hole to 700mtrs #2 Variation	1	151,060.25	
INV 00000972	07/12/2022	Exploration Drilling Program - RFT 04 21-22 - Drill bore hole to 800mtrs #4 Variation	1	101,096.85	
INV 00000973	12/12/2022	Supply and install bore casing to town bore 650mtrs to 800mtrs #6 Variation	1	71,153.89	
<b>Global Groundwater</b>					
EFT15183	17/01/2023	Principal Hydrogeologist, Site hydrogeologist, Project Manager 04.10.2022 to 03.12.2022	1		99,572.00
INV 00002112	08/12/2022	Principal Hydrogeologist, Site hydrogeologist, Project Manager 04.10.2022 to 03.12.2022	1	94,732.00	
INV 00002085	08/12/2022	20 Hours of 1 x Principal Hydrogeologist @ \$242 per hour Incl.	1	4,840.00	
<b>Australia Post</b>					
EFT15184	17/01/2023	Freight & Postage for Administration & CRC - December 2022	1		123.17
INV 1012099620	03/01/2023	Freight & Postage for Administration & CRC - December 2022	1	123.17	
<b>Boc Limited</b>					
EFT15185	17/01/2023	Quarterly Container Rental for Oxygen Industrial Size G - 01.01.2023 to 31.03.2023	1		222.26
INV 4032899441	29/12/2022	Monthly Container Rental for Helium Gas - CRC 28.11.2022 to 28.12.2022	1	35.89	
INV 4032899440	29/12/2022		1	186.37	
<b>Paul D Kearney - Carpenter &amp; Joiner</b>					
EFT15186	17/01/2023	Install CRC Store Room.	1		16,940.00
INV 100	11/12/2022	Install CRC Store Room.	1	16,940.00	
<b>The Trustee For Perarda Family &amp; Co T/A Pridham Mechanical</b>					
EFT15187	17/01/2023	P113 Toyota Hilux - 119,397km service	1		6,829.34
INV INV-0866	28/12/2022	P109 Isuzu Rubbish Truck - Inspect Truck for damage, check function of cable and shoes	1	346.50	
INV INV-0875	28/12/2022	P58 Camp Trailer - Check and adjust Brakes	1	231.00	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 2

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>The Trustee For Perarda Family &amp; Co T/A Pridham</b>					
<b>Mechanical</b>					
INV INV-0876	28/12/2022	P64 - Water Pump Trailer - Service Water Pump	1	170.50	
INV INV-0877	28/12/2022	P65 Kanga Loader - Service	1	286.00	
INV INV-0880	28/12/2022	P115 - Water Wheel Trailer - Service Genset	1	170.50	
INV INV-0878	28/12/2022	P72 - Water Wheel Trailer - Lister Generator Service	1	93.50	
INV INV-0867	28/12/2022	P76 CAT Loader - Service door mechanisms and test functions	1	192.50	
INV INV-0868	28/12/2022	P61 Trailer - Replace Trailer Plug	1	140.80	
INV INV-0869	28/12/2022	P83 Mazda Ute - Inspect brake pads and wiring	1	154.00	
INV INV-0870	28/12/2022	P113 Toyota Hilux - 119,397km service	1	2,683.25	
INV INV-0871	28/12/2022	P110 - Trailer - Inspect and service brakes	1	231.00	
INV INV-0872	28/12/2022	P114 Ford Ranger - 50,727km Service	1	749.05	
INV INV-0873	28/12/2022	P96 Side Tipper - Inspect and adjust Brakes	1	231.00	
INV INV-0874	28/12/2022	P95 Crew Man Service Truck - Service	1	1,149.74	
<b>Horizon Power</b>					
EFT15188	17/01/2023	Street Lighting - 01.12.2022 to 31.12.2022	1		342.12
INV 21 015 4100	03/01/2023	Street Lighting - 01.12.2022 to 31.12.2022	1	342.12	
<b>JLW Engineering</b>					
EFT15189	20/01/2023	P74 Grid Roller - Rubber compression washer for tow hitch	1		192.50
INV 00067456	31/12/2022	P74 Grid Roller - Rubber compression washer for tow hitch	1	192.50	
<b>RSM Australia Pty Ltd</b>					
EFT15190	20/01/2023	Provide Accounting and Financial Services to the Shire of Upper gascoyne for 2022/23 as per contract under RFT 01 22-23.- December 2022	1		11,435.24
INV GRI00393	19/12/2022		1	11,435.24	
<b>The Kempton Family Trust T/A Carnarvon Glass &amp; Window Tint (Novus)</b>					
EFT15191	20/01/2023	P117 Ford Ranger - Replacement of Windscreen	1		1,083.62
INV 80911161	19/12/2022	P117 Ford Ranger - Replacement of Windscreen	1	1,083.62	
<b>Child Support Agency</b>					
EFT15192	20/01/2023	Payroll deductions	1		387.29
INV DEDUCTIO	18/01/2023	Payroll deductions		387.29	
<b>Gascoyne Office Equipment</b>					
EFT15193	20/01/2023	Printing costs for December 2022	1		913.16
INV INVC7-805	22/12/2022	iPhone screen saver	1	29.95	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 3

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Gascoyne Office Equipment</b>					
INV INVC7-807	29/12/2022	Printing costs for December 2022	1	883.21	
<b>Geraldton Fuel Company T/as Refuel Australia</b>					
EFT15194	20/01/2023	Fuel Card Purchases December 2022	1		1,919.30
INV 02179270	31/12/2022	Rental of Type 20 Self Bunded Diesel Tank - January 2023	1	619.67	
INV 31122022	31/12/2022	Fuel Card Purchases December 2022	1	1,299.63	
<b>Grants Empire</b>					
EFT15195	20/01/2023	Storage Shed for Sports Pavilion & Community, Sport, Recreation & Emergency Building Planning - Grant Application	1		1,584.00
INV 00002133	21/12/2022	Storage Shed for Sports Pavilion & Community, Sport, Recreation & Emergency Building Planning - Grant Application	1	1,584.00	
<b>Industrial Power Equipment Pty Ltd T/A Garpen</b>					
EFT15196	20/01/2023	11hp Electric Start Diesel Compressor	1		1,300.00
INV SI-00207373	13/12/2022	11hp Electric Start Diesel Compressor	1	1,300.00	
<b>Jolly's Tyre Service</b>					
EFT15197	20/01/2023	P111 Tipper Truck - Tyres	1		1,546.00
INV 154426	04/01/2023	P111 Tipper Truck - Tyres	1	1,546.00	
<b>The Trustee For Kempton Family Trust T/A The Junction Pub and Tourist Park</b>					
EFT15198	20/01/2023	Staff Christmas Party - Buffet Lunch with beverages 21st December 2022	1		952.00
INV 50520280	23/12/2022	Staff Christmas Party - Buffet Lunch with beverages 21st December 2022	1	952.00	
<b>Office Of The Auditor General</b>					
EFT15199	20/01/2023	Fee for Audit for the year ending 30.06.2022	1		41,910.00
INV INV-0596	09/01/2023	Fee for Audit for the year ending 30.06.2022	1	41,910.00	
<b>Perfect Computer Solutions Pty Ltd</b>					
EFT15200	20/01/2023	I.T Support for Administration Office - 03.01.2023 Starlink Issues	1		170.00
INV 27740	12/01/2023	I.T Support for Administration Office - 03.01.2023 Starlink Issues	1	170.00	
<b>The Trustee For Perarda Family &amp; Co T/A Pridham Mechanical</b>					
EFT15201	20/01/2023	P18 CAT Loader - 8930hr Service	1		9,170.26
INV INV-0879	28/12/2022	P94 Generator - Service	1	170.50	
INV INV-0885	09/01/2023	P76 CAT Loader - 8930hr Service	1	1,210.00	
INV INV-0889	09/01/2023	P53 Camp Trailer - Fit new air compressor to trailer, replace u/s side light	1	1,104.40	
INV INV-0893	09/01/2023	P93 Trailer - Fit new Jockey Wheel, Clearance lights & Number Plate	1	746.46	
INV INV-0886	09/01/2023	P18 CAT Loader - 8930hr Service	1	1,716.00	
INV INV-0887	09/01/2023	P97 Bobacat - 2324hr Service	1	544.50	
INV INV-0888	09/01/2023	P127 - Side Tipper - Fit new air fittings	1	132.00	



Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 4

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>The Trustee For Perarda Family &amp; Co T/A Pridham</b>					
<b>Mechanical</b>					
INV INV-0890	09/01/2023	P128 Service Truck - Fit Room Bar, Fill oil tanks and bulk fuel tanks.	1	924.00	
INV INV-0891	09/01/2023	P79 Camp Trailer - Replace Generator	1	808.50	
INV INV-0892	09/01/2023	P116 Dolly - Inspect and service Brakes and wheel bearings	1	412.50	
INV INV-0894	09/01/2023	P101 Tractor - Fit new flashing beacons and head light surrounds	1	939.40	
INV INV-0895	09/01/2023	P62 Car Trailer - Fabricate new ramp holders	1	462.00	
<b>R &amp; L Couriers</b>					
EFT15202	20/01/2023	Collect 5 Boxes Bunnings Geraldton for delivery to Carnarvon	1		49.50
INV INV-9029	30/11/2022	Collect 5 Boxes Bunnings Geraldton for delivery to Carnarvon	1	49.50	
<b>Truckline</b>					
EFT15203	20/01/2023	P50 Camp Trailer - TCK1036 ringfeeder wear plate	1		97.90
INV 8206223	16/12/2022	P50 Camp Trailer - TCK1036 ringfeeder wear plate	1	97.90	
<b>Water Corporation</b>					
EFT15205	25/01/2023	Roadhouse - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1		12,134.71
INV 90 06798 20	10/01/2023	Admin, CRC & Depot - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	867.07	
INV 90 06798 21	10/01/2023	Water Usage - Depot - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 days	1	8.11	
INV 90 06798 22	10/01/2023	Water Usage & Service Charge - Lot 6 Scott St - Water Usage - Depot - Service Charges 01.01.2023 to 28.02.2023 63 Days	1	44.57	
INV 90 06798 23	10/01/2023	Lot 17 Gregory St - CEO: John - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	568.30	
INV 90 06798 24	10/01/2023	Lot 19 Gregory St - Works Supervisor: Jarrod - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	3,473.89	
INV 90 06798 26	10/01/2023	Lot 21 Gregory St - CSO: Cherie - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	221.74	
INV 90 06798 29	10/01/2023	Lot 23 Gregory St - MCS&F: Sa - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	115.06	
INV 90 06798 33	10/01/2023	Lot 39 Gregory St - Road Crew: Vacant - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	489.70	
INV 90 06798 36	10/01/2023	Sports Grounds - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	355.22	
INV 90 06798 40	10/01/2023	Lot 45 Gregory St - Ainsley Hardie - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	216.02	
INV 90 10415 04	10/01/2023	Lot 40 Gregory St - Town Maint: Nat & Alli - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	280.79	
INV 90 17484 51	10/01/2023	Duplex Lot 49 - Road Crew: Dameon - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	48.38	
INV 90 17484 52	10/01/2023	Lot 50, 22 Hatch Street: Cynthia - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	901.84	
INV 90 17484 56	10/01/2023	Lot 52 Hatch Street - Billie - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	153.16	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 5

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Water Corporation</b>					
INV 90 18531 25	10/01/2023	Lot 48 Hatch St - Road Crew: Frank - Service Charges 01.01.2023 to 28.02.2023 63 Days	1	44.57	
INV 90 18531 26	10/01/2023	Lot 48 Hatch St - Road Crew: Ian - Service Charges 01.01.2023 to 28.02.2023 63 Days	1	44.57	
INV 90 18692 33	10/01/2023	Lot 48 Hatch Street (Duplex South) - Road Crew: Ian and Frank - Water Consumption 14.11.2022 to 09.01.2023	1	158.12	
INV 90 06798 39	10/01/2023	Lot 500 Scott St DBCA - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	391.58	
INV 90 24508 04	10/01/2023	Roadhouse - Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	3,679.02	
INV 90 06798 21	10/01/2023	Water Usage - Depot Water Consumption 14.11.2022 to 09.01.2023 Service Charges 01.01.2023 to 28.02.2023 63 Days	1	73.00	
<b>Gregory James Watters</b>					
EFT15206	25/01/2023	January - Monthly Councillor Fees for Councilor G Watters	1		1,103.50
INV COUNCIL J25	01/2023	January - Monthly Councillor Fees for Councilor G Watters	1	1,103.50	
<b>Dust Up Projects</b>					
EFT15207	25/01/2023	Freight from Carnarvon to Gascoyne Junction to 04.11.2022	1		3,606.20
INV INV-2688	09/11/2022	Freight from Carnarvon to Gascoyne Junction to 04.11.2022	1	2,032.30	
INV INV-27325	12/12/2022	Freight from Carvnarvon to Gascoyne Junction ending 18.12.2022	1	1,098.00	
INV INV-2754	15/01/2023	Freight from Carnarvon to Gascoyne Junction to 31.12.2022	1	475.90	
<b>Leanne Alys McKeough</b>					
EFT15208	25/01/2023	January - Monthly Councillor Fees for Councilor L McKeogh	1		1,103.50
INV COUNCIL J25	01/2023	January - Monthly Councillor Fees for Councilor L McKeogh	1	1,103.50	
<b>Adroit Information Managment</b>					
EFT15209	25/01/2023	Records Management Review and Gap Analysis Report - Payment 1 of 2	1		5,469.75
INV AVR M 005722	12/2022	Records Management Review and Gap Analysis Report - Payment 1 of 2	1	5,469.75	
<b>Blanche Maree Walker</b>					
EFT15210	25/01/2023	January - Monthly Councillor Fees for Councilor B Walker	1		1,103.50
INV COUNCIL J25	01/2023	January - Monthly Councillor Fees for Councilor B Walker	1	1,103.50	
<b>Carnarvon Growers Association Inc</b>					
EFT15211	25/01/2023	Reticulation items for Town Oval	1		858.41
INV INV-395564	19/01/2023	Reticulation items for Town Oval	1	858.41	
<b>JW &amp; JP Caunt</b>					
EFT15212	25/01/2023	January - Monthly Councillor Fees for Councilor J Caunt	1		1,531.94
INV COUNCIL J25	01/2023	January - Monthly Councillor Fees for Councilor J Caunt	1	1,531.94	
<b>The Kempton Family Trust T/A Carnarvon Glass &amp; Window Tint (Novus)</b>					
EFT15213	25/01/2023	P95 Service Truck - Replace windscreen	1		1,859.18
INV 80911037	24/11/2022	P95 Service Truck - Replace windscreen	1	1,255.82	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 6

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>The Kempton Family Trust T/A Carnarvon Glass &amp; Window Tint (Novus)</b>					
INV 80911038	24/11/2022	P113 Toyota Hilux - Stone chip repairs	1	175.00	
INV 80911039	24/11/2022	P104 Ford Ranger - Repair stone chip in windscreen	1	125.00	
INV 80911042	24/11/2022	SH03 - Lot 19 Gregory Street - Reglazed rear bedroom window,	1	303.36	
<b>Donald Raymond Hammarquist</b>					
EFT15214	25/01/2023	January - Monthly Councillor Fees for Councilor D Hammarquist	1		3,673.92
INV COUNCIL J25/01/2023		January - Monthly Councillor Fees for Councilor D Hammarquist	1	3,673.92	
<b>Jarrahbar Contracting</b>					
EFT15215	25/01/2023	Transport Converter Dolly from Gascoyne Junction to Geraldton - 22.12.2022	1		550.00
INV INV-0236	12/01/2023	Transport Converter Dolly from Gascoyne Junction to Geraldton - 22.12.2022	1	550.00	
<b>Hamish McTaggart</b>					
EFT15216	25/01/2023	January - Monthly Councillor Fees for Councilor H McTaggart	1		1,103.50
INV COUNCIL J25/01/2023		January - Monthly Councillor Fees for Councilor H McTaggart	1	1,103.50	
<b>Officeworks</b>					
EFT15217	25/01/2023	Admin & CRC Stationary	1		495.76
INV 605193465	13/01/2023	Administration Stationary	1	121.93	
INV 605363729	18/01/2023	Admin & CRC Stationary	1	373.83	
<b>Ray Hoseason-Smith</b>					
EFT15218	25/01/2023	January - Monthly Councillor Fees for Councilor R Hoseason -Smith	1		1,103.50
INV COUNCIL J25/01/2023		January - Monthly Councillor Fees for Councilor R Hoseason -Smith	1	1,103.50	
<b>Toll Ipec Pty Ltd</b>					
EFT15219	25/01/2023	Freight from Geraldton to Carnarvon 19 & 20 December 2022	1		109.76
INV 1063-MWB:25/12/2022		Freight from Geraldton to Carnarvon 19 & 20 December 2022	1	109.76	
<b>Tourism Council</b>					
EFT15220	25/01/2023	2023 Perth Airport WA Regional Tourism Conference WA Early Bird Member Registration	1		770.00
INV WA030AB3 10/01/2023		Nomination 2023 Tiny Tourism Town WA Tourism Awards	1	275.00	
INV I-00006901 18/01/2023		2023 Perth Airport WA Regional Tourism Conference WA Early Bird Member Registration	1	495.00	
<b>Valentine's Painting Service</b>					
EFT15221	25/01/2023	SH06 - Lot 39 Gregory Street - Internal Painting	1		13,340.00
INV 13385	16/01/2023	Juntion Pub - Grind, seal and repaint Coolroom floor, install new aluminium angle to skirting.	1	3,000.00	
INV 13384	16/01/2023	SH06 - Lot 39 Gregory Street - Internal Painting	1	10,340.00	
<b>WA LOCAL GOVERNMENT</b>					
EFT15222	25/01/2023	Effective Supervision Course held at Shire of Upper Gascoyne.	1		7,742.00
INV SI-003310 19/12/2022		Effective Supervision Course held at Shire of Upper Gascoyne.	1	6,600.00	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 7

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>WA LOCAL GOVERNMENT</b>					
INV SI-003310	19/12/2022	WALGA Trainer Travel and Meal exp for Effective Supervision 30/11 - 1/12/22.	1	1,142.00	
<b>West Australian Newspapers Ltd</b>					
EFT15223	25/01/2023	Public Notice to be placed in Midwest Times Edition for Wednesday 21st December 2022 - Notice given for Annual Electors Meeting to be held on 8th February 2023.	1		387.44
INV 1019950920	31/12/2022	Public Notice to be placed in Midwest Times Edition for Wednesday 21st December 2022 - Notice given for Annual Electors Meeting to be held on 8th February 2023.	1	387.44	
<b>Horizon Power (non-energy)</b>					
EFT15224	25/01/2023	Horizon Power Prepaid Electricity cards 21.11.2022	1		925.00
INV RPDDDB004	17/01/2023	Horizon Power Prepaid Electricity cards 21.11.2022	1	925.00	
<b>Pivotel Satellite Pty Ltd</b>					
EFT15225	25/01/2023	Satellite Phone Charges - Usage 15.12.2022 to 14.01.2023 Service 15.01.2023 to 14.01.2023	1		763.94
INV 3497753	15/01/2023	Satellite Phone Charges - Usage 15.12.2022 to 14.01.2023 Service 15.01.2023 to 14.01.2023	1	747.44	
INV 3496239	15/01/2023	Satellite Phone Charges - Usage 15.12.2022 to 14.01.2023 Service 15.01.2023 to 14.01.2023	1	16.50	
<b>Telstra Limited</b>					
EFT15226	25/01/2023	Telstra Mobile Phone accounts - Usage Charges - 20.12.2022 to 19.01.2023, Service Charges 20.01.2023 to 19.02.2023	1		1,223.24
INV 525 1028 00	09/01/2023	Telstra Landline Accounts - Usage Charges - 02.12.2022 to 01.01.2023 Service Charges 02.01.2023 to 01.02.2023	1	554.57	
INV 136 333 681	20/01/2023	TCDO - Usage Charges - 20.12.2023 to 19.01.2023, Service Charges 20.01.2023 to 19.02.2023	1	55.99	
INV 136 3333 60	20/01/2023	Telstra Mobile Phone accounts - Usage Charges - 20.12.2022 to 19.01.2023, Service Charges 20.01.2023 to 19.02.2023	1	612.68	
<b>Greenfield Technical Services</b>					
EFT15227	25/01/2023	AGRN-951 - Flood Damage Construction Package 2, Project Management for period: 01.12.2022 to 31.12.2022	1		39,478.14
INV INV-3055	22/12/2022	AGRN-951 - Flood Damage Construction Package 2, Project Management for period: 13.12.2022 to 21.12.2022	1	19,416.65	
INV INV-3066	31/12/2022	AGRN-951 - Flood Damage Construction Package 2, Project Management for period: 01.12.2022 to 31.12.2022	1	20,061.49	
<b>Them Earth Moving</b>					
EFT15228	25/01/2023	AGRN-951 - Supply plant and operators for road flood damage repairs for period: 13.12.2022 to 18.12.2022	1		233,376.94
INV 00000841	14/12/2022	AGRN-951 - Supply plant and operators for road flood damage repairs for period: 01.12.2022 - 12.12.2022 Fuel Levy	1	20,794.24	
INV 00000846	21/12/2022	AGRN-951 - Supply plant and operators for road flood damage repairs for period: 13.12.2022 to 18.12.2022	1	212,582.70	
<b>Woolworths Limited</b>					
EFT15229	17/01/2023	Supplies for Christmas Party 2022	1		263.35
INV TI-0079A9F	05/12/2022	Supplies for Christmas Party 2022	1	263.35	
<b>Department of Transport (AGENT CHARGES)</b>					
EFT15230	18/01/2023	Motor Vehicle License fees - CRC Collections for period 16.01.2023	1		61.00
INV 20276 2028	16/01/2023	Motor Vehicle License fees - CRC Collections for period 16.01.2023	1	61.00	
<b>Department of Transport (AGENT CHARGES)</b>					
EFT15231	19/01/2023	Motor Vehicle License fees - CRC Collections for period 17.01.2023	1		30.50

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 8

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Department of Transport (AGENT CHARGES)</b>					
INV 20282	17/01/2023	Motor Vehicle License fees - CRC Collections for period 17.01.2023	1	30.50	
<b>Department of Transport (AGENT CHARGES)</b>					
EFT15232	23/01/2023	Motor Vehicle License fees - CRC Collections for period 19.01.2023	1		224.00
INV 20290	2029:19/01/2023	Motor Vehicle License fees - CRC Collections for period 19.01.2023	1	224.00	
<b>Department of Transport (AGENT CHARGES)</b>					
EFT15233	25/01/2023	Motor Vehicle License fees - CRC Collections for period 23.01.2023	1		972.70
INV 20296	23/01/2023	Motor Vehicle License fees - CRC Collections for period 23.01.2023	1	972.70	
<b>Department of Transport (AGENT CHARGES)</b>					
EFT15234	26/01/2023	Motor Vehicle License fees - CRC Collections for period 24.01.2023	1		182.00
INV 20298	24/01/2023	Motor Vehicle License fees - CRC Collections for period 24.01.2023	1	182.00	
<b>Activ8me</b>					
EFT15235	30/01/2023	2022/23 Office Administration Internet Service - 13.01.2022 to 12.02.2023	1		129.95
INV 4112288	13/01/2023		1	129.95	
<b>Commonwealth Mastercard</b>					
EFT15236	03/01/2023	Kotzur Pty Ltd - Air Filters & Blaster adaptors	1		4,648.95
INV 109682	04/11/2022	Reeces Event Hire - Marquee Hire, Table and Chair Hire for Shire stall at the Perth 4WD Show in November 2022	1	557.81	
INV 23228	26/11/2022	Vibe Hotel Subiaco - Tidy Towns Awards - Storehouse Restaurant 24 & 25th November.2022	1	294.50	
INV HUDSON2929	29/11/2022	Hudsons Perth Airport - Breakfast for Staff leaving Perth after Tidy Towns Award 2022	1	75.14	
INV 171122	02/12/2022	Kmart Geraldton - Purchase Christmas Decorations to replace old stock on hand.	1	268.00	
INV 17122022	02/12/2022	Kmart Geraldton - Refund of Christmas Decorations that was not in stock	1	-98.00	
INV 2156084758	03/12/2022	Apple - iCloud 50gb Data Storage for Works Manager - Monthly fee for December 2022	1	1.49	
INV 20204	05/12/2022	Shire of Upper Gascoyne - Reorder of GU31 and plate change	1	75.00	
INV 20211	08/12/2022	Shire of Upper Gascoyne - Registration of 2 message board trailers and lost plate change	1	275.20	
INV 493011	08/12/2022	Starlink - Finance Manager Internet 08.12.2022 to 07.01.2023	1	139.00	
INV 55388	09/12/2022	Kotzur Pty Ltd - Air Filters & Blaster adaptors	1	932.25	
INV CHK 1538	10/12/2022	Chicken Treat - Supply Whole Chickens and Coleslaw for Community Christmas party 2022	1	639.56	
INV 229252	14/12/2022	Total Tools - cutt off discs, flap discs and workshop crates	1	606.00	
INV 511491	16/12/2022	Starlink - Office Administration Internet - 16.12.2022 to 15.01.2023	1	139.00	
INV 10799345	19/12/2022	Mitre 10 - Powerboard 12 outlet white	1	49.95	
INV INV60463	19/12/2022	Carnarvon Motel - Meals & Accommodation for 19.12.2022 - Meetings in Carnarvon	1	202.00	
INV 000075	20/12/2022	Gascoyne Bakery - Meals for CEO & Manager, Works attending meetings in Carnarvon with Hastings on the 20/12/2022	1	11.00	

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 9

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Commonwealth Mastercard</b>					
INV 0007420693	20/12/2022	BP Carnarvon - Meals for CEO in Carnarvon attending meetings with Hastings	1	25.60	
INV 242817	20/12/2022	The Carnarvon Hotel - Lunch CEO and Manager, Works for Hastings Meeting	1	48.00	
INV 00051841	20/12/2022	Facine Cafe - Coffee for CEO in Carnarvon attending meetings with Hastings	1	4.50	
INV 525818	21/12/2022	Starlink - CEO Home Internet - 21.12.2022 to 20.01.2023	1	139.00	
INV 6091311	22/12/2022	Monthly SkyMesh service to provide additional data allowance for both CRC and Admin Offices - 22.12.2022 to 21.01.2023	1	124.95	
INV 540025	25/12/2022	Starlink - Works Supervisor Home Internet - 25.12.2022 to 24.01.2023	1	139.00	
<b>SUPER DIRECTIONS FUND</b>					
DD10153.1	04/01/2023	Superannuation contributions	1		286.38
INV SUPER	04/01/2023	Superannuation contributions	1	286.38	
<b>HOSTPLUS</b>					
DD10153.2	04/01/2023	Superannuation contributions	1		444.68
INV SUPER	04/01/2023	Superannuation contributions	1	444.68	
<b>The Trustee For Aware Super</b>					
DD10153.3	04/01/2023	Superannuation contributions	1		5,021.51
INV DEDUCTIO	04/01/2023	Payroll deductions	1	300.00	
INV DEDUCTIO	04/01/2023	Payroll deductions	1	184.68	
INV DEDUCTIO	04/01/2023	Payroll deductions	1	153.72	
INV DEDUCTIO	04/01/2023	Payroll deductions	1	460.68	
INV SUPER	04/01/2023	Superannuation contributions	1	3,922.43	
<b>Australian Retirement Trusts</b>					
DD10153.4	04/01/2023	Superannuation contributions	1		682.53
INV DEDUCTIO	04/01/2023	Payroll deductions	1	166.47	
INV SUPER	04/01/2023	Superannuation contributions	1	516.06	
<b>MLC Masterkey Super</b>					
DD10153.5	04/01/2023	Superannuation contributions	1		827.92
INV DEDUCTIO	04/01/2023	Payroll deductions	1	201.93	
INV SUPER	04/01/2023	Superannuation contributions	1	625.99	
<b>ANZ SMART CHOICE SUPER</b>					
DD10153.6	04/01/2023	Superannuation contributions	1		394.34
INV DEDUCTIO	04/01/2023	Payroll deductions	1	96.18	
INV SUPER	04/01/2023	Superannuation contributions	1	298.16	
<b>Australian Super</b>					

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 10

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>Australian Super</b>					
DD10153.7	04/01/2023	Superannuation contributions	1		290.99
INV SUPER	04/01/2023	Superannuation contributions	1	290.99	
<b>AMP Flexible Super</b>					
DD10153.8	04/01/2023	Superannuation contributions	1		677.91
INV SUPER	04/01/2023	Superannuation contributions	1	677.91	
<b>NGS Super</b>					
DD10153.9	04/01/2023	Superannuation contributions	1		350.16
INV SUPER	04/01/2023	Superannuation contributions	1	350.16	
<b>SUPER DIRECTIONS FUND</b>					
DD10170.1	18/01/2023	Superannuation contributions	1		286.38
INV SUPER	18/01/2023	Superannuation contributions	1	286.38	
<b>Colonial First State</b>					
DD10170.2	18/01/2023	Superannuation contributions	1		235.20
INV SUPER	18/01/2023	Superannuation contributions	1	235.20	
<b>HOSTPLUS</b>					
DD10170.3	18/01/2023	Superannuation contributions	1		416.38
INV SUPER	18/01/2023	Superannuation contributions	1	416.38	
<b>The Trustee For Aware Super</b>					
DD10170.4	18/01/2023	Superannuation contributions	1		4,841.70
INV DEDUCTIO	18/01/2023	Payroll deductions	1	300.00	
INV DEDUCTIO	18/01/2023	Payroll deductions	1	184.68	
INV DEDUCTIO	18/01/2023	Payroll deductions	1	153.72	
INV DEDUCTIO	18/01/2023	Payroll deductions	1	373.21	
INV SUPER	18/01/2023	Superannuation contributions	1	3,830.09	
<b>Australian Retirement Trusts</b>					
DD10170.5	18/01/2023	Superannuation contributions	1		794.38
INV DEDUCTIO	18/01/2023	Payroll deductions	1	193.75	
INV SUPER	18/01/2023	Superannuation contributions	1	600.63	
<b>MLC Masterkey Super</b>					
DD10170.6	18/01/2023	Superannuation contributions	1		827.92
INV DEDUCTIO	18/01/2023	Payroll deductions	1	201.93	
INV SUPER	18/01/2023	Superannuation contributions	1	625.99	
<b>ANZ SMART CHOICE SUPER</b>					

Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 11

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<b>ANZ SMART CHOICE SUPER</b>					
DD10170.7	18/01/2023	Superannuation contributions	1		394.35
INV DEDUCTIO	18/01/2023	Payroll deductions	1	96.18	
INV SUPER	18/01/2023	Superannuation contributions	1	298.17	
<b>Australian Super</b>					
DD10170.8	18/01/2023	Superannuation contributions	1		276.27
INV SUPER	18/01/2023	Superannuation contributions	1	276.27	
<b>AMP Flexible Super</b>					
DD10170.9	18/01/2023	Superannuation contributions	1		406.75
INV SUPER	18/01/2023	Superannuation contributions	1	406.75	
<b>Wa Treasury Corporation</b>					
DD10193.1	23/01/2023	Government Guarantee Fee For Period Ending 31 December 2022	1		3,366.47
INV GFEE JAN	23/01/2023	Government Guarantee Fee For Period Ending 31 December 2022	1	3,366.47	
<b>Messages On Hold</b>					
DD10198.1	31/01/2023	Annual messages on hold services - Admin & CRC for the period 26.01.2023 to 25.04.2023	1		292.17
INV INV338118	26/01/2023	Annual messages on hold services - Admin & CRC for the period 26.01.2023 to 25.04.2023	1	292.17	
<b>CBUS</b>					
DD10153.10	04/01/2023	Superannuation contributions	1		308.94
INV SUPER	04/01/2023	Superannuation contributions	1	308.94	
<b>NGS Super</b>					
DD10170.10	18/01/2023	Superannuation contributions	1		350.17
INV SUPER	18/01/2023	Superannuation contributions	1	350.17	
<b>CBUS</b>					
DD10170.11	18/01/2023	Superannuation contributions	1		308.94
INV SUPER	18/01/2023	Superannuation contributions	1	308.94	



Date: 03/02/2023  
Time: 8:43:00AM

**SHIRE OF UPPER GASCOYNE**  
**List of Accounts Due & Submitted to Council for payments made in**  
**January 2023.**

USER: Finance Manager  
PAGE: 12

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
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**TOTAL INVOICES BY PAYMENT TYPE**

Direct Debit / BPAY	22,082.44
EFT	1,451,475.97

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	1,473,558.41
<b>TOTAL</b>		<b>1,473,558.41</b>
<b>TOTAL CREDIT NOTES</b>		<b>0.00</b>
<b>TOTAL PAYMENTS LESS CREDIT NOTES</b>		<b>1,473,558.41</b>

Date: 3/02/2023

SHIRE OF UPPER GASCOYNE



Time 11:50 AM

Shire Legal Expenses for the Period 01/12/2022 to 31/01/2023

Invoice Date	Creditor	Invoice No.	Invoice Description	Invoice Amount
30/11/2022	Moray & Agnew Lawyers	680492	Legal Expenses for Road Access & Maintenance deed with Hastings (RUA).	7,700.00
30/11/2022	Kennedy Vinciullo	1161	Provision of legal services rendered between 10/11/2022 to 30/11/2022 regarding Lease Dispute on Gascoyne Junction Tourist Pub and Roadhouse (previous tenants)	1,193.50
NIL Expenditure to report for Legal Expenses during the Period 01/12/2022 to 31/01/2023				8,893.50
Total Running Balance for Legal Services provided from 1st July 2022 to 30th June 2023				14,141.40

Date: 3/02/2023

SHIRE OF UPPER GASCOYNE

Time 11:50 AM

Shire Rates Debt Collection Expenses for the Period 01/12/2022 to 31/01/2023

Invoice Date	Creditor	Invoice No.	Invoice Description	Invoice Amount
NIL Expenditure to report for Rates Debt Collection during the Period 01/12/2022 to 31/01/2023				0.00
Total Running Balance for Debt Collection Services provided from 1st July 2022 to 30th June 2023				1,808.00

# **APPENDIX 2**

**(Monthly Financial Report for December 2023)**



Shire of Upper Gascoyne  
Lot 4 Scott Street  
Gascoyne Junction WA 6705  
T +61 (0) 8 9943 0988  
[www.uppergascoyne.wa.gov.au](http://www.uppergascoyne.wa.gov.au)

# **SHIRE OF UPPER GASCOYNE**

## **MONTHLY FINANCIAL REPORT**

**For the Period Ending 31 December 2022**

**RSM Australia Pty Ltd**

Level 1, 12 Bayly Street Geraldton WA 6530

PO Box 61 Geraldton WA 6531

T +61(0) 8 9920 7400

F +61(0) 8 9920 7450

[www.rsm.com.au](http://www.rsm.com.au)

## **Compilation Report**

### **To the Council**

### **Shire of Upper Gascoyne**

#### **Scope**

We have compiled the accompanying special purpose financial statements.

The specific purpose for which the special purpose financial report has been prepared is to provide information relating to the financial performance and financial position of the Shire that satisfies the information needs of the Council and the *Local Government Act 1995* and associated regulations.

#### **The responsibility of the Shire**

The Shire is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the Council and the *Local Government Act 1995* and associated regulations.

#### **Our responsibility**

On the basis of information provided by the Shire, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Management provided, into a financial report. Our procedures do not include any verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Shire of Upper Gascoyne, may suffer arising from negligence on our part.

This report was prepared for the benefit of the Council of the Shire of Upper Gascoyne and the purpose identified above. We do not accept responsibility to any other person for the content of the report.



Signed at GERALDTON

**RSM Australia Pty Ltd**  
**Chartered Accountants**

Date 3<sup>rd</sup> of February 2023

#### **THE POWER OF BEING UNDERSTOOD**

**AUDIT | TAX | CONSULTING**

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321 377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

Liability limited by a scheme approved under Professional Standards Legislation

**SHIRE OF UPPER GASCOYNE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 31 December 2022**  
**[CONTENTS PAGE](#)**

**General**

**Note**

Compilation Report  
Contents Page  
Executive Summary

**Financial Statements**

Statement of Comprehensive Income by Nature or Type  
Statement of Comprehensive Income by Program  
Rate Setting Statement  
Statement of Capital Acquisitions and Funding

**Notes to the Statement of Financial Activity**

Significant Accounting Policies	Note 1
Explanation of Material Variances	Note 2
Net Current Funding Position	Note 3
Cash and Investments	Note 4
Trust Fund	Note 5
Receivables	Note 6
Cash Backed Reserves	Note 7
Capital Disposals	Note 8
Capital Acquisitions	Note 9
Rating Information	Note 10
Information on Borrowings	Note 11
Grants and Contributions	Note 12
Budget Amendments	Note 13

**SHIRE OF UPPER GASCOYNE**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ending 31 December 2022**  
**EXECUTIVE SUMMARY**

**Statement of Financial Activity**

Statements are presented on page 8 showing a surplus as at 31 December 2022 of -\$2,233,426

**Significant Revenue and Expenditure**

	<b>Collected / Completed %</b>	<b>Annual Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>
<b>Significant Projects</b>				
Out of Town Water Supply Project	84%	1,365,731	682,866	1,150,373
RRG - Landor Meeka Bitumen Seal	103%	995,505	497,751	1,028,292
Bridges Renewal Program- Concrete Crossing: Dalget	0%	611,505	-	-
Blackspot - Mt Sandiman Hill Realignment	0%	254,192	127,097	785
	68%	3,226,933	1,307,714	2,179,450
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	24%	14,018,431	7,130,982	3,305,209
Non-operating Grants, Subsidies and Contributions	35%	4,315,042	1,565,523	1,490,844
	26%	18,333,473	8,696,505	4,796,054
<b>Rates Levied</b>				
	110%	1,254,149	1,251,147	1,384,613

% - Compares current YTD actuals to the Annual Budget

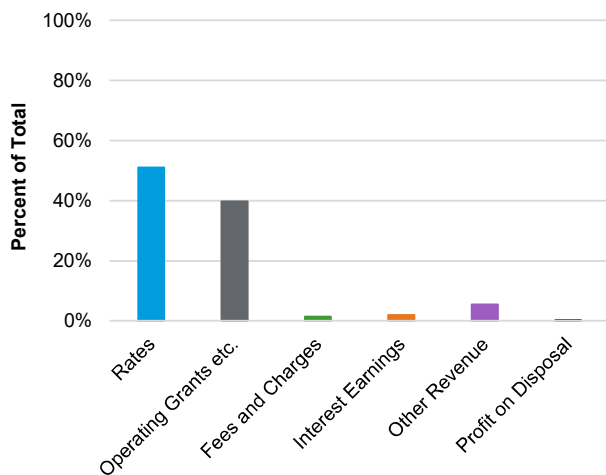
**Financial Position**

<b>Account</b>	<b>Difference to Prior Year %</b>	<b>Current Year 31 Dec 22 \$</b>	<b>Prior Year 31 Dec 21 \$</b>
Adjusted Net Current Assets	(67%)	(2,233,426)	(3,309,083)
Cash and Equivalent - Unrestricted	55%	(998,946)	(1,817,510)
Cash and Equivalent - Restricted	113%	1,961,199	1,735,921
Receivables - Rates	389%	358,644	92,208
Receivables - Other	164%	516,760	315,697
Payables	126%	(2,839,440)	(2,251,635)

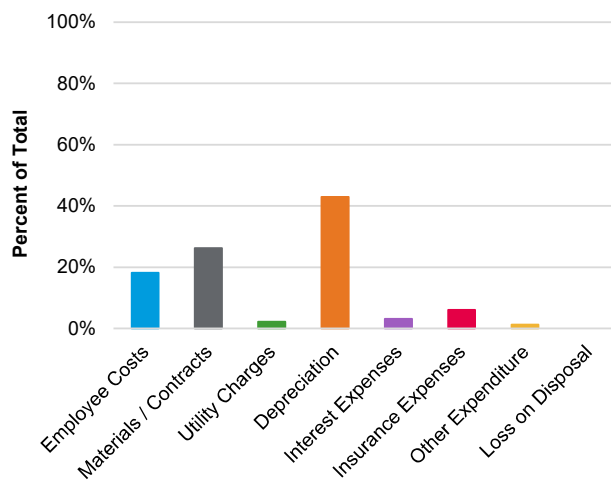
% - Compares current YTD actuals to prior year actuals

**SHIRE OF UPPER GASCOYNE**  
**MONTHLY FINANCIAL REPORT**  
For the Period Ending 31 December 2022  
**SUMMARY GRAPHS - OPERATING**

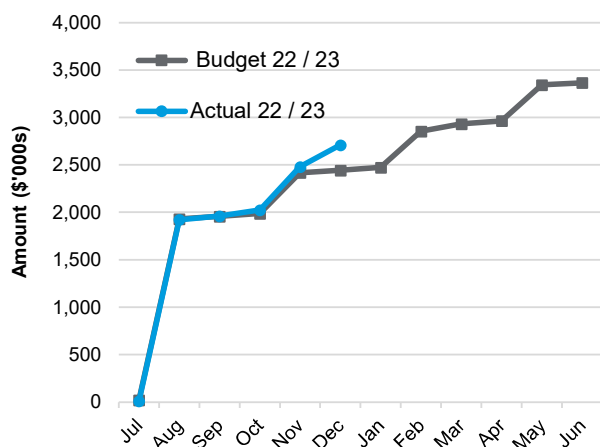
**Operating Income (exc. Flood Damage)**



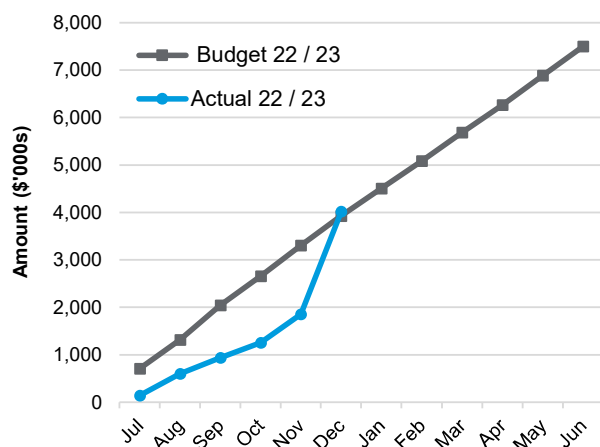
**Operating Expenditure (exc. Flood Damage)**



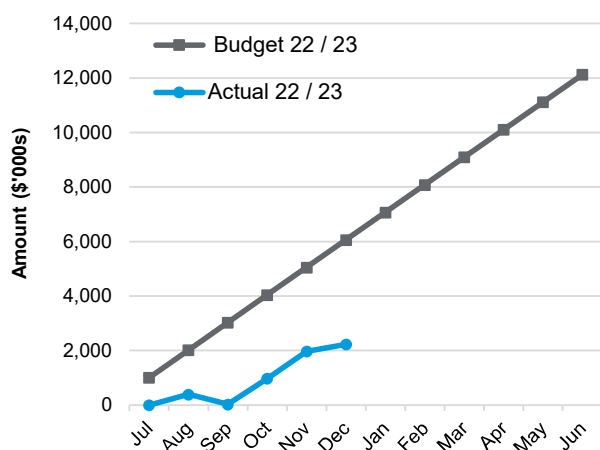
**Operating Revenues (exc. Flood Damage)**



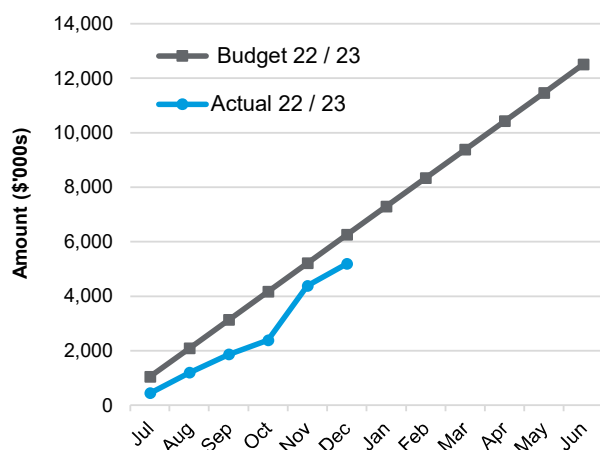
**Operating Expenses (exc. Flood Damage)**



**Flood Damage Revenue**



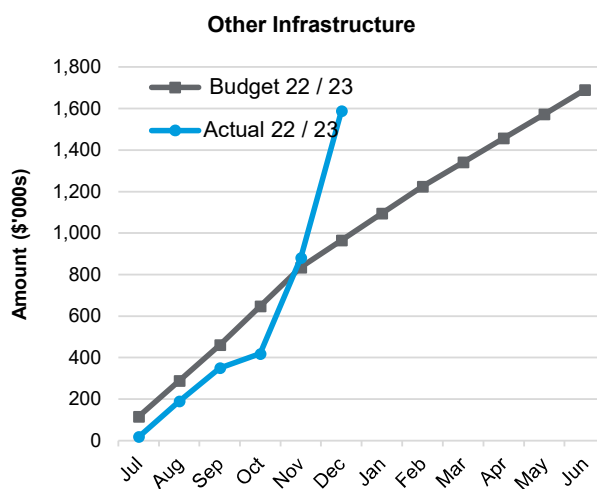
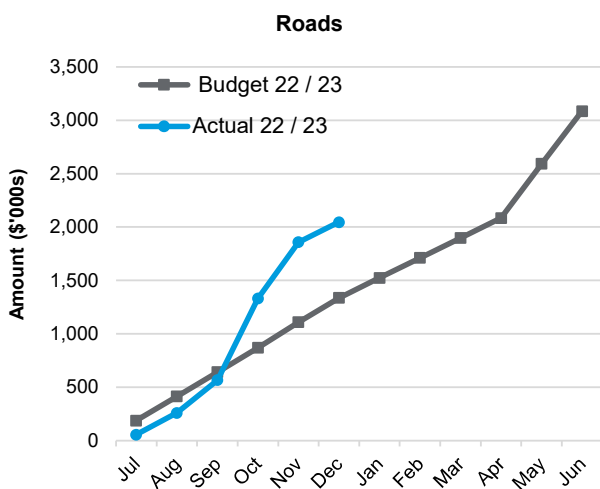
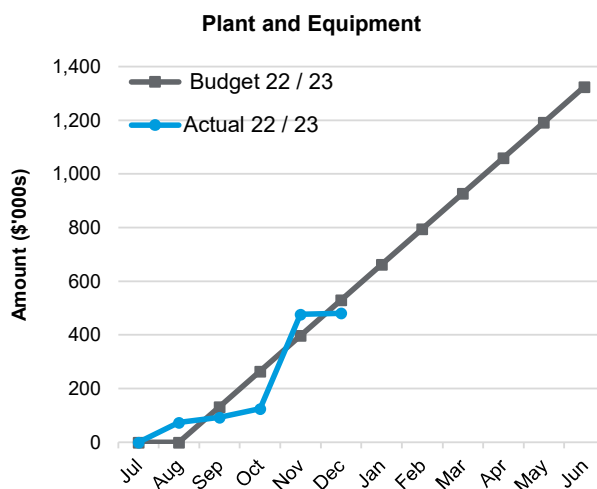
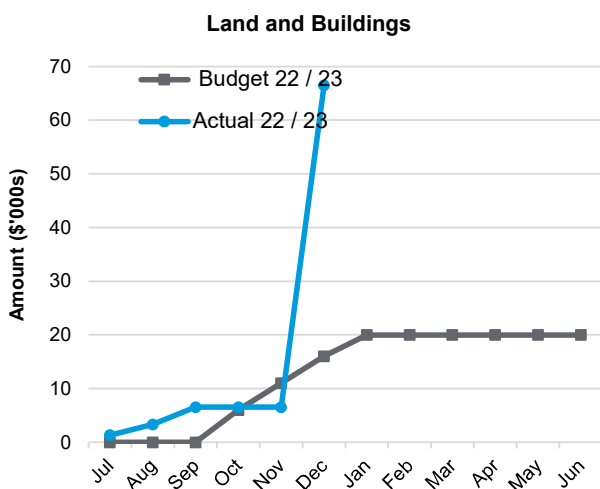
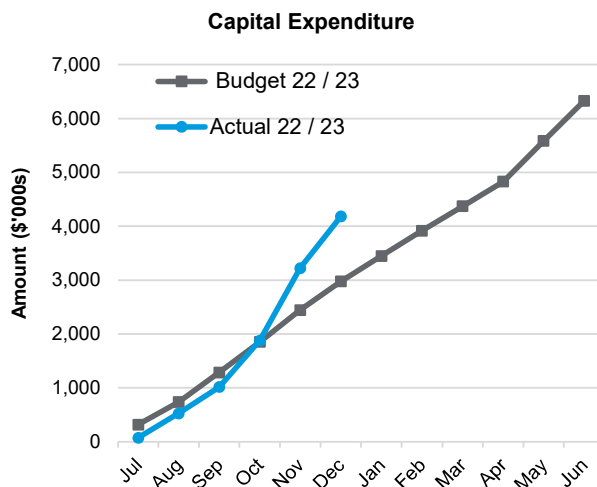
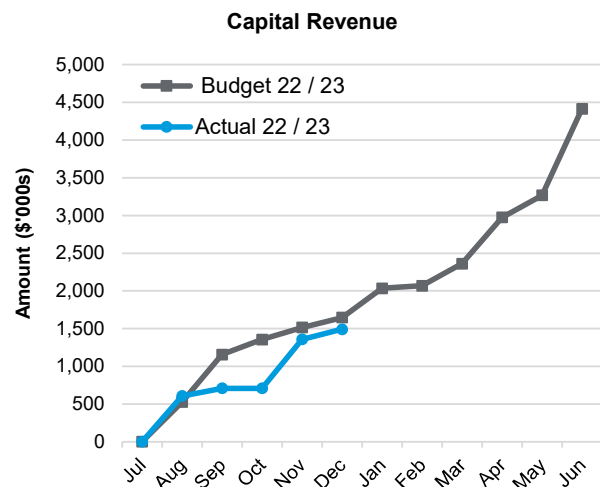
**Flood Damage Expenses**



This information needs to be read in conjunction with the accompanying Financial Statements and Notes.



**SHIRE OF UPPER GASCOYNE**  
**MONTHLY FINANCIAL REPORT**  
For the Period Ending 31 December 2022  
**SUMMARY GRAPHS - CAPITAL**



This information needs to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF UPPER GASCOYNE**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**For the Period Ending 31 December 2022**

**NATURE OR TYPE**

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %	Var
<b>Revenue</b>							
Rates	10	1,254,149	1,251,147	<b>1,384,613</b>	133,466	11%	▲
Grants, Subsidies and Contributions	12(a)	1,890,316	1,066,926	<b>1,077,159</b>	10,233	1%	
Fees and Charges		33,582	24,082	<b>39,262</b>	15,180	63%	
Interest Earnings		11,000	6,002	<b>53,152</b>	47,150	786%	▲
Other Revenue		176,062	94,886	<b>148,372</b>	53,486	56%	▲
		<b>3,365,109</b>	<b>2,443,043</b>	<b>2,702,558</b>			
<b>Expenses</b>							
Employee Costs		(1,419,407)	(710,317)	<b>(729,206)</b>	(18,889)	(3%)	
Materials and Contracts		(2,135,057)	(1,114,198)	<b>(1,052,907)</b>	61,291	6%	▲
Utility Charges		(168,483)	(72,997)	<b>(89,654)</b>	(16,657)	(23%)	
Depreciation on Non-current Assets		(3,233,745)	(1,616,874)	<b>(1,722,569)</b>	(105,695)	(7%)	▼
Interest Expenses		(185,672)	(89,584)	<b>(124,377)</b>	(34,793)	(39%)	▼
Insurance Expenses		(280,527)	(277,072)	<b>(244,962)</b>	32,110	12%	▲
Other Expenditure		(82,800)	(36,424)	<b>(52,026)</b>	(15,602)	(43%)	
		<b>(7,505,691)</b>	<b>(3,917,466)</b>	<b>(4,015,700)</b>			
<b>Other Income and Expenses</b>							
Grants, Subsidies and Contributions	12(b)	4,315,042	1,565,523	<b>1,490,844</b>	(74,679)	(5%)	▼
Profit on Disposal of Assets	8	1,154	1,154	<b>7,500</b>	6,346	550%	
(Loss) on Disposal of Assets	8	(22,591)	(22,591)	<b>-</b>	22,591	100%	
		<b>4,293,605</b>	<b>1,544,086</b>	<b>1,498,344</b>			
<b>Flood Damage</b>							
Reimbursements	12(c)	12,128,115	6,064,056	<b>2,228,050</b>	(3,836,006)	(63%)	▼
Materials and Contracts		(12,502,115)	(6,251,058)	<b>(5,187,447)</b>	1,063,611	17%	▲
		<b>(374,000)</b>	<b>(187,002)</b>	<b>(2,959,397)</b>			
<b>Net Result</b>							
		<b>(220,977)</b>	<b>(117,339)</b>	<b>(2,774,195)</b>			

\* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF UPPER GASCOYNE**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**For the Period Ending 31 December 2022**  
**REPORTING PROGRAM**

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
<b>Revenue</b>						
Governance		12,000	6,000	<b>13,307</b>	7,307	122%
General Purpose Funding		2,378,823	1,813,989	<b>1,992,102</b>	178,113	10%
Law, Order and Public Safety		29,131	11,131	<b>19,062</b>	7,931	71%
Health		1,000	498	<b>483</b>	(15)	(3%)
Education and Welfare		144,776	73,372	<b>72,157</b>	(1,215)	(2%)
Community Amenities		5,760	5,760	<b>4,425</b>	(1,335)	(23%)
Recreation and Culture		15,100	7,654	<b>12,328</b>	4,674	61%
Transport		620,605	444,079	<b>500,615</b>	56,536	13%
Economic Services		91,974	47,646	<b>63,670</b>	16,024	34%
Other Property and Services		65,940	32,914	<b>24,408</b>	(8,506)	(26%)
		<b>3,365,109</b>	<b>2,443,043</b>	<b>2,702,558</b>		
<b>Expenses</b>						
Governance		(673,980)	(401,872)	<b>(273,434)</b>	128,438	32%
General Purpose Funding		(232,926)	(113,217)	<b>(175,403)</b>	(62,186)	(55%)
Law, Order and Public Safety		(137,070)	(66,974)	<b>(101,559)</b>	(34,585)	(52%)
Health		(28,907)	(14,462)	<b>(10,352)</b>	4,110	28%
Education and Welfare		(581,844)	(291,507)	<b>(176,152)</b>	115,355	40%
Housing		(272,065)	(140,212)	<b>(183,317)</b>	(43,105)	(31%)
Community Amenities		(100,079)	(45,496)	<b>(63,039)</b>	(17,543)	(39%)
Recreation and Culture		(379,967)	(201,920)	<b>(219,428)</b>	(17,508)	(9%)
Transport		(4,308,103)	(2,185,799)	<b>(2,394,146)</b>	(208,347)	(10%)
Economic Services		(720,110)	(369,876)	<b>(396,821)</b>	(26,945)	(7%)
Other Property and Services		(70,640)	(86,131)	<b>(22,050)</b>	64,081	74%
		<b>(7,505,691)</b>	<b>(3,917,466)</b>	<b>(4,015,700)</b>		
<b>Other Income and Expenses</b>						
Grants, Subsidies and Contributions	12(b)	4,315,042	1,565,523	<b>1,490,844</b>	(74,679)	(5%)
Profit on Disposal of Assets	8	1,154	1,154	<b>7,500</b>	6,346	550%
(Loss) on Disposal of Assets	8	(22,591)	(22,591)	-	22,591	100%
		<b>4,293,605</b>	<b>1,544,086</b>	<b>1,498,344</b>		
<b>Flood Damage - Transport</b>						
Reimbursements	12(c)	12,128,115	6,064,056	<b>2,228,050</b>	(3,836,006)	63%
Materials and Contracts		(12,502,115)	(6,251,058)	<b>(5,187,447)</b>	1,063,611	17%
		<b>(374,000)</b>	<b>(187,002)</b>	<b>(2,959,397)</b>		
<b>Net Result</b>						
		<b>(220,977)</b>	<b>(117,339)</b>	<b>(2,774,195)</b>		

\* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF UPPER GASCOYNE**  
**RATE SETTING STATEMENT**  
For the Period Ending 31 December 2022

		Annual Budget	YTD Budget (a)	YTD Actual (b)	Var* (b) - (a) \$	Var* (b) - (a) / (a) %	Var
	Note	\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	3	2,789,186	2,789,186	2,591,240			
<b>Revenue from Operating Activities</b>							
Grants, Subsidies and Contributions		14,018,431	7,130,982	3,305,209	(3,825,773)	(54%)	▼
Fees and Charges		33,582	24,082	39,262	15,180	63%	
Interest Earnings		11,000	6,002	53,152	47,150	786%	▲
Other Revenue		176,062	94,886	148,372	53,486	56%	▲
Profit on Disposal of Assets		1,154	1,154	7,500	6,346	550%	
		<b>14,240,229</b>	<b>7,257,106</b>	<b>3,553,495</b>			
<b>Expenditure from Operating Activities</b>							
Employee Costs		(1,419,407)	(710,317)	(729,206)	(18,889)	(3%)	
Materials and Contracts		(14,637,172)	(7,365,256)	(6,240,354)	1,124,902	15%	▲
Utility Charges		(168,483)	(72,997)	(89,654)	(16,657)	(23%)	
Depreciation on Non-current Assets		(3,233,745)	(1,616,874)	(1,722,569)	(105,695)	(7%)	▼
Interest Expenses		(185,672)	(89,584)	(124,377)	(34,793)	(39%)	▼
Insurance Expenses		(280,527)	(277,072)	(244,962)	32,110	12%	▲
Other Expenditure		(82,800)	(36,424)	(52,026)	(15,602)	(43%)	
(Loss) on Disposal of Assets		(22,591)	(22,591)	-	22,591	100%	
		<b>(20,030,397)</b>	<b>(10,191,115)</b>	<b>(9,203,148)</b>			
<b>Excluded Non-cash Operating Activities</b>							
Depreciation and Amortisation		3,233,745	1,616,874	1,722,569			
(Profit) / Loss on Asset Disposal		21,437	21,437	(7,500)			
Movement in Employee Provision Reserve		93,202	-	60			
<b>Net Amount from Operating Activities</b>		<b>(2,441,784)</b>	<b>(1,295,698)</b>	<b>(3,934,524)</b>			
<b>Investing Activities</b>							
Grants, Subsidies and Contributions	12(b)	4,315,042	1,565,523	1,490,844	(74,679)	(5%)	▼
Proceeds from Disposal of Assets	8	200,000	7,500	7,500	-	0%	
Land and Buildings	9(a)	(160,530)	(54,990)	(66,480)	(11,490)	(21%)	
Plant and Equipment	9(b)	(1,343,389)	(671,695)	(481,470)	190,225	28%	▲
Furniture and Equipment	9(c)	(90,000)	(90,000)	-	90,000	100%	▲
Infrastructure Assets - Roads	9(d)	(3,184,602)	(1,386,552)	(2,044,696)	(658,144)	(47%)	▼
Infrastructure Assets - Other	9(e)	(1,823,653)	(1,079,010)	(1,589,516)	(510,506)	(47%)	▼
<b>Net Amount from Investing Activities</b>		<b>(2,087,132)</b>	<b>(1,709,224)</b>	<b>(2,683,817)</b>			
<b>Financing Activities</b>							
Repayment of Debentures	11	(126,841)	(62,932)	(62,932)	-	0%	
Principal payments of finance lease payments		(6,791)	(3,380)	(3,380)	(0)	(0%)	
Transfer from Reserves	7	967,728	476,777	476,777	(0)	0%	
Transfer to Reserves	7	(348,515)	(1,402)	(1,402)	(0)	(0%)	
<b>Net Amount from Financing Activities</b>		<b>485,581</b>	<b>409,063</b>	<b>409,062</b>			
<b>Surplus / (Deficit) before Rates</b>		<b>(1,254,149)</b>	<b>193,327</b>	<b>(3,618,039)</b>			
Total Amount raised from Rates		1,254,149	1,251,147	1,384,613	133,466	(11%)	▼
<b>Closing Surplus / (Deficit)</b>	3	<b>-</b>	<b>1,444,474</b>	<b>(2,233,426)</b>			

\* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE  
 STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING  
 For the Period Ending 31 December 2022  
**CAPITAL ACQUISITIONS AND FUNDING**

<b>Asset Group</b>	<b>Note</b>	<b>Annual Budget \$</b>	<b>YTD Actual Total \$</b>	<b>Var \$</b>
Land and Buildings	9(a)	160,530	<b>66,480</b>	(94,050)
Plant and Equipment	9(b)	1,343,389	<b>481,470</b>	(861,919)
Furniture and Equipment	9(c)	90,000	-	(90,000)
Infrastructure Assets - Roads	9(d)	3,184,602	<b>2,044,696</b>	(1,139,906)
Infrastructure Assets - Other	9(e)	1,823,653	<b>1,589,516</b>	(234,137)
<b>Total Capital Expenditure</b>		<u>6,602,174</u>	<u><b>4,182,161</b></u>	(2,420,013)
<b>Capital Acquisitions Funded by:</b>				
Capital Grants and Contributions		4,315,042	<b>1,490,844</b>	(2,824,198)
Borrowings		-	-	-
Other (Disposals and C/Fwd)		200,000	-	(200,000)
Council Contribution - Reserves		850,000	<b>476,777</b>	(373,223)
Council Contribution - Operations		1,237,132	<b>2,214,540</b>	977,408
<b>Total Capital Acquisitions Funding</b>		<u>6,602,174</u>	<u><b>4,182,161</b></u>	

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 Regulation 34*.

The material variance adopted by the Shire of Upper Gascoyne for the 2022/23 year is \$25,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

Actual and Budget comparatives are presented in year to date format unless otherwise stated.

**Preparation**

Prepared by: Bertus Lochner  
Reviewed by: Travis Bate  
Date prepared: 03 Feb 23

**(a) Basis of Preparation**

The following financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Authoritative Interpretations, the *Local Government Act 1995*, and regulations, within the context in which they relate to local governments and not-for-profit entities.

With the exception of the rate setting information, the following report has been prepared on an accrual basis with balances measured at historical cost unless subject to fair value adjustments. Items subject to fair value adjustments include certain non-current assets, financial assets, and financial liabilities. Items such as assets, liabilities, equity, income and expenses have been recognised in accordance with the definitions and recognition criteria set out in the Framework for the Preparation and Presentation of Financial Statements.

These financial statements comply with, and supersede, the Australian Accounting Standards with the *Local Government (Financial Management) Regulations 1996* where applicable. Further information is provided in Note 1(i).

The functional and presentation currency of the report is Australian dollars.

**(b) The Local Government Reporting Entity**

The Australian Accounting Standards define local government as a reporting entity which can be a single entity or a group comprising a parent and all its subsidiaries. All funds controlled by the Shire in order to provide its services have formed part of the following report. Transactions and balances related to these controlled funds, such as transfers to and from reserves, were eliminated during the preparation of the report.

Funds held in Trust, which are controlled but not owned by the Shire, do not form part of the financial statements. Further information on the Shire funds in Trust are provided in Note 5.

**(c) Rounding of Amounts**

The Shire is an entity to which the *Local Government (Financial Management) Regulations 1996* applies and, accordingly amounts in the financial report have been rounded to the dollar except for amounts shown as a rate in the dollar. Where total assets exceed \$10,000,000 in the prior audited annual financial report, the amounts may be rounded to the nearest \$1,000.

**(d) Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST where applicable.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(e) Cash and Cash Equivalents**

Cash and cash equivalents normally include cash on hand, bonds and deposits, overdrafts, excess rates, unspent grant funds, on call deposits, and term deposits with maturities equal to or less than three months. Cash and cash equivalents are typically characterised as highly liquid investments with little risk of experiencing material changes in value. Further information is provided in Note 1(f).

**(f) Financial Instruments**

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Financial assets at fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

**Financial liabilities**

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**Loans and Receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in the statement of comprehensive income.

In some circumstances, the Shire renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the Shire does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

**Impairment of Financial Assets**

At the end of the annual reporting period the Shire assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired.

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial assets original effective interest rate.

Impairment of loans and receivables are reduced through the use of an allowance account, all other impairment losses on financial assets at amortised cost are taken directly to the asset. Subsequent recoveries of amounts previously written off are credited against other expenses in the statement of comprehensive income.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs related to completion and its sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Shire's intentions to release for sale.

**(h) Fixed Assets**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement between mandatory revaluation dates**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of Land, Buildings, Infrastructure and Investment Properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires Land, Buildings, Infrastructure, Investment Properties and Vested Improvements to be shown at fair value.



**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Fixed Assets (Continued)**

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under roads**

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

**Vested improvements from 1 July 2019**

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

**(i) Depreciation of Non-current Assets**

Fixed assets, excluding freehold land, are depreciated on a straight-line basis over the asset's useful life to Shire, commencing when the asset is ready for use. The estimated useful lives used for each class of depreciable asset are shown below in years:

<b>Asset</b>	<b>Years</b>
Buildings	20 to 50 years
Furniture and equipment	1 to 20 years
Plant and equipment	1 to 25 years
Other infrastructure	5 to 50 years
Sealed roads and streets	
formation	not depreciated
pavement	39 years
seal	20 years
Gravel Roads	
formation	not depreciated
pavement	28 years
Formed subgrade	not depreciated
Unformed subgrade	not depreciated
Killilli Bridge	100 years
Footpaths - slab	40 years
Drainage	30 - 108 years

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

**Land Under Local Government Control**

Regulation 16 in the *Local Government (Financial Management) Regulations 1996* prohibit certain assets to be included in the financial report of a local government and require other assets to be included. The regulation therefore supersedes the reporting requirements of AASB 1051 *Land Under Roads (p.15)* and AASB 116 *Property, Plant and Equipment (p.7)*.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Trade and Other Payables**

Trade and other payables are unpaid current liabilities owed for goods and services provided to the Shire prior to the end of the financial year. The amounts are unsecured and are normally paid within 30 days of recognition.

**(k) Employee Benefits**

Provision is made for the Shire's liability for employee benefits arising from services rendered by employees to the end of the annual reporting period. Employee benefits that are expected to be wholly settled within one year are measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on 10 year Australia Government Bonds. Changes in the measurement of the liability are recognised in the statement of comprehensive income.

**(l) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

Borrowings are classified as current liabilities unless the Shire has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset are capitalised as part of the cost of that asset. All other borrowing costs are recognised as an expense in the period in which they are incurred.

**(m) Provisions**

Provisions are recognised when: The Shire has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(n) Contract Liabilities**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**(o) Current and Non-current Classification**

The report classifies current and non-current balances as defined by the *Local Government (Financial Management) Regulations 1996*, AASB 101 *Presentation of Financial Statements*, or by another applicable regulation or interpretation.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications (Continued)**

**Non-operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

**Service Charges**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

**Utilities (Gas, Electricity, Water, etc.)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on Asset Disposal**

Loss on the disposal of fixed assets.

**Depreciation on Non-current Assets**

Depreciation expense raised on all classes of assets.

**Interest Expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other Expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Program Classifications (Function / Activity)**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and rate payers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue. Costs incurred in obtaining general purpose funding (rates and general purpose grants), including costs of property valuations and rates assessments and collections.

**LAW, ORDER AND PUBLIC SAFETY**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

Control the quality of food and water. Environmental Health Officer twice per year.

Provide a range of appropriate services via the Community Resource Centre.

**HOUSING**

Provide housing for staff.

**COMMUNITY AMENITIES**

Rubbish collection services, operation of rubbish disposal sites, litter control, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

Maintenance of public use buildings and areas including various sporting facilities. Provision and maintenance of parks, gardens.

**TRANSPORT**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc.

**ECONOMIC SERVICES**

Tourism and area promotion. Building Control.

**OTHER PROPERTY AND SERVICES**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) Revenue Recognition Policy**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates.	Over time	Payment dates adopted by Council during the year.	None.	Adopted by council annually.	When taxable event occurs.	Not applicable.	When rates notice is issued.
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services.	Over time	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Set by mutual agreement with the customer.	Based on the progress of works to match performance obligations.	Returns limited to repayment of transaction price of terms breached.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	Over time	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Set by mutual agreement with the customer.	Based on the progress of works to match performance obligations.	Returns limited to repayment of transaction price of terms breached.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable.	Not applicable.	Cash received.	On receipt of funds.	Not applicable.	When assets are controlled.
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue.	None.	Set by State legislation or limited by legislation to the cost of provision.	Based on timing of issue of the associated rights.	No refunds.	On payment and issue of the licence, registration or approval.
Other inspections.	Regulatory Food, Health and Safety.	Single point in time.	Full payment prior to inspection.	None.	Set by State legislation or limited by legislation to the cost of provision.	Applied fully on timing of inspection .	Not applicable.	Revenue recognised after inspection event occurs.
Waste management collections.	Kerbside collection service.	Over time.	Payment on an annual basis in advance.	None.	Adopted by council annually.	Apportioned equally across the collection period.	Not applicable.	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees.	Waste treatment, recycling and disposal service at disposal sites.	Single point in time.	Payment in advance at gate or on normal trading terms if credit provided .	None.	Adopted by council annually.	Based on timing of entry to facility.	Not applicable.	On entry to facility .
Property hire and entry.	Use of halls and facilities.	Single point in time.	In full in advance.	Refund if event cancelled within 7 days.	Adopted by council annually.	Based on timing of entry to facility.	Returns limited to repayment of transaction price.	On entry or at conclusion of hire.
Fees and charges for other goods and services.	Cemetery services, library fees, reinstatements and private works	Single point in time.	Payment in full in advance.	None.	Adopted by council annually.	Applied fully based on timing of provision .	Not applicable.	Output method based on provision of service or completion of works.

SHIRE OF UPPER GASCOYNE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ending 31 December 2022

2. EXPLANATION OF MATERIAL VARIANCES

(a) Operating Revenues / Sources

	31 Dec 22		Budget to	Budget to	
	YTD Actual	YTD Budget	Actual YTD	Actual YTD	Explanation
	\$	\$	%	\$	
				Favourable / (Unfavourable)	
Operating Grants, Subsidies and Contributions	3,305,209	7,130,982	(54%)	(3,825,773)	Timing variance only due to Flood Damage Claims.

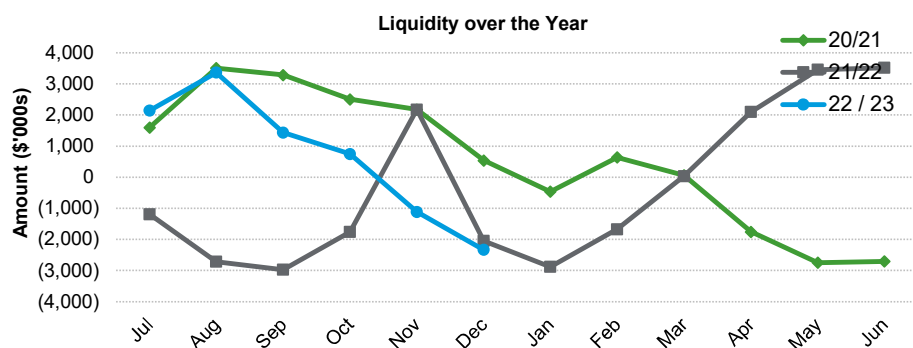
(b) (Expenses) / (Applications)

	31 Dec 22		Budget to	Budget to	
	YTD Actual	YTD Budget	Actual YTD	Actual YTD	Explanation
	\$	\$	%	\$	
				Favourable / (Unfavourable)	
Materials and Contracts	(6,240,354)	(7,365,256)	15%	1,124,902	Timing variance only due to Flood Damage Claims
Depreciation on Non-current Assets	(1,722,569)	(1,616,874)	(7%)	(105,695)	Timing variance only due to late application of Depreciation as waiting on previous years AFS to be finalised before running depreciation expenditure for current year.
Insurance Expenses	(244,962)	(277,072)	12%	32,110	Insurance costs less than budget - identified savings to date. Will pick up in mid-year budget review.

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**3. NET CURRENT FUNDING POSITION**

	Note	Current Month 31 Dec 22 \$	Prior Year Closing 30 Jun 22 \$	This Time Last Year 31 Dec 21 \$
<b>Current Assets</b>				
Cash Unrestricted	4	2,113,140	7,216,747	959,842
Cash Restricted	4	1,961,199	2,436,574	1,735,921
Receivables - Rates	6(a)	358,644	51,923	92,208
Receivables - Other	6(b)	516,760	521,054	315,697
Interest / ATO Receivable		196,849	66	192,818
Provision for Doubtful Debts		(119,882)	(119,882)	(116,443)
Accrued Income		130,534	-	-
Contract Assets		211,561	1,715,110	-
Inventories		135,451	135,451	106,128
<b>Total Current Assets</b>		<b>5,504,255</b>	<b>11,957,042</b>	<b>3,286,172</b>
<b>Current Liabilities</b>				
Sundry Creditors		(1,095,873)	(1,056,991)	(1,049,783)
Revenue Received in Advance			(1,089,268)	-
Obligations / ARWC		(551,131)	-	(755,052)
Deposits and Bonds		(50,642)	(50,642)	(100,642)
GST Payable		(19,090)	-	(16,377)
PAYG Withholding Tax		(47,252)	-	(43,364)
Loan Liability		(63,909)	(126,842)	(61,975)
Accrued Expenses		-	(980,230)	-
Accrued Salaries and Wages		-	(33,704)	-
Accrued Time in Lieu		(658)	(3,635)	45
Overdraft	4	(3,112,086)	(2,814,946)	(2,777,352)
Lease Liability		(3,313)	(6,693)	-
Suspense		-	-	(16,539)
Contract Liabilities		(730,849)	(730,849)	-
<b>Total Payables</b>		<b>(5,674,803)</b>	<b>(6,893,802)</b>	<b>(4,821,038)</b>
Provisions		(276,724)	(276,724)	(207,948)
<b>Total Current Liabilities</b>		<b>(5,951,527)</b>	<b>(7,170,526)</b>	<b>(5,028,986)</b>
Less: Cash Reserves	7	(1,961,110)	(2,436,485)	(1,735,922)
Less: Land Held for Resale		(2,500)	(2,500)	(2,500)
Add: Loan Principal (Current)		63,909	126,842	61,975
Add: Employee Leave Reserve	7	97,534	97,474	110,178
Add: Movement in Employee Leave Reserve		12,700	12,700	-
Add: Current Portion of Lease Liability		3,313	6,693	-
<b>Net Funding Position</b>		<b>(2,233,426)</b>	<b>2,591,240</b>	<b>(3,309,083)</b>



**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**4. CASH AND FINANCIAL ASSETS**

	Unrestricted	Restricted	Trust	Total	Institution	Interest	Maturity
	\$	\$	\$	Amount		Rate	Date
				\$		%	
<b>Cash and Cash Equivalents</b>							
Cash on Hand	-			-	N/A	0.00	N/A
Municipal Fund	58,992			58,992	CBA	0.00	N/A
Online Saver	2,054,148			2,054,148	CBA	2.50	N/A
SUG Reserve Account		1,961,199		1,961,199	CBA	0.20	N/A
WANDRRA Account	(3,112,086)			(3,112,086)	CBA	1.10	N/A
<b>Total Cash and Financial Assets</b>	<b>(998,946)</b>	<b>1,961,199</b>	<b>-</b>	<b>962,253</b>			

**Comments / Notes**

No Financial Assets held at reporting date

**5. TRUST FUND**

Funds held at balance date over which the Shire has no control, and which are not included in the statements, are as follows:

	Opening			Closing
	Balance	Amount	Amount	Balance
	01 Jul 22	Received	Paid	31 Dec 22
	\$	\$	\$	\$
<b>Description</b>				
SUG Trust Fund	-	100,000	-	100,000
<b>Total Funds in Trust</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>

**Comments / Notes**

Yangibana Trust Liability held of \$100,000

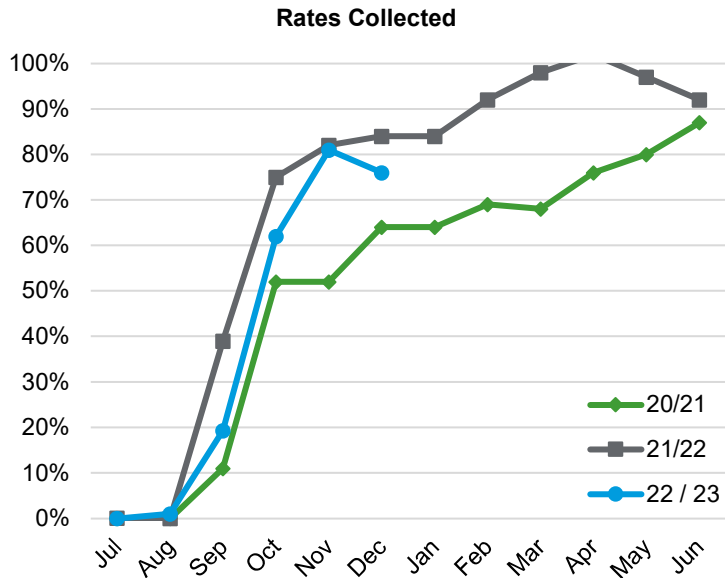


**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**6. RECEIVABLES**

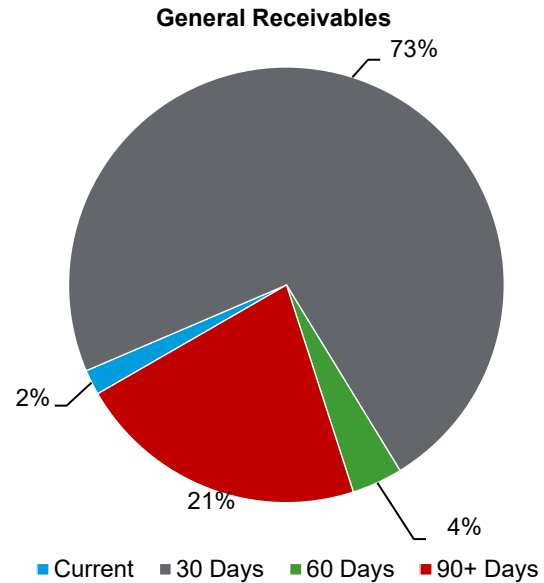
<b>(a) Rates Receivable</b>	<b>31 Dec 22</b>
	<b>\$</b>
Rates Receivables	358,644
Rates Received in Advance	-
<b>Total Rates Receivable Outstanding</b>	<b>358,644</b>

Closing Balances - Prior Year	51,923
Rates Levied this year	1,384,613
Service charges levied this year	13,632
Closing Balances - Current Month	(358,644)
<b>Total Rates Collected to Date</b>	<b>1,091,524</b>
<i>Percentage Collected</i>	<i>76%</i>



**Comments / Notes**

<b>(b) General Receivables</b>	<b>31 Dec 22</b>
	<b>\$</b>
Current	9,693
30 Days	375,746
60 Days	19,531
90+ Days	111,791
<b>Total General Receivables Outstanding</b>	<b>516,761</b>



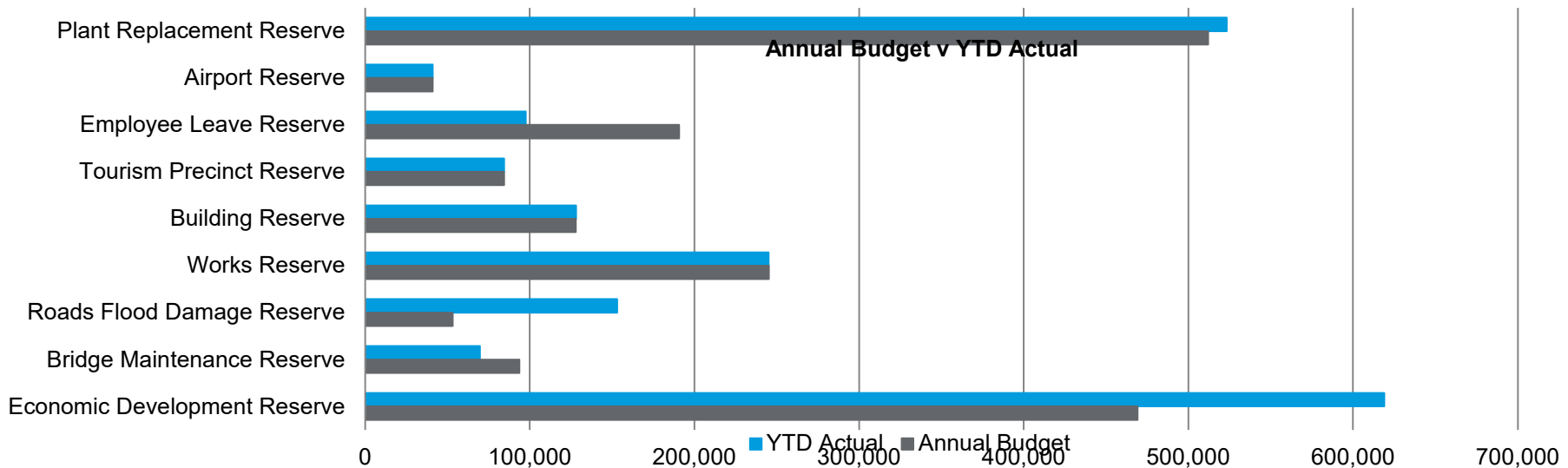
**Comments / Notes**

Amounts shown above include GST (where applicable)

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**7. CASH BACKED RESERVES**

Reserve Name	Annual Budget				YTD Actual				Balance 31 Dec 22 \$
	Balance 01 Jul 22 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Jun 23 \$	Transfers from \$	Interest Received \$	Transfer to \$	
Plant Replacement Reserve	999,553	(600,000)	820	111,665	512,038	(476,777)	544	-	523,320
Airport Reserve	41,068	-	34	-	41,102	-	25	-	41,093
Employee Leave Reserve	97,474	(17,728)	80	110,850	190,676	-	60	-	97,534
Tourism Precinct Reserve	84,314	-	69	-	84,383	-	64	-	84,378
Building Reserve	127,886	-	105	-	127,991	-	147	-	128,033
Works Reserve	244,946	-	201	-	245,147	-	77	-	245,022
Roads Flood Damage Reserve	153,002	(100,000)	126	-	53,128	-	92	-	153,094
Bridge Maintenance Reserve	69,679	-	57	24,000	93,736	-	40	-	69,719
Economic Development Reserve	618,563	(250,000)	508	100,000	469,071	-	354	-	618,917
<b>Total Cash Backed Reserves</b>	<b>2,436,485</b>	<b>(967,728)</b>	<b>2,000</b>	<b>346,515</b>	<b>1,817,272</b>	<b>(476,777)</b>	<b>1,402</b>	<b>-</b>	<b>1,961,110</b>



SHIRE OF UPPER GASCOYNE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ending 31 December 2022

8. DISPOSAL OF ASSETS

Annual Budget

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
<b>Transport</b>				
<b>Plant and Equipment</b>				
Grader P87	180,688	170,000		(10,688)
Ute P83	10,000	5,000		(5,000)
Pool car P104	26,903	20,000		(6,903)
Forklift P77	3,846	5,000	1,154	-
<b>Total Disposal of Assets</b>	<b>221,437</b>	<b>200,000</b>	<b>1,154</b>	<b>(22,591)</b>
<b>Total Profit or (Loss)</b>				<b>(21,437)</b>

YTD Actual

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
<b>Transport</b>				
<b>Plant and Equipment</b>				
Mitsubishi Forklift	-	7,500	7,500	-
<b>Total Disposal of Assets</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>Total Profit or (Loss)</b>				<b>7,500</b>

Comments / Notes

Asset register not up to date due to audit not completed

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**9. CAPITAL ACQUISITIONS**

**(a) Land and Buildings**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Governance</b>				
Office Refurbishment	20,000	16,000	61,380	(45,380)
<b>CRC, Education and Welfare</b>				
CRC Building Improvements	25,000	-	5,100	(5,100)
<b>Housing</b>				
Internal Refurbishment of L99 Gregory Street	11,530	11,530	-	11,530
New Shed at L17/18 Gregory Street	50,000	16,660	-	16,660
Septic System Upgrade at L40 Gregory Street	12,000	2,400	-	2,400
Septic System Upgrade at L21 Gregory Street	12,000	2,400	-	2,400
Housing Improvements	30,000	6,000	-	6,000
<b>Total Land and Buildings</b>	<b>160,530</b>	<b>54,990</b>	<b>66,480</b>	<b>(38,950)</b>

**(b) Plant and Equipment**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Transport</b>				
New Grader	550,000	275,000	-	275,000
Works Caravan	75,000	37,500	26,996	10,504
Side Tipper	100,000	50,000	88,390	(38,390)
Forklift	40,000	20,000	47,200	(27,200)
Ute ( Thomas)	70,000	35,000	-	35,000
Service Truck	180,000	90,000	200,200	(110,200)
Small Excavator	85,000	42,500	68,200	(25,700)
New Pool Car	55,000	27,500	-	27,500
New Tractor for P&G	135,000	67,500	-	67,500
Message Board	35,000	17,500	32,095	(14,595)
20kva Generator	18,389	9,195	18,389	(9,195)
<b>Total Plant and Equipment</b>	<b>1,343,389</b>	<b>671,695</b>	<b>481,470</b>	<b>190,225</b>

**(c) Furniture and Equipment**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Governance</b>				
Furniture and Equipment	90,000	90,000	-	90,000
<b>Total Furniture and Equipment</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>	<b>90,000</b>

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ending 31 December 2022**

**9. CAPITAL ACQUISITIONS (Continued)**

**(c) Infrastructure - Roads**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Transport</b>				
Carnarvon/Mullewa Road - Pells	200,000	200,000	329,912	(129,912)
Signage 22 / 23	120,000	59,998	62,292	(2,294)
Grids 22 / 23	115,000	57,501	-	57,501
Grids 21/22	-	-	6,364	(6,364)
Signage 21/22	-	-	3,297	(3,297)
LRCI Phase Three Project - Bitumen Viveast	80,000	40,002	111,850	(71,848)
RRG - Landor Meeka Bitumen Seal	995,505	497,751	1,028,292	(530,541)
Blackspot - Mt Sandiman Hill Realignment	254,192	127,097	785	126,312
RRG - Carnarvon/Mullewa Resheeting	588,000	294,001	376,721	(82,720)
Bundagee	220,400	110,202	100,308	9,894
Bridges Renewal Program- Concrete Crossin	611,505	-	-	-
Indigenous Access Roads Project	-	-	18,303	(18,303)
Landor/Meekatharra (R2R)	-	-	6,572	(6,572)
<b>Total Infrastructure - Roads</b>	<b>3,184,602</b>	<b>1,386,552</b>	<b>2,044,696</b>	<b>(658,144)</b>

**(d) Other Infrastructure**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Recreation and Culture</b>				
In Town Water Supply	27,550	13,776	-	13,776
Out of Town Water Supply Project	1,365,731	682,866	1,150,373	(467,507)
Oval Refurbishment	88,976	88,975	73,341	15,634
Pavilion Infrastructure Upgrades	70,000	42,000	-	42,000
<b>Law, Order and Public Safety</b>				
New Water Tank	15,085	15,085	-	15,085
<b>Transport</b>				
Solar Street Lighting for Hatch Street	30,000	9,996	27,273	(17,277)
<b>Economic Services</b>				
Tourist Stop	226,311	226,312	338,529	(112,217)
<b>Total Infrastructure - Other</b>	<b>1,823,653</b>	<b>1,079,010</b>	<b>1,589,516</b>	<b>(510,506)</b>
<b>Total Capital Expenditure</b>	<b>6,602,174</b>	<b>3,282,247</b>	<b>4,182,161</b>	<b>(927,375)</b>

SHIRE OF UPPER GASCOYNE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ending 31 December 2022

10. RATING INFORMATION

	Rateable Value \$	Valuation \$	Number of Properties #	Annual Budget Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	YTD Actual Revenue \$
<b>General Rates</b>								
GRV Town	147,952	0.105000	13	12,674	12,674	-	-	12,674
UV Rural	1,628,871	0.070000	25	114,021	114,021	-	-	114,021
UV Mining	3,454,711	0.298000	165	1,029,504	1,029,504	-	-	1,029,504
<b>Total General Rates</b>				<b>1,156,199</b>	<b>1,156,199</b>	<b>-</b>	<b>-</b>	<b>1,156,199</b>
<b>Minimum Rates</b>								
GRV Town	27,247	500	12	6,000	6,000	-	-	6,000
UV Rural	33,915	900	13	11,700	11,700	-	-	11,700
UV Mining	111,928	950	75	71,250	71,250	138,548	655	210,453
<b>Total Minimum Rates</b>				<b>88,950</b>	<b>88,950</b>	<b>138,548</b>	<b>655</b>	<b>228,153</b>
<b>Total General and Minimum Rates</b>				<b>1,245,149</b>	<b>1,245,149</b>	<b>138,548</b>	<b>655</b>	<b>1,384,352</b>
<b>Other Rate Revenue</b>								
Rates Write-off				(5,000)				-
Interim and Back Rates				11,000				-
Facilities Fees (Ex Gratia)				3,000				261
<b>Total Rate Revenue</b>				<b>1,254,149</b>				<b>1,384,613</b>

SHIRE OF UPPER GASCOYNE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ending 31 December 2022

11. INFORMATION ON BORROWINGS

(a) Debenture Repayments

			Principal Repayments		Principal Outstanding		Interest Repayments	
	01 Jul 22	New Loans	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>								
Loan 29 Staff Housing	208,200	-	(17,555)	(35,371)	190,645	172,829	(3,113)	(5,963)
Loan 30 Staff Housing	385,571	-	(21,710)	(43,538)	363,861	342,033	(2,096)	(4,074)
<b>Economic Services</b>								
Loan 28 Tourism Precinct	391,498	-	(23,668)	(47,932)	367,830	343,566	(9,866)	(25,635)
<b>Total Repayments</b>	<b>985,269</b>	<b>-</b>	<b>(62,932)</b>	<b>(126,841)</b>	<b>922,337</b>	<b>858,428</b>	<b>(15,074)</b>	<b>(35,672)</b>

**SHIRE OF UPPER GASCOYNE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ending 31 December 2022

**12. GRANTS, SUBSIDIES AND CONTRIBUTIONS**

**(a) Operating Grants, Subsidies and Contributions**

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
<b>General Purpose Funding</b>				
General Commission Grants	Government of WA	1,108,674	554,338	554,337
<b>Law, Order and Public Safety</b>				
Grant (DFES) Operating	DFES	16,000	-	9,855
<b>Education and Welfare</b>				
CRC Operating Grant	Dep. of Regional Dev.	99,000	47,995	48,710
CRC Misc Small Operating		5,000	-	-
Other Community Grants		1,000	498	-
<b>Transport</b>				
FAGS Roads	Government of WA	323,093	161,548	161,547
MRWA Direct Grant	MRWA	267,549	267,549	273,303
<b>Economic Services</b>				
Contributions for Projects		10,000	4,998	-
<b>Other Property and Services</b>				
Diesel Fuel Rebate	ATO	60,000	30,000	24,408
<b>Total Operating Grants, Subsidies and Contributions</b>		<b>1,890,316</b>	<b>1,066,926</b>	<b>1,077,159</b>

**(b) Non-operating Grants, Subsidies and Contributions**

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
<b>Governance</b>				
LCRI Capital Grant Funds - Administration		37,148	-	-
<b>Law, Order &amp; Public Safety</b>				
DFES Fire Control Grant		15,085	-	-
<b>Recreation and Culture</b>				
LRCI Capital Grant Fund - Other Recreation & Sports Projects		1,147,265	-	87,997
<b>Transport</b>				
HVSPP Funding		611,505	-	-
Roads to Recovery		654,057	294,000	384,851
Regional Road Group Funding		698,013	488,613	677,426
LCRI Grant Funds - Sealing Landor/Meekatharra		90,000	90,000	-
Blackspot Program Grant Funds (FEDs and State)		169,461	135,568	67,784
State Initiative Program (Road Projects)		193,372	193,372	-
<b>Economic Services</b>				
Capital Grant Tourism Infrastructure Projects		699,136	363,970	272,786
<b>Total Non-Operating Grants, Subsidies and Contributions</b>		<b>4,315,042</b>	<b>1,565,523</b>	<b>1,490,844</b>
<b>Total Grants, Subsidies and Contributions</b>		<b>6,205,358</b>	<b>2,632,449</b>	<b>2,568,004</b>

**(c) Flood Damage Reimbursements**

<b>Transport</b>				
Grant (DRFAWA) AGRN 951		-	-	1,335,977
Grant (DRFAWA) AGRN 974		1,939,992	969,996	892,073
Grant (DRFAWA) AGRN 1021		10,188,123	5,094,060	-
<b>Total Flood Damage Reimbursements</b>		<b>12,128,115</b>	<b>6,064,056</b>	<b>2,228,050</b>



SHIRE OF UPPER GASCOYNE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ending 31 December 2022

9 BUDGET AMENDMENTS

GL Code	Description	Council Resolution	Non Cash Adjustment \$	Increase in Cash \$	Decrease in Cash \$	Running Balance \$
<b>Adopted Budget</b>						-
	Transfer to Plant Replacement Reserve	07082022		18,389		18,389
11280200	Purchase Plant and Equipment (20kva Generator)	07082022			(18,389)	-
	Transfer to Plant Replacement Reserve	10092022		30,000	.	30,000
11342600	Tourism Precinct Legal Fees	10092022			(30,000)	-
	Transfer from Economic Development Reserve	07102022			(75,000)	(75,000)
11313720	Purchase of Land	07102022		75,000		-
10122840	Bundagee Wash	09102022			(100,400)	(100,400)
11230140	Regional Road Group Grant Funds	09102022		34,343		(66,057)
11229100	Roads to Recovery Grant Funds	09102022		66,057		-

# **APPENDIX 3**

**(Policy Manual Review)**



## 2023 POLICY MANUAL

DOCUMENT NUMBER:		P0001	
NAME	DATE REVIEWED	REVIEW:	Bi - Annually
		CHANGES/COMMENTS	
Council	24/06/2015	Reviewed & adopted	
Council	29/06/2016	Reviewed & adopted	
Council	28/06/2017	Reviewed & adopted	
Council	27/06/2018	Reviewed & adopted	
Council	19/12/2019	Reviewed & adopted	
Council	25/11/2020	Updated the Purchasing Policy	
A. Leighton	01/12/2020	Merge document into new format template.	
Council	27/04/2022	Adopted new policy 4.34 (B) Covid Leave	
The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.			

## Contents

SECTION ONE – ANNUAL ACCOUNTS AND ANNUAL REPORT		
1.1	Related Party Disclosure	7
SECTION TWO – FINANCE AND AUDIT		
2.1	Investment Policy	11
2.2	Severance Pay Policy	12
2.3	Bank Account Signing Authority Policy	16
2.4	Self-Supporting Loans	18
2.5	Purchasing Policy	20
2.6	Local Preference Purchasing Policy	22
2.7	Donations / Grants	24
2.8	Debt Recovery Policy	25
2.9	Borrowings Policy	28
2.10	Sale of Surplus Materials/Plant/Equipment	29
2.11	In-kind Works Policy	30
2.12	Corporate Credit Card Policy	32
SECTION THREE – GENERAL PURPOSE INCOME		
3	General Purpose Income	33
SECTION FOUR (A) – GOVERNANCE MEMBERS		
4.1a	Councillor Council Meeting Expenses	34
4.2a	Conference, Seminar and Training Course Attendance for Elected Members Policy	35
4.3a	Title of Councillor or President Policy	36
4.4a	Council Representatives Policy	37
4.5a	Freeman of the Shire Policy	38
4.6a	Compensation of Damaged Tyres Policy	39
4.7a	Council Chambers Policy	40

4.8a	Refreshment Policy	41
4.9a	Council Common Seal Policy	42
4.10a	Passing of Community Members and Councillors Policy	43
4.11a	Appointment of an Acting CEO Policy	44
4.12a	Shire Corporate Logo Policy	45
4.13a	Legal Representation for Councillors and Employees Policy	46
4.14a	Continuing Professional Development of Council Members	51
4.15a	Attendance at Events Policy: Elected Members & CEO's	54
4.16a	Citizenship Ceremonies Dress Code Policy	58
<b>SECTION FOUR (B) – GOVERNANCE MEMBERS</b>		
4.1b	Staff Vehicle Policy	59
4.2b	Shire Keys Policy	61
4.3b	Corporate Uniform, Dress Code and Hygiene at Work Policy	62
4.4b	Loss of Motor Vehicle License Policy	65
4.5b	Rostered Day's Off Policy	66
4.6b	Voluntary Superannuation Policy	67
4.7b	Staff Vacancies Policy	68
4.8b	Employment of Spouse or Partner Policy	69
4.9b	Social Media Policy	70
4.10b	Staff Use of Office Facilities and Equipment for Personal Use Policy	72
4.11b	Discrimination, Harassment and Bullying Policy	73
4.12b	Disciplinary Policy	76
4.13b	ICT Use Policy	79
4.14b	Relocation Expenses – New Permanent Full Time Employees	84
4.15b	Interview Expenses	85
4.16b	Staff Use of Hire Cars	86
4.17b	Interview Expenses Policy	121

4.17b	Leave Policy	87
4.18b	Pre-employment Medical Policy	89
4.19b	Probationary Period Policy	91
4.20b	Paid Leave for Voluntary Staff Policy	92
4.21b	Conference and Seminar Attendance Policy	93
4.22b	Staff Training Applicable Costs Policy	94
4.23b	Legal Advice Policy	95
4.24b	Staff Wanting Secondary Employment Policy	97
4.25b	Alcohol and Other Drugs Policy	98
4.26b	No Smoking Policy	102
4.27b	Fuel Card Policy	103
4.28b	Entertainment / Public Relations Policy	104
4.29b	COVID Leave Policy	105
4.30b	Records Management Policy	106
4.31b	Fraud and Corruption Policy	109
4.32b	Risk Management Policy	111
4.33b	Employee Attraction & Retention Policy	113
<b>SECTION FIVE – LAW, ORDER AND PUBLIC SAFETY</b>		
5.1	Restricted and Prohibited Burning Policy	114
5.2	Establishment of Bush Fire Brigades Policy	115
5.3	Clearing Fires Policy	116
5.4	Hazard Reduction Operations Policy	117
5.5	Use of Shire Plant and Equipment Policy	118
5.6	Infringement Notices and Legal Action Policy	119
5.7	Advise of Intention to Burn Policy	120
5.8	Housing of Fire Fighting Vehicles Policy	121
5.9	Maintenance of Vehicles and Equipment Policy	122

5.10	Drivers of Shire Fire Fighting Vehicles Policy	123
5.11	Use of Fire Fighting Vehicles and Appliances	124
5.12	Communications Policy	125
5.13	Recognition of Training Policy	126
5.14	Training Programmes Policy	127
5.15	Safety Clothing and Footwear Policy	128
5.16	Bush Fire Activation Policy	129
5.17	Communications Policy	174
<b>SECTION SIX – WELFARE</b>		
6.1	Intentionally Blank	131
<b>SECTION SEVEN – ENVIRONMENTAL HEALTH</b>		
7.1	Intentionally Blank	132
<b>SECTION EIGHT – CRC AND EDUCATION</b>		
8.1	Intentionally Blank	133
<b>SECTION NINE – HOUSING</b>		
9.1	Staff Housing Policy	184
<b>SECTION TEN – COMMUNITY AMENITIES</b>		
10.1	Community Amenities	135
<b>SECTION ELEVEN – RECREATION AND CULTURE</b>		
11	Recreation & Culture Policy	136
11.1	Camping on Town Oval	137
11.2	Community Events Policy	138
11.3	Community Sponsorship Policy	144
11.4	Hire of Pavilion Policy	148
11.5	Use of Gymnasium Policy	156
11.6	Community Engagement Policy	158

SECTION 12 – PUBLIC WORKS AND SERVICES		
12.1	Use of Heavy Vehicle Combinations on Local Roads Policy	160
12.2	Road Closure Policy	162
12.3	Traffic Sign Policy	163
12.4	Gravel Supply Agreements Policy	164
12.5	Cyclone Clean-up Policy	165
12.6	Restrictions on Use of Plant for Private Works Policy	166
12.7	Aircraft Landing Strips Policy	167
12.8	Grid Policy	168
SECTION 13 – ECONOMIC SERVICES		
13.1	Tourism	169
13.2	Astrotourism Dark Sky	171
SECTION 14 (A) – OTHER		
14.1a	Intentionally Blank	175





## SECTION ONE – ANNUAL ACCOUNTS AND ANNUAL REPORT

DOCUMENT:	1.1 RELATED PARTY DISCLOSURES	REVIEW:	Tri-annually or as required.
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	10 June 2019	No changes	
John McCleary	29/12/2022	No Changes	

### POLICY OBJECTIVE

To provide guidelines with respect to recording and reporting Related Party Disclosures in the Annual Financial Statements in accordance with Australian Accounting Standards Board Standard 124 – Related Party Disclosures

### POLICY STATEMENT

#### 1. Statutory Compliance

Annual Financial Statements are required to be prepared in accordance with Australian Accounting Standards Board Standards. Department of Local Government and Communities Circular NO 07-2017, requires implementation of AASB124 – Related Party Disclosures from 1 July 2016.

#### 2. Related Party Disclosures Reporting Objectives

The objective of AASB124 is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

AASB124 is not designed to detect and report fraud or misconduct. It is more so to enhance transparency and accountability of council transactions. This view is reiterated in AASB's April 2017 Agenda Decision that the purpose of AASB124 is not for assessing governance or probity issues.

#### 3. Definitions

*Related Party Transaction* – A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

*Related Parties* – Related Parties include:

- Entities that are Related to Council  
A local government (council) related entity is an entity 'controlled' or 'jointly controlled' by council or over which council has 'significant influence' (I.E. an entity set up, controlled, or is significantly influenced by council such as a regional council and regional subsidiaries);

- **Key Management Personnel (KMP)**  
KMP, close family members of KMP and entities that are related to KMP or their close family members are related parties (i.e. mayor/president, councillors, CEO's and/or managers). For the Shire of Upper Gascoyne, these include Manager of Works and Manager of Finance & Corporate Services. This will be assessed in relation to each new employee and, where appropriate, will be identified in the Employment Agreement.
- **Close Family Members of KMP**  
Close family members of KMP are those family members who may be expected to influence, or be influenced by the KMP in their dealings with the local government (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins).
- **Entities controlled or jointly controlled by KMP**

#### **4. Detail**

##### *A. Identifying and Capturing Changes in Related Parties*

The Shire of Upper Gascoyne is a small Shire with a total population of approximately 300 people. The issues identifying Related Parties presents less challenging than in more populous Local Governments.

In implementation of this Policy, Council Members and KMP employees will be required to complete a self-assessment of business relationships with the Shire and those of Related Entities and close family members. When new councillors are elected, or new key management personal are appointed, they will also be required to complete this self-assessment. These forms will be updated by all Key Management Personnel as at 30<sup>th</sup> June in each subsequent financial year.

##### *B. Keeping affected Councillors and Staff Informed*

Councillors will consider and comment on this element of the Shire of Upper Gascoyne Policy Manual prior to adoption. Affected staff will be advised of the content of this policy and any concerns will be addressed prior to implementation.

##### *C. Ordinary Citizen Transactions (OCT)*

There are some transactions with related parties that do not need to be captured and reported. These transactions are those that an ordinary citizen would undertake with council such as transactions undertaken at arm's length terms and in the ordinary course of carrying out council's functions and activities. Such transactions include:

- Using the councils facilities after paying the nominal fee, for example, services provided through the Community Resource Centre
- Fines on normal terms and conditions
- Paying rates and council fees and charges, except where the KMP had not paid rates for the last 3 years

##### *D. Capturing and Recording Transactions with Related Parties*

All payment transactions are captured in the Shire's accounting system (Synergy). As part of the preparation of the Annual Financial Statements, the Manager of Finance and Corporate Services, in consultation with the CEO will review material payments, amounts owing to (including leave liabilities) and Rates or other amounts owing by key

management personnel as at 30<sup>th</sup> June. That information will be included in the Annual Financial Statements.

Particular consideration will be given to transactions that do not pass through council's accounting system if any.

Ordinary Citizen Transactions will be considered as part of this annual review to ensure that transactions are included if required.

The Shire will consider related party transactions in the accounting system and outside the accounting system, (non-monetary transactions, contracts, service agreements).

#### *E. Privacy and Freedom of Information*

Information is not disclosed in relation to individual amounts for specific individuals, but rather in total for like payments/liabilities to Shire/amounts owing from Shire. Care will be taken to ensure that personal information is not inappropriately disclosed.

Any request under the Freedom of Information Act covered by this policy will be assessed prior to the release, to ensure that both Privacy and Freedom of Information legal requirements are both met.

#### *F. Materiality*

When assessing materiality, the Shire will consider both the size and nature of the transaction, individually and collectively.



## SECTION TWO – FINANCE & AUDIT

DOCUMENT		REVIEW:	No Review
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes	
John McCleary	29/12/2022	No changes	

## 2. FINANCE & AUDIT

No policies have been developed at this stage.



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.1 Investment Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12 December 2018	Minor changes to reflect what is occurring at a reporting level. Added point 3.	
John McCleary	02/01/2023	No change	

### 2.1 INVESTMENT POLICY

#### POLICY OBJECTIVE

To provide guidelines with respect to the investment of surplus funds which ensure that returns on funds invested are maximised within levels of acceptable risk.

#### POLICY STATEMENT

##### 1. Investment Objectives

- A. To take a conservative approach to investments, but with a focus to increase revenue through prudent investment of funds.
- B. To have ready access to funds for day to day requirements, without penalty.

##### 2. Statutory Compliance

All investments are to be made in accordance with:

- A. Local Government Act 1995 - Section 6.14
- B. The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.
- C. Local Government (Financial Management) Regulations 1996, section 19C

##### 3. Detail

- A. Funds can only be invested in accordance with Regulation 19C of the Local Government (Financial Management) Regulations 1996.
- B. All investment transactions are to be reported to each ordinary Council meeting, including-
  - i. amount invested,
  - ii. interest rate applicable,
  - iii. term of investment.
- C. The CEO may delegate the authority to invest to the Manager of Finance and Corporate Services who must comply with this Policy.



SECTION TWO - FINANCE & AUDIT			
DOCUMENT:	2.2 Severance Pay Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	11 December 2018	Clarified that the recognition of service section is about a gift with a value up to and not a specific quantum.	
John McCleary	02/01/2023	Minor changes to formatting, clarification.	

## 2.2 SEVERANCE PAY POLICY

### POLICY OBJECTIVE

Section 5.50(1) of the *Local Government Act 1995* requires local governments to prepare a policy in relation to employees whose employment is finishing. This policy is to set out the circumstances and manner of assessment in which the Shire of Upper Gascoyne will pay an employee an amount that is in addition to any amount to which the employee would normally be entitled.

### POLICY STATEMENT

#### 1. Application

This policy applies to all employees of the Shire of Upper Gascoyne

Decisions under this policy are to be made –

- (a) By the Council – where the decision involves a payment to the CEO; and
- (b) By the CEO – where the decision involves a payment to any other employee of the Shire of Upper Gascoyne.

#### 2. Circumstances for payment

The Shire of Upper Gascoyne may make a payment in the following circumstances-

- (a) Redundancy- “Redundant” will be taken to mean that the duties of a position will no longer be performed by an employee of the Shire of Upper Gascoyne ;
- (b) Shire of Upper Gascoyne boundary changes and amalgamations; and
- (c) To settle such other termination / resignation matters (that do not relate to an employee being made redundant in accordance with clause (a), such as dismissal)

#### 3. Exclusions

- 3.1 A payment will not be made to an employee who-
  - (a) is redeployed within the Shire of Upper Gascoyne ;
  - (b) accepts employment with a successful tenderer;

- (c) is dismissed for misconduct;
- (d) is employed on either a temporary or casual basis;
- (e) has less than one year's service with the Shire of Upper Gascoyne; and
- (e) is classified as a trainee or apprentice under probation.

#### **4. Determination of severance payment**

##### **4.1 Recognition of Service**

Recognition of service may be extended to employees upon cessation of employment with the Shire of Upper Gascoyne with a gift or cash up to the value prescribed below:

- a) 1-3 years' service \$100 per year of service (e.g. 2 years of service = \$200)
- b) 3-5 years \$150 per year of service (e.g. 4 years of service = \$600)
- c) 5-20+ years \$200 per year of service. (e.g. 10 years of service = \$2,000)

##### **4.2 Settlements and other terminations**

For the purposes of determining the amount of severance payment in respect of settling a matter under clause 2.1 (c) of this policy, the following may be taken into account:

- a) advice of an industrial advocate or legal practitioner on the strength of the case of respective parties in any litigation or claim in an industrial tribunal.
- b) the cost of any industrial advocate or legal advice support.
- c) the general costs associated with the hearing including witness fees, travel costs.
- d) disruption to operations.

##### **4.3 Additional Payment**

Council may pay to an employee whose employment with the Shire of Upper Gascoyne is finishing an additional severance payment over and above that prescribed in the relevant award or contract of employment.

The maximum severance payment made to an employee shall be in accordance to that prescribed under the Local Government Act 1995. *Payments to employee in addition to contract or awards. 5.50(3)*

- (1) *the value of a payment or payments made under section 5.50(1) and*
- (2) *to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total —*
  - (a) *if the person accepts voluntary severance by resigning as an employee, the value of the person's final annual remuneration; or*
  - (b) *in all other cases, \$5 000.*

An additional payment made under clause 4.3 will require local public notice to be made in relation to this payment.

#### **5. Legislation**

## **Local Government Act 1995: Section 5.50 Payments to employees in addition to contract or Award**

- (1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –
  - (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee ; and
  - (b) the manner of assessment of the additional amount, and cause local public notice to be given in relation to this policy.
- (1a) A local government must not make any payment of the kind described in subsection (1) a) unless the local government has adopted a policy prepared under subsection (1).
- (2) A local government may make a payment –
  - (a) to an employee whose employment with the local government is finishing; and
  - (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government, but local public notice is to be given in relation to the payment made.
- (3) The value of the payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.
- (4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

## **Local Government (Administration) Regulations 1996 – Regulation 19A: Payments in addition to contract or award, limits of (Act s.5.50(3))**

- (1) The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total –
  - (a) the value of the person's final annual remuneration, if the person –
    - (i) accepts voluntary severance by resigning as an employee; and
    - (ii) is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39; or
  - (b) in all other cases, \$5,000.
- (2) In this regulation –

***final annual remuneration*** in respect of a person, means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished.



## **Public Notice Requirements**

In accordance with Section 5.50 of the Local Government Act 1995 a local public notice is to

be given:

1. as soon as practicable of the adoption of this Policy; and
2. as soon as practicable on any payment to an employee that is in excess of the amounts provided for in this Policy Note: A payment in excess of this Policy must still be within the limits prescribed in the Act and Regulations.



SECTION TWO - FINANCE & AUDIT			
DOCUMENT:	2.3 Bank Account Signing Authority	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
J. McCleary	11/12/2018	Addition of Works Manager as per council resolution 11112018	
P. Hutchinson	18/03/2019	Addition of Senior Customer Service Officer and removal of Finance Officer to List C	
John McCleary	01/02/2023	No changes	

### 2.3 BANK ACCOUNT SIGNING AUTHORITY

In accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire of Upper Gascoyne Municipal or Trust Fund

#### Cheque Payments

The signing authority for cheques drawn on the Municipal Fund is the Chief Executive Officer (List A) to sign conjointly with one of the shire councillors (List B) or nominated officer (List C). In the event the CEO is unavailable to sign cheques then any List B and List C are authorised to sign conjointly.

Specimen signatures are held on file by the Commonwealth Bank under the following positions and must be updated as any changes to position occur.

<u>LIST A</u>	<u>LIST B</u>	<u>LIST C</u>
Chief Executive Officer	Shire President	Manager of Finance & Corporate Services
	Deputy President	Manager of Works
	Councillor 1	Senior Customer Service Officer
	Councillor 2	Customer Service Officer
	Councillor 3	
	Councillor 4	
	Councillor 5	

#### EFT Payments

EFT processing must be authorised by two people electronically as follows:

Following approval for payment of creditors and payroll by the CEO or delegated officer, the authorised officer is to enter the bank transfer details into CommBiz, check the details and authorise the payment. Then the Chief Executive Officer or other authorised officer is to log on to CommBiz re-check all payment details and enter the final authorisation to allow distribution of the EFT funds. Where possible the initiating officer is to be removed from the process, i.e. the payroll officer should not be a part of the authorisation process. CommBiz (the online business system provided by the Commonwealth Bank of Australia) has been set up so that all payments necessitate two authorisations to be entered before any money is released.

Under no circumstances are authorised officers permitted to share their login details or their authorisation key with any other employee. Sharing of this information may lead to summary d



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.4 Self Supporting Loan Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	11 December 2018	No Changes	
John McCleary	02/01/2023	No changes	

### 2.4 SELF-SUPPORTING LOANS POLICY

#### Purpose:

To provide guidance as to the conditions under which the Shire may borrow money on behalf of a sporting or not for profit group (a 'self-supporting loan').

#### Detail:

1. Each request for a self-supporting loan will be considered by Council on its merits. Matters to be taken into consideration include:
  - a. Assessment of the ability of a sporting or not for profit group to make repayments, the state of financial records, stability of membership, growth in membership, and any other relevant factor;
  - b. Assessment of the ability of the group to adequately administer the proceeds of any loan, including matters such as:
    - i. Proper administration and supervision of the proposed project;
    - ii. Proposed procurement processes to engage any contractors to be engaged and;
    - iii. Maintenance of records to be able to acquit funds
  - c. Any cash contribution proposed to be made by the group;
  - d. The amount proposed to be borrowed, loan term (duration) and possible effect on the Shire in the event of default;
  - e. Procedures in the event of default, which are to provide that ownership of all property covered by any loan is to revert to the Shire;
  - f. If deemed necessary, provision of guarantors or other acceptable security;
  - g. The applicant meeting any costs involved in preparing agreements, lease or other documents required; and

- h. The applicant meeting all costs relevant to the raising of the loan with the exception of administrative charges.
- 2. A written agreement detailing the above matters will be entered into between the Shire and the group involved.



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.5 Purchasing Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	Minor changes – nothing material.	
John McCleary	13/11/2020	Increase the purchase threshold to \$250,000 in line with changes to the Functions and General Regulations 1996	
John McCleary	02/01/2023	Changes to the amount for consideration limits	

## 2.5 PURCHASING POLICY

### Purpose

To describe the procedure and set out requirements in order to obtain competitive quotes for the purchase of works, good and services on behalf of the Shire where the value of any consideration under the contract is expected to be less than \$250,000.

Contracts for the purchase of works, goods or services for values in excess of amounts above \$250,000 must be entered into via a tender process, via WALGA's preferred supplier arrangement or via a Panel of Pre-Qualified (Panel) established by the Shire.

### Detail

Where the value of procurement for the value of a contract over the full contract period (including options to extend) is or is expected to be as indicated below then the requirements to obtain quotes are as follows:

Amount of consideration (excluding GST)	Minimum requirement by authorising officer (subject to conditions below) prior to purchase
Up to \$9,999	No quotes required, purchasing officer to be satisfied that the price is fair and reasonable.
\$10,000 - \$19,999	Seek one quotation – either written or verbal.
\$20,000 - \$99,999	Seek two quotations, one written.
\$100,000 - \$149,999	Seek three quotations, two written.
\$150,000 - \$249,999	Seek three written quotations or use WALGA's E' Quote Portal.
\$250,000 and over	Conduct a public tender process or use the WALGA preferred supplier undertaking.

### General Purchasing Conditions

1. Contracts must not be split into smaller amounts to avoid purchasing or tender thresholds.
2. The discounts provided for in the Shire's Local Purchasing Price Preference Policy may also be applied when deciding and appropriate supplier under this Policy.
3. The CEO may authorise persons to issue purchase orders and may attach conditions to that authorisation depending upon the position and job requirements.

4. The CEO is to police this policy and may take disciplinary action for non-compliance;
5. The CEO or a person authorised by the CEO may authorise variations to this Policy where:
  - There is only one provider of a good or service who is available;
  - There is a measure of urgency;
  - Multiple quotes have been sought but have not been provided in a reasonable timeframe;
  - When purchasing secondhand equipment (there is variability on age, hours and the ability to compare like for like products);
  - The availability of the product or service; and
  - The cost associated with travel.
  - The supplier of the services or goods has an intrinsic knowledge/skills/product that relate to an on-going project and to switch providers would be counterproductive.

But must be satisfied the price quoted is reasonable.

6. Where a verbal quote is required, the authorising officer must:
  - Ensure that the provider understands the requirement / specification;
  - Ensure that the requirement / specification is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; and
  - Record the details of the verbal quote(s) on the Purchase Order.

### **Purchase Orders**

All requests for goods or services will require a Purchase Order and this Purchase Order Number must be quoted to the supplier to ensure that the supplier quotes this reference number to ensure payment for the goods or services supplied.

### **Authorising Payment**

Invoices for payment must be certified by the person who places the order that:

- The works, goods or services have been supplied in a satisfactory condition or standard; and
- The invoiced amount is correct and in accordance with the purchase order.

### **Delegations**

The CEO through the Delegations Register may assign individual officers authority to sign Purchase Orders to a pre-determined value.



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.6 Local Preference Purchasing Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	No changes	
John McCleary	02/01/2023	No substantial changes, some clarity around max amounts	

## 2.6 LOCAL PREFERENCE PURCHASING POLICY

### Purpose

The purpose of the Shire of Upper Gascoyne's Regional Price Preference Policy is to support local business and industry and to encourage employment of local people thereby generating economic growth within the Shire.

### Definitions

For the purpose of this policy the region is defined as the geographical area which comprise of the whole of the Shire of Upper Gascoyne, Shire of Carnarvon, Shire of Shark Bay, Shire of Murchison and the Shire of Exmouth.

Local Industry is defined in the policy as being a business / organisation substantially trading from a recognised business address within the region. This policy requires the business to have been operating out of a local premises for a continuous period of not less the 6 (six) months.

### Policy Content

- Unless specifically excluded in advance of advertising, a Regional Price Preference will apply to purchases when calling tenders or purchasing goods and services; and
- The regional pricing preference to be given to a regional tenderer / supplier is outlines below and represents the amount by which the regional tenders price bids or other quotations would be reduced for the purpose of assessing the tender or quotations.

CONSTRUCTION / BUILDING SERVICES		
Value of Tender / supply by Regional Supplier	Regional Price Preference	Max Amount
\$0 to \$20,000	\$0 + 10% excess above \$0	\$2,000
\$20,000 to \$50,000	\$1000 + 4% of excess above \$20,000	\$3,000
\$50,000 to \$100,000	\$2,200 + 3% of excess above \$50,000	\$5,200
\$100,000 to \$250,000	\$3,700 + 2% above \$100,000	\$8,700



Above \$250,000	\$6,700 + 1% excess above \$250,000	\$50,000
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Subject to the maximum regional price preference being capped at \$50,000

<b>GOODS &amp; SERVICES</b>		
Value of Tender / supply by Regional Supplier	Regional Price Preference	Max Amount
\$0 to \$10,000	\$0 + 6% excess above \$0	\$600
\$10,000 to 20,000	\$500 + 5% of excess above \$10,000	\$1,500
\$20,000 to \$50,000	\$1,000 + 4% of excess above \$20,000	\$3,000
\$50,000 to \$100,000	\$1,500 + 3% above \$50,000	\$4,500
\$100,000 to \$250,000	\$2,000 + 2% above \$100,000	\$7,000
Above \$250,000	\$2,500 + 1% excess above \$250,000	\$50,000

Subject to the maximum regional price preference capped at \$50,000



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.7 Donations / Grants	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	11/06/2019	Minor changes – added a section on donation recipients reporting to Council	
John McCleary	02/01/2023	Recipients to report one month after the event and failure to report may jeopardise future requests. All request photos of the event.	

## 2.7 DONATIONS AND GRANTS

### Purpose

To provide clarity around the allocation of resources for requests for Donations.

### Details

- Council will include an amount in the budget each year for the purpose of donations to relevant charities, appeals or not for profit organisations. Council decides requests for donations and grants during the budgetary process with a preference generally to those of a local nature or significance.
- Requests for donations or grants after the budgetary process has been completed will require the request to be tabled at a Council meeting for Council deliberation.
- Requests for donations or grants with a cash value \$500 or less can be approved by the Chief Executive Officer providing there are no adverse budgetary implications.
- Requests to utilise Shire equipment and facilities free of charge will be considered as a donation and the Chief Executive Officer will make the decision to approve or not approve depending on the situation.
- Organisations receiving either a grant or donation are expected to acknowledge the contribution made by the Shire of Upper Gascoyne.
- All organisations receiving a donation from the SUG are required to submit a report to the Shire that details what the donation was used for, benefits to the community, what the attendance was for the event and how successful the event was. This report is to be submitted by no later than one month after the date of the event. Failure to report may affect any further request for donations.
- Provide photographs of the event so that the Shire can publish these in our newsletter and other means of communication.



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.8 Debt Recovery Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
P Hutchinson	18/03/2019	Removal of fresh due dates with final notice.	
John McCleary	02/01/2023	No Changes	

## 2.8 DEBT RECOVERY

### 1. Objective

The purpose of this policy is to provide guidance in determining efficient, effective and economical procedures for debt collection.

This is achieved through manageable and efficient control over overdue accounts by closely monitoring aged accounts in an attempt to reduce the likely occurrence of unrecoverable debts and to ensure consistency for all debt collection activities.

### 2. Principles

Council will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- Providing the Shire of Upper Gascoyne with a more effective method of collection of outstanding debtors;
- Ensuring that debt collection procedures are carried out in a fair and equitable manner;
- Making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- Transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- Equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances;
- Flexibility by responding where necessary to changes in the local economy;
- Ensuring the Shire of Upper Gascoyne is compliant with all regulatory obligations; and
- Promoting effective governance and definition of roles and responsibilities.

### 2.1 Recovery of Sundry Debtor Accounts

The Shire of Upper Gascoyne's credit terms are as stated on the issued tax invoice. The recovery of outstanding sundry debtor accounts will be collected in a fair and timely manner.

- Where payment is not received within forty (40) days from the date of the initial invoice, a Final Notice may be issued requesting full payment within seven (7) days unless the debtor has agreed to enter into a special repayment arrangement.
- Where amounts remain outstanding sixty (60) days from the date of the initial invoice, recovery action may commence based upon a risk management approach as determined by the value and type of debt including referral to a debt collection agency.

Where payment is not received within forty (40) days from the date of the initial invoice, interest may be applied on money that remains outstanding. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Upper Gascoyne.

Interest (percentage) charged on sundry debtors is the percentage as adopted at the annual budget meeting in accordance with section 6.13(1) of the *Local Government Act 1995*. The rate authorised under section 6.13(1) of the *Local Government Act 1995* is not to exceed the maximum rate of interest as prescribed within regulation 19A of the *Local Government (Financial Management) Regulations 1996*.

## **2.2 Recovery of Rate Arrears**

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the Local Government Act 1995.

Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Upper Gascoyne. This includes overdue amounts where the debtor has elected to pay by an instalment option.

### ***Accounts unpaid by the due date shown on the Rate Notice***

Where accounts remain outstanding seven (7) days after the due date shown on the Rate Notice, a Final Notice may be issued requesting full payment unless the ratepayer has entered into a repayment arrangement which has been agreed upon by both parties.

Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*, as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. Final notices will, however, be issued to registered pensioners or seniors where there are unpaid charges which are not subject to a rebate or deferment e.g. rubbish collection charges.

### ***Accounts after the expiry date shown on the Final Notice***

Where amounts remain outstanding seven (7) days after the issue of a Final notice, recovery action may commence and may include such action as referral to a Council's debt collection agency.

### ***Seizure of Rent for Non Payment of Rates***

Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* whereby requiring the lessee or tenant to pay to

the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

### ***Lodging a Caveat on the Title for Land***

If rates and service charges which are due to Council in respect of any rateable land have been unpaid a caveat may be registered on the title for the land, under the provisions of Section 6.64 (3) of the *Local Government Act 1995*.

Options to recover rates debt where rates are in arrears for in excess of three (3) years.

### ***Sale of Land***

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years, Council may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

## **2.3 Bad Debts – Sundry Debtors**

Where a sundry debtor has accounts unpaid for a period exceeding four months (120 days) and

- i) The debtor has provided documentary evidence of having filed for Bankruptcy/ Insolvency; or
- ii) The debtor has moved and all reasonable attempts to locate the debtor have been unsuccessful;

Council Officers shall prepare a report for the CEO listing the name of the debtor, the description of the debt, the amount outstanding, the period overdue and a reason for write off. Bad debts will be recognised when the sundry debt is seen to be no longer commercially collectable.



SECTION TWO - FINANCE & AUDIT			
DOCUMENT:	2.9 Borrowings	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	Minor changes – nothing material.	
John McCleary	02/01/2023	No Changes	

## 2.9 BORROWINGS

### Purpose

To ensure that the Council has the full information about the holistic cost of borrowing.

### Details

When a decision is to be made to borrow funds for a Shire activity either in budget adoption or by a separate decision of the Council, the Chief Executive Officer shall obtain a quote from the WA Treasury. A recommendation shall be made to Council once the borrowing information has been obtained.



## SECTION TWO - FINANCE & AUDIT

<b>DOCUMENT:</b>	<b>2.10 Sale of Surplus Materials, Plant, Equipment</b>	<b>REVIEW:</b>	<b>Triennially (or as required)</b>
<b>NAME:</b>	<b>DATE REVIEWED:</b>	<b>CHANGES/COMMENTS:</b>	
John McCleary	18/03/2019	Minor changes – to the monetary level.	
John McCleary	02/01/2023	Minor changes to the amounts the CEO can approve.	

### 2.10 SALE OF SURPLUS MATERIALS/PLANT/ EQUIPMENT

#### Disposal of Surplus Equipment under the Value of \$20,000 Purpose

To provide direction and clarity around the disposal of surplus equipment.

#### Policy

The Works and Services Manager is to provide the CEO with list of surplus items that are no longer used or required by the Shire of Upper Gascoyne .The list is to identify these items and to allocate a value for these items. The value is to take into consideration the market value of such items.

These items are to be disposed of according to the following table dependent on their individual value. The notion of gaining the best possible return for the Shire is to be taken into account.

Value	Method of Disposal
\$15,001 to \$20,000	Invite offers in the Gassy Gossip and Mid-West Times, with offers open for a period of 14 days following publication. Requires Council approval
\$10,001 to \$15,000	Invite offers in the 'Gassy Gossip' with offers open for a period of 14 days. The CEO to determine
\$5,001 to \$10,000	Invite offers in the 'Gassy Gossip' with offers open for a period of 7 days. Disposal at the discretion of the CEO Preference will be given to residents within the Shire of Upper Gascoyne
\$0 to \$5,000	The CEO will decide whether to dispose of the items at the waste site, sell them or otherwise dispose of the items.

The Chief Executive Offer may decide to hold a public auction, with or without reserve prices.



## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.11 In-kind Works	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	No changes	
John McCleary	03/01/2023	No changes	

### 2.11 IN-KIND WORKS

The Chief Executive Officer is authorised to approve free of charge minor in-kind works or usage of Shire equipment for Shire residents, community groups, clubs and volunteer organisations within the Shire of Upper Gascoyne.





## SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.12 Corporate Credit Card	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	No changes	
Sa Toomalatai	02/05/2021	Minor Changes	
John McCleary	06/01/2023	Re-format	

## 2.12 CORPORATE CREDIT CARD POLICY

### OBJECTIVE

Shire of Upper Gascoyne Corporate Credit Card is provided to the Chief Executive Officer to enable the purchase of goods and services.

The objective of this policy is to:

1. Provide a clear framework to enable the use of the corporate credit card
2. Provide clear and concise guidelines outlining its use; and
3. Reduce the risk of fraud and misuse of the corporate credit card.

### PRINCIPLES

#### 1.1 Usage

Shire of Upper Gascoyne Corporate Credit Card shall be used only:

- For Council business activities, inclusive of employment contract obligations.
- For the purchase of goods in accordance with Council's Purchasing Policy. Shire of Upper Gascoyne Corporate Credit Card does not have a cash advance facility.
- Prior to using the "Corporate Credit Card" the officer is to complete the "Credit Card Request Form" and this requires approval from the CEO prior to usage.

#### 1.2 Corporate Credit Card Reconciliation Procedure

1.2.1 Corporate Credit Card statement accounts will be issued to the Finance Manager who will acquit the transactions on the account.

1.2.2 Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.

- 1.2.3 If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.

### **1.3 Review of Corporate Credit Card use**

External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process of Council's finances.

### **1.4 Procedures for lost, stolen and damaged cards**

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered.

## **ROLES & RESPONSIBILITIES**

### **2.1 Corporate Credit Cardholders responsibilities**

- 2.1.1 Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- 2.1.2 Corporate credit cards are to be used only for Shire of Upper Gascoyne official activities, there is no approval given for any private use, unless there is an absolute emergency.
- 2.1.3 All documentation regarding a corporate credit card transaction is to be provided to the Finance Manager.
- 2.1.4 Credit limits are not to be exceeded.
- 2.1.5 The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- 2.1.6 Monthly reconciliations of the credit card purchases are to be undertaken by the Finance Manager and the cardholder is to sign the monthly statement, if satisfied with the detailed transactions.
- 2.1.7 All cardholder responsibilities as outlined by the card provider.



### SECTION THREE – GENERAL PURPOSE INCOME

DOCUMENT	3 – GP INCOME	REVIEW:	No Review
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes	
John McCleary	27/07/2021	No changes	

### **3. GENERAL PURPOSE INCOME**

No policies have been developed at this stage.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.1 Councillor Council Meeting Expenses	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	Added a section on claiming travel allowance for meetings other than ordinary Council or Committee Meetings.	
John McCleary	29/12/2022	Added section (f) to put further clarity around how the travel allowance is calculated.	

#### **4A.1 COUNCILLOR COUNCIL MEETING EXPENSES**

- a) Councillors shall be paid for travel, meeting attendance fee's and ICT Allowance at a rate set by Council annually in accordance with the State Allowances Tribunal (SAT);
- b) Councillors are to be paid their meeting attendance fee and It Allowance on an annual basis with payments being made monthly. The meeting attendance fee covers all meetings that Councillors are required to attend inclusive of committee meetings.
- c) Travel allowance will be calculated by calculating the distance from the place of residence or occupancy from within the Shire to the Shire Administrative Office and return. Travel payments will be paid in arrears for actual travel undertaken but are not to remain outstanding for more than two months. Councillors are required to complete a travel claim form which is to be authorised by the Chief Executive Officer prior to receiving any payments.  
Travel Allowance for additional meetings outside ordinary meetings of Council and Council Committee Meetings will be paid in accordance with this Policy, Councillors are required to claim this allowance at the same time they claim their normal travel allowance for Council Meetings.
- d) Some Councillors whose primary place of residence is outside the Shire of Upper Gascoyne who are however electors of the district will be paid travel allowance from the closest boundary of the Shire to the Shire Administration Office and return – note there is no payment from the Shire Boundary to and from the principle place of residence.
- e) At times there may be a Councillor that cannot drive to Gascoyne to attend a meeting and they will be required to fly. In these cases the Shire will pay the cost of a return flight from Perth to Carnarvon, Councillors will be required to complete a claim form and this will need prior approval from the Chief Executive Officer. The Shire will make the booking through the Shire's preferred travel agent.
- f) Calculation of the per kilometre rate for a vehicle is set through the Salaries and Allowances Tribunal referencing the *Local Government Officers (Western Australia) Award 2021* and this is determined at each budget cycle.



SECTION FOUR (A) – GOVERNANCE MEMBERS			
DOCUMENT:	4A.2 Conference, Seminar & Training Course Attendance for elected members	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No changes	
John McCleary	29/12/2022	Added a clause on Budget section (c)	

#### **4A.2 CONFERENCE, SEMINAR AND TRAINING COURSE ATTENDANCE FOR ELECTED MEMBERS**

- a) Invitations to invite Councillors to conferences, meetings and similar type of occasions shall wherever practicable be brought before Council for consideration.
- b) Any Councillor who wishes to represent Council at such an event shall be authorised by Council prior to attendance.
- c) All requests and authorisations are subject to sufficient funding being allocated in the budget.
- d) Where authorisation to attend has been granted by Council all reasonable expenses relating to accommodation, nomination fees, meals, travel and other reasonable expenses incurred will be reimbursed by Council subject to the provision of valid receipts.
- e) Where it is considered appropriate for a Councillor to be accompanied by another person when attending any function where attendance has been authorised by Council, Council will meet the reasonable expenses applicable to that person with approval of the Chief Executive Officer.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.3 Title of Councillor / President	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No Changes	
John McCleary	29/12/2022	Minor change	

### **4A.3 TITLE OF COUNCILLOR OR PRESIDENT**

#### **Purpose**

To provide guidance to Councillors.

#### **Detail**

No Councillor is to use their title in any way to imply Council's support, approval, opposition or any other point of view unless there has been a resolution from Council or they are appointed by Council to represent the Shire.



## SECTION FOUR (A)- GOVERNANCE MEMBERS

DOCUMENT:	4A.4 Council Representatives	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No Changes	
John McCleary	29/12/2022	Minor change with the addition of point 4	

### 4A.4 COUNCIL REPRESENTATIVES

#### Purpose

To provide guidance to Council when appointing representatives to external committees or bodies.

#### Detail

1. All Council representatives wherever possible are to be serving members of the Council.
2. Upon ceasing to be a member of the Council, the representative is to cease as a member of the Committee unless specifically requested to by the Council to continue as a Council representative.
3. Council representatives represent Council's position, not the individual Councillor's position.
4. Where possible Council are to select representatives that have a good understanding or experience of the issues at hand.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.5 Freeman of the Shire	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	Minor Changes made.	
John McCleary	29/12/2022	No changes	

## 4A.5 FREEMAN OF THE SHIRE

### Purpose

To provide consistent guidelines around the award.

### Details

- The award of Freeman is intended to recognise outstanding Community Service over a significant period of time and in a diversity of activities within the Shire of Upper Gascoyne.
- The award would not usually be presented for excellence of service in only one activity.
- The award of Freeman is to be seen as independent of any other award.
- The award is to be recognised as the highest honour that the Local Community, through its Council, can confer on one of its citizens. The award will be therefore be conferred sparingly and should only be conferred where there is a great assurance of public approval.
- That a suitable ceremony is arranged at which the honour is conferred upon the recipient.
- Nominations may come any member of the Community or via Councillors.
- The nomination is either accepted or rejected by the Council via resolution.
- If the nominee is a current Councillor the CEO is to seek confidential approval from the other sitting Councillors subject to an absolute majority.





SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.6 Compensation for Damaged Tyres	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No Changes	
John McCleary	29/12/2022	No Changes	

## 4A.6 COMPENSATION FOR DAMAGED TYRES

### Purpose

This Policy is to provide guidelines around what and how a Council member can claim as reimbursement for them to attend either Council or Committee meetings so they can carry out their lawful duties as a Councillor.

### Detail

It is recognised that Council members are paid a fee to attend meetings, they are reimbursed for IT and Communication expenses and they are able to claim a reimbursement for travel as provided for by the State Allowances Tribunal.

It is also recognised that the Councillors of the Shire of Upper Gascoyne are required to travel extremely long distances on gravel roads in extreme weather conditions where they often have to cross flooded creeks and rivers. These roads although well maintained are still considered to be challenging by State standards.

The road conditions are very hard on tyres and it is not uncommon for a Councillor to blow or damage a tyre beyond repair, regardless of the age of the tyre. The majority of tyres utilised cost approximately \$360 per tyre, as such, the cost associated with replacement is not adequately reimbursed under the more traditional fee/reimbursement structure adopted via the State Allowances Tribunal.

Section 5.98 (2)(b) of the Local Government Act 1995 provides that a Local Government can reimburse an expense of a kind prescribed that is approved by a Local Government, further, under subsection (4) the Local Government may approve of the expense generally.

The Shire of Upper Gascoyne will:

1. Reimburse Councillors for the cost of replacing a blown or terminally damaged tyre;
2. The cost of a maximum of 4 tyres per financial year will be reimbursed;
3. Councillors may be required to provide evidence of the damaged tyre should they be requested to do so; and
4. A written claim for reimbursement is to be lodged with the CEO prior to replacement of the damaged tyre with the expense incurred for the cost of a replacement tyre being authorised by the CEO.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.7 Use of the Council Chamber	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No changes made.	
John McCleary	29/12/2022	No changes made.	

#### **4A.7 COUNCIL CHAMBER USE**

##### **Purpose:**

To provide guidelines for the use of the Council Chamber.

##### **Details:**

The Council Chambers shall be used as a venue for Council meetings / Administration Meetings and no other purposes unless approved by the Chief Executive Officer.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.8 Refreshments	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	Minor changes made.	
John McCleary	22/04/2022	Minor changes made.	

## 4A.8 REFRESHMENTS

The Shire of Upper Gascoyne is a progressive local authority that has established a role as a community and regional leader. The Council encourages employees to promote the shire as a place to live and do business.

Many community members volunteer their time freely to contribute to the affairs of the Shire Council and staff regularly engage in discussion and negotiation with business people that are investing or considering investing within the shire.

### OBJECTIVE

To be professional in offering refreshments following meetings to encourage interaction, the forming of networks and to express thanks to volunteers and to be hospitable toward visitors generally.

### POLICY

All Councillors and Senior Staff have free reasonable use of the refreshment facilities in the Council Chambers. Councillors have the authority to extend reasonable use of those facilities to members of the community provided the occasion is to the benefit of the Shire Community.

The Chief Executive Officer is authorised to make reasonable use of these facilities at his/her discretion.

The following conditions apply: -

1. Use of facilities and consumption of refreshments is not to be abused.
2. The facilities are to be tidied up to the extent that empty bottles, plates, dishes and glasses are to be stacked within the kitchen.
3. No person is to become intoxicated.
4. The CEO is responsible under the Occupational Health and Safety Act for the duty of care of people using the facilities, the CEO may ask persons to leave or cease serving refreshments where he/she is concerned for their health, safety and welfare.

### Definition:

Refreshments include: Beer, Wine, Water and Soft Drinks.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.9 Council Common Seal	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	Minor changes made.	
John McCleary	29/12/2022	No changes made.	

#### **4A.9 COUNCIL COMMON SEAL**

This Policy and the Annual delegation of Authority enables the CEO and the Shire President to apply the Common Seal as and when required.

##### **Objective**

The Policy sets out the conditions that apply to the use of the Common Seal.

##### **Policy**

The Shire President and Chief Executive Officer are authorised, when the situation demands, to sign and affix the Common Seal of this Shire to documents, provided Council's prior resolution or retrospective resolution (if time and place cannot wait for normal Council approval) has been made to enter into a contract or agreement, of any nature, which requires affixing of the Common Seal of the Shire.

Details of when the Common Seal has been used are to be recorded in the Seals Register.

The Common Seal is to be kept in a secure location.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.10 Passing of Community members / Councillors	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No changes made.	
John McCleary	29/12/2022	Minor change made in relation to the Shire Flag.	

#### **4A.10 PASSING OF COMMUNITY MEMBERS / COUNCILLORS**

As a sign of recognition and respect to past Councillors/ Community Members the Council wishes to acknowledge to the family of the deceased, their respect and high regard for the deceased and to openly express these signs of honour and sympathy.

##### **Objective**

To be respectful toward the people that live in our Community and Councillors that have committed many long hours of community service and to show the families that the people still remember the commitment made for the community by their loved ones.

##### **Policy**

On receiving advice that a past Councillor or Community Member of the Shire of Upper Gascoyne has passed away, the Chief Executive Officer is authorised to fly the Flag at half-mast for 24 hours as a sign of respect to the deceased and their family.

On receiving advice that a community member or a past Councillor of the Shire of Upper Gascoyne, or his/her partner, has passed away, the Chief Executive Officer shall forward a sympathy card to the surviving partner and or family of the deceased on behalf of the Shire President, Councillors and Staff. In some instances the Shire will arrange for flowers to be sent to either the surviving partner or sent to the undertaker. Where appropriate the Chief Executive Officer may either attend the funeral service or send a Shire representative(s). In rare occasions the CEO may give the surviving partner or family of the deceased a Shire Flag to be placed on the deceased person's coffin should the family be agreeable.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4.11 Appointment of an Acting CEO	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	Added point 2 & 3.	
John McCleary	29/12/2022	Minor changes	

#### 4A.11 APPOINTMENT OF AN ACTING CEO

##### Purpose

To provide for the appointment of as Acting Chief Executive Officer during limited absences of the Chief Executive Officer to ensure that the business of Council operates seamlessly.

##### Policy

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.39(1)(a) a person cannot act in the role of a CEO for a period not exceeding 12 months;
2. The CEO may appoint an Acting CEO if the CEO is away from the office for a period of greater than 3 days;
3. The CEO will inform the Council that he / she has appointed an ACEO via email;
4. The CEO has the authority to appoint an internal employee as the Acting CEO for period not to exceed 30 days without the requirement for a resolution of Council;
5. Should the appointment of an Acting CEO be required for a longer period of 30 days the Council will be required to make the appointment by resolution; and
6. Should an internal person be appointed as the Acting CEO the CEO has the authority negotiate a higher duty salary increase for the duration of the CEO's absence.
7. Appointment to the role of Acting CEO must be made in writing by the CEO



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.12 Shire Corporate Logo	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No changes.	
John McCleary	29/12/2022	No changes.	

#### **4A.12 SHIRE CORPORATE LOGO**

##### **Objective**

The objective of this policy is to establish guidelines for the use of the Council's logos. This policy aims to ensure that Council's role in the community is clearly recognised and that its reputation is protected and enhanced through accurate, consistent and high quality reproduction of its logo in all applications, including its use by approved external groups and organisations.

##### **Policy**

The Corporate Logo is to be used for the public branding of the Shire of Upper Gascoyne. To be used on correspondence, marketing activities and promotions of Council activities and services. This includes (but not limited to) stationery, brochures, printed media, to identify Shire assets used within the community and on internal documentation.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.13 Legal Representation for Council Members & Employees	REVIEW:	Triennially (as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	12/03/2019	No changes made.	
John McCleary	29/12/2022	No changes made.	

## 4A.13 LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES

### OBJECTIVE

This policy is designed to protect the interests of Council Members and Employees (including past members and former employees) where they become involved in legal proceedings because of their official functions. In these situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

This policy is necessary to ensure security, equity and consistency for Members and Employees to work for the good government of the district. This policy applies in that respect.

### POLICY STATEMENT

### EXPLANATION OF KEY TERMS

**approved lawyer** is to be a 'certified practitioner' under the Legal Practice Act 2003.

**council member or employee** means a current or former commissioner, Council Member, Non-elected Member of a Council Committee or Employee of the Shire.

**legal proceedings** may be civil, criminal or investigative.

**legal representation** is the provision of legal services, to or on behalf of a Council Member or Employee, by an approved lawyer that are in respect of –

- (a) a matter or matters arising from the performance of the functions of the Council Member or Employee; and
- (b) legal proceedings involving the council member or employee that have been, or may be, commenced.

**legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.



**Legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**payment** by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the Council Member or Employee.

## **1. Payment Criteria**

There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –

- (a) the legal representation costs must relate to a matter that arises from the performance, by the Council Member or Employee, of his or her functions;
- (b) the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- (c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

## **2. Examples of legal representation costs that may be approved**

2.1 If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or Employee; or
- (b) to enable proceedings to be commenced and/or maintained by a Council Member or Employee to permit him or her to carry out his or her functions - for example where a Council Member or Employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or Employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or Employees.

2.2 The Shire will not approve, unless authorised by an Absolute Majority, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council Member or Employee.

### 3. Application for payment

- 3.1 A Council Member or Employee who seeks assistance under this policy is to make an application(s), in writing, to the Council or the CEO.
- 3.2 The written application for payment of legal representation costs is to give details of –
- (i) the matter for which legal representation is sought;
  - (ii) how that matter relates to the functions of the council member or employee making the application;
  - (iii) the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
  - (iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
  - (v) an estimated cost of the legal representation; and
  - (vi) why it is in the interests of the Shire for payment to be made.
- 3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 3.5 The application is to be accompanied by a signed Statutory Declaration by the applicant that he or she –
- (a) has read, and understands, the terms of this Policy;
  - (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- 3.6 In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a Statutory Declaration which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7 An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate Senior Employee. The report will contain an assessment of the request, together with a recommendation.

#### **4. Legal representation costs – Limit**

- 4.1 The Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.
- 4.2 A Council Member or Employee may make a further application to the council in respect of the same matter.

#### **5. Council's powers**

- 5.1 The Council may –
- (a) refuse;
  - (b) grant; or
  - (c) grant subject to conditions, an application for payment of legal representation costs.
- 5.2 Conditions under clause 5.1 will include, but are not restricted to:
- (a) a financial limit; and
  - (b) a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3 In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's Council Members or Employees insurance policy or its equivalent.
- 5.4 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5 The Council may, subject to clause 5.6, determine that a Council Member or Employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
- (a) not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - (b) given false or misleading information in respect of the application.
- 5.6 A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7 Where the Council makes a determination under clause 5.5;
- (a) assistance will be immediately withdrawn; and
  - (b) the legal representation costs paid by the Shire are to be repaid by the Council Member or Employee in accordance with clause 7.

#### **6. Delegation to Chief Executive Officer**

- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of \$5,000 in respect of each application.
- 6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next Ordinary Meeting of the Council. Council may exercise any of its powers under this Policy, including its powers under clause 5.4.

## **7. Repayment of legal representation costs**

- 7.1 A Council Member or Employee whose legal representation costs have been paid by the Shire is to repay the Shire –
- (a) all or part of those costs – in accordance with a determination by the Council under clause 5.7;
  - (b) as much of those costs as are available to be paid by way of setoff – where the Council Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4.14 Continuing Professional Development of Council Members	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	28/03/2020	New Policy	
John McCleary	29/12/2022	No changes.	

#### **4A.14 CONTINUING PROFESSIONAL DEVELOPMENT OF COUNCIL MEMBERS**

##### **Objective**

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire of Upper Gascoyne is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Elected Members of the Shire of Upper Gascoyne.

##### **Scope**

This policy applies to Elected Members of the Shire of Upper Gascoyne (SUG).

The Policy consists of three parts which have distinct obligations.

'Part 1: Compulsory Elected Member Training' sets out the legislative requirements that newly Elected Members must undertake Compulsory Elected Member Training. Newly Elected Members who complete the Compulsory Elected Member Training are deemed to have met their Continuing Professional Development requirements under Part 2 for the first two years of their term.

'Part 2: Continuing Professional Development' requires Elected Members to undertake CPD as determined by Council. This applies to all Elected Members. However, Newly Elected Members who undertake the Compulsory Elected Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

'Part 3: Reporting' sets out the reporting requirements under the *Local Government Act 1995*.

##### **Policy**

##### **1. Compulsory Elected Member Training**

All Elected Members elected to Council following the 2019 election are required under the *Local Government Act 1995* to complete the Council Member Essentials Course, unless

they meet limited exemptions. The training is valid for five years so an Elected Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

### **1.1 Cost of Training**

The Council Member Essentials Course will be sourced by SUG at no cost to Elected Members, subject to budget allocation.

## **2. Continuing Professional Development**

Continuing Professional Development (CPD) opportunities will be provided to the SUG's Elected Members. The opportunities will be in line with the strategic direction of the SUG:-

- Economic;
- Environmental;
- Social; and
- Civic Leadership.

### **2.1 Categories of Continuing Professional Development**

In addition to the strategic objectives of the SUG it is important to recognise the following categories as opportunities:-

- Road Engineering
- Professional Skill Development

The SUG will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member requests.

### **2.2 CPD Hours**

Each Elected Member must complete 10 CPD hours every two years from Ordinary election to Ordinary election. The following points apply:-

- Multiple CPD hours can be earned from one event (conference, seminar, etc.) with a maximum of five CPD hours to be earned from any one event.
- The Australian Institute of Company Directors Course is considered as completing the full 10 CPD hours across all categories.
- Completion of the Compulsory Elected Member Training is considered as completing the full 10 CPD hours across all categories.

The SUG will organise training sessions that meet the intent of the policy where all Elected Members are invited to attend to meet their obligations as a Council group at the Shire of Upper Gascoyne.

All training will be funded by the Shire of Upper Gascoyne at no cost to Elected Members.

Where training is completed through attendance at a conference, the cost of the conference will be met by the SUG, subject to budget allocations.

### **3. Reporting**

The SUG is required to report annually on completed training. Completed training must be published on the SUG's website for that financial year at a date no longer than 1 month after the completion of the financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

#### **Definitions**

**CPD** means continuing professional development

**Elected Members** includes the President and all Councillors.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4A.15 Continuing Professional Development of Council Members	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	28/3/2020	New Policy	
John McCleary	29/12/2022	No Changes	

#### ***4A.15 ATTENDANCE AT EVENTS POLICY: ELECTED MEMBERS & CEO'S***

##### **Policy Objective**

The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and CEO's are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

##### **Policy Scope**

The policy provides guidance to elected members and CEO's when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the *Local Government Act 1995* (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution. Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of a gift.

##### **Pre-Approved Events**

In order to meet the policy requirements tickets and invitations to events must be received by the SUG.

The SUG approves attendance at the following events by Elected Members and the Chief Executive Officer:

- (a) Advocacy lobbying or Ministerial briefings;
- (b) Meetings of clubs or organisations within the SUG;
- (c) Any free event held within the SUG;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the SUG to which the President, Elected Member or Chief Executive Officer has been officially invited



- including the Junction Races, Landor Races< Kennedy Ranges Camp Draft and the Gascoyne Kickstarters Dash;
- (f) SUG hosted ceremonies and functions;
  - (g) SUG hosted events with employees;
  - (h) SUG run tournaments or events;
  - (i) SUG sponsored functions or events;
  - (j) Community art exhibitions;
  - (k) Cultural events/festivals;
  - (l) Events run by a Local, State or Federal Government;
  - (m) Events run by schools;
  - (n) Major professional bodies associated with local government at a local, state and federal level;
  - (o) Opening or launch of an event or facility within the Gascoyne region;
  - (p) Recognition of Service events;
  - (q) RSL events;
  - (r) Where Presidential or Chief Executive Officer representation has been formally requested;
  - (s) WALGA (but not LGIS);
  - (t) Local Government Professionals Australia (WA);
  - (u) Australian Local Government Association;
  - (v) A department of the public service; and
  - (w) A government department of another State, a Territory or the Commonwealth
  - (x) Local government or regional local government

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, will be paid for by the SUG out of the SUG's budget by way of reimbursement, unless the event is a conference.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the SUG, with the funds to be paid for out of the budget by way of reimbursement, other than the following events:

- Party political events and fundraisers.
- Social events.
- Entertainment events with no link to the SUG.
- Events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the SUG.

If there are more Elected Members than tickets provided then the Mayor shall allocate the tickets.

### **Key issues to consider**

In considering whether a benefit such as an invitation to an event or hospitality given to an elected member or a CEO is a gift for the purposes of the Act and Regulations, the key issues include:

- Who is a donor, the person who is offering or giving the benefit?
- What is the value of the benefit?

- Does the elected member or CEO of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
- If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

## **B. Commercial entertainment events**

Any tickets accepted by an elected member or CEO without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the Shire President or his / her representative attends the event in an official capacity to perform a civic or presidential function.

Where there is a commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire for one or more elected members or CEOs to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or CEO by the Shire at full cost.

## **C. Other commercial (non-entertainment) events**

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire for one or more Elected Members or CEOs to attend (such as for their professional development or to undertake a function as an Elected Member or CEO), then one or more registrations or other benefits for that event will be purchased for the relevant Elected Member or CEO by the Shire at full cost to enable attendance.

If the Shire does not pay for the event, free registration or any other benefit (such as hospitality) given to an Elected Member or CEO would be classified as a 'gift' unless the contribution of the Elected Member or CEO to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member or CEO.

## **D. Community/local business events**

Acceptance of reasonable and modest hospitality by an Elected Member or CEO at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Elected Member or CEO to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the Elected Member or CEO attends the event in his or her capacity as an Elected Member or CEO - preferably where the attendance has been specifically authorised by the Shire, but otherwise where the person is performing his or her functions as an Elected Member or CEO.

## **E. Perceived or actual conflict**

Event attendance may create a perceived or actual conflict, which may preclude council members participating or CEOs providing advice at a future meeting.

If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the council or CEO must apply to the Minister for permission to allow the member or CEO to participate.

## **Principles**

Legislative and Strategic Context

Legislation, directives, guidelines, Acts or Regulations that provide the broad framework within which the policy operates and/or with which it needs to comply follow:

- Local Government Act 1995

## **Receipt of Gifts**

In accordance with sections 5.87A and 5.87B of the Act, council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and

- are valued over \$300; or
- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.



SECTION FOUR (A)- GOVERNANCE MEMBERS			
DOCUMENT:	4.16(A) Citizenship Ceremony Dress Code	REVIEW:	Triennially (or when required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	30/10/2020	Creation of new policy in line with section 25 of the Ministerial & Citizenship Ceremonies Code	
John McCleary	29/12/2022	No Changes	

## **4A.16 CITIZENSHIP CEREMONIES DRESS CODE POLICY**

### **Objective**

To ensure the Citizenship Ceremonies Dress Code outlines the Shire of Upper Gascoyne's expectations for conferees and guests attending the Shire's Citizenship Ceremonies to reflect the significance of the occasion.

### **Scope**

This policy applies to all conferees and guests attending the Shires ceremony.

### **Policy**

Citizenship Ceremonies are an important event where people make a commitment to Australia, therefore the attire of attendees at our Citizenship Ceremonies should reflect the significance of the occasion.

The Shire recommends that attendees wear as a minimum, smart casual attire. Attendees are also welcomed to wear their own national/traditional/cultural dress as an acceptable standard.

Ceremonies can be held at any time during the year and the Shire recommends that attendees should dress appropriately for the season – especially in our summer months.

The following attire is not considered appropriate to be worn to Citizenship Ceremonies:

- Bare feet
- Thongs
- Slippers/Ugg boots
- Beach attire
- Sports training attire
- High Vis attire
- Items of clothing with offence words or images



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.1(B) Staff Vehicles	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Made a minor change to point 7.	
John McCleary	19/06/2020	Added a Restricted Private Use clause	
John McCleary	29/12/2022	No changes.	

## 4B.1 STAFF VEHICLES

### Objective

To clarify the conditions of use for shire supplied vehicles to staff as part of their employment and to ensure that the vehicles are also available for staff and Councillors for Council business during normal business hours.

### Definitions

*“Fully Maintained”* means that the shire meets all costs associated with the operation of the vehicle during all approved use. This includes the costs of licensing, insurance, fuels and oils, tyres and servicing.

### Types of use

Vehicle usage is negotiated by the Council for the Chief Executive Officer or by the Chief Executive Officer for other employees.

Vehicle type and use will be negotiated under the following categories:

*“Unrestricted Private Use”* – means a fully maintained shire supplied vehicle allocated for use by an Officer for private purposes outside of working hours including periods of approved leave within the State of Western Australia or as otherwise provided in their Employment Contract. For the purposes of this policy the Council acknowledge that this definition applies to the CEO whilst he or she is away from the Shire and is utilising a rental car.

*“Restricted Private Use”* - means a fully maintained shire supplied vehicle allocated for use by an Officer for private purposes outside of working hours, this does not include Annual Leave, within the Gascoyne Region or as otherwise provided in Employment Contract.

*“Commuter Use”* – means a fully maintained shire supplied vehicle for the purpose of commuting between the Officer’s place of employment and residence.

### Standard Conditions of use

1. The authorised Officer is responsible for ensuring that the vehicle is kept in a clean and tidy condition at all times. The costs of washing and vacuuming the motor vehicle will be met by the Officer.
2. The vehicle is to be regularly serviced in accordance with the service schedules with the cost to be borne by the Shire.

3. All fuel must be claimed either using the Shire's fuel cards or the Chief Executive Officer's credit card. Fuel purchased by cash or the Officers personal credit card cannot be reimbursed unless a receipt is provided relative to the official or contracted use of the vehicle.
4. The vehicle may be driven by a spouse or partner provided the Officer has given permission for the other person to drive the vehicle and the other person has a valid Driving license that is applicable to that class of vehicle.
5. The Officer / Councillor, whilst the vehicle is being driven by that Officer / Councillor, their spouse or partner, accepts responsibility for any vehicle damage if the Shire's Insurer rejects liability on the grounds of the driver not complying with ANY CONDITION CONTAINED WITHIN the insurance policy.
6. The Officer / Councillor / Authorised Person, whilst the vehicle is being driven by that Officer / Councillor / Authorised Person, their spouse or partner, will be responsible for any traffic infringements or parking fines received.
7. Where possible, the vehicle is to be stored off the street and under cover.
8. During office hours the vehicle is to be available for staff to utilise for business purposes, and, with the Officer's agreement, for Councillors to use for official business, unless the Officer's negotiated salary package specifically states otherwise.
9. Officers not entitled to use the vehicle on annual leave are required to relinquish the vehicle at the conclusion of their final working day prior to going on leave and collect it on the morning of their first working day after the conclusion of their leave.
10. The Officer is generally entitled to use the vehicle for rostered days off and public holidays, unless the Officer's negotiated Employment Contract specifically states otherwise.

### **Breach of condition of use**

If the Officer responsible for the vehicle fails to meet any of the conditions of use, the Chief Executive Officer may, after considering the seriousness of the non-compliance, withdraw the use of the vehicle for other than work related activities for a period considered appropriate by the Chief Executive Officer.

Any such action shall be notified in writing to the Officer and a copy placed on the Officer's personnel file.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.2(B) Shire Keys	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	No changes	
John McCleary	29/12/2022	No changes	

#### **4B.2 SHIRE KEYS**

The Shire administration will maintain an up to date key register which will identify which staff has keys and what keys they have.

It will be the responsibility of each employee and each manager to ensure that keys are returned once the employment of a staff member has ceased.

Staff members who lose keys are to report this to their manager as soon as they become aware that the keys are lost.

Keys taken from the Corporate Key Box are to be signed out and signed back in once returned.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.3(B) Corporate Uniform, Dress Code & Hygiene at Work	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Added a \$ amount	
John McCleary	19/05/2020	Insertion of reimbursement for prescription safety glasses.	
John McCleary	29/12/2021	No changes	

### **4B.3 CORPORATE UNIFORM, DRESS CODE, & HYGIENE AT WORK POLICY**

#### **Policy Statement**

The type of clothing and standard of dress for the Shire of Upper Gascoyne's employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

#### **Commitment**

The Shire of Upper Gascoyne is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards.

#### **Compulsory Uniform/Protective Clothing**

The Shire of Upper Gascoyne will require employees to wear a uniform or other approved business standard clothing. The Shire of Upper Gascoyne will provide the uniform at no cost to the employee.

An allowance will be provided in the budget for the purchase and maintenance of uniforms, at commencement and each subsequent year of service, this is reviewed at each budget. The following applies in relation to compulsory wearing of Shire of Upper Gascoyne uniforms:

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty may be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear;
- If an employee's uniform is damaged the employee may be



entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform; and

### **Additional Requirements Relating to Protective Clothing**

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Upper Gascoyne. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

Should an employee be require a prescription for their safety glasses, the Shire of Upper Gascoyne will reimburse an employee up to the value of \$500 every two years. An employee will be reimbursed upon completing an expense claim form and proof of purchase (receipt).

### **Wearing of Uniform out of Hours**

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Upper Gascoyne.

### **Acceptable Standards of Dress**

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, dress jeans, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate footwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery.

An Employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer.

### **Casual Dress Days**

On “casual dress” days, “smart casual” is the minimum required standard. Further guidance is available from the respective line manager.

### **Unacceptable Standards of Dress**

The following items are unacceptable at the Shire of Upper Gascoyne:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory; and
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory. If so determined that they are offensive an appropriate officer may ask for them to be covered up whilst at work.

### **Personal Hygiene**

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

### **Consequences of Breaching This Policy**

This policy constitutes a lawful instruction to all of the organisation's people and breaches may lead to disciplinary action or termination by the Shire of Upper Gascoyne. People who breach the policy may also be personally liable for their actions.

### **Variation to This Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.



#### SECTION FOUR (B)- GOVERNANCE ADMINISTRATION

DOCUMENT:	4.4(B) Loss of Motor Vehicle License	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	No changes made.	
John McCleary	29/12/2022	No changes made.	

#### **4B.4 LOSS OF MOTOR VEHICLE LICENSE**

An employee who loses their motor driver's license or has that license suspended or it expires and the person cannot legally drive a motor vehicle, the loss, suspension or expiry shall be reported immediately to the employee's supervisor or the Chief Executive Officer.

The employee will be given two weeks to rectify the situation and demonstrate to the Supervisor or Chief Executive Officer that they have regained that license. Should the employee fail to comply then a notice of termination of employment may be served unless other circumstances apply as determined by the Chief Executive Officer.

Should an employee lose their motor vehicles drivers' license and their principal employment is operating vehicles or machinery requiring a driver licence they may be terminated from their employment.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.5(B) Rostered Day's Off	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Took out part time employees and put in a new clause (7). Modified clause 6 so that this does not apply to the CEO due to work requirements.	
John McCleary	29/12/2022	Included point 8 where Staff can cash out their RDO entitlement. Included Executive Time Off as being under the same conditions as the RDO requirements.	

#### **4B.5 EXECUTIVE TIME OFF / ROSTERED DAYS OFF**

##### **Objective**

To provide guidance on taking and accruing time for an Executive Time Off / Rostered Day Off, which effectively provides for a 19 day month.

##### **Details**

- 1 That these arrangements apply to full time Administration and Town staff.
- 2 One (1) RDO / ETO shall be accrued in every four (4) weeks - (20 day) work cycle.
- 3 Hours of duty shall be eight (8) hours per day.  
(i.e. 19 days x 8 hours = 152 hours, the same as 7.6 hours per day for 20 days = 152 hours)
- 4 There shall be 13 RDO / ETO days per year.  
The 13<sup>th</sup> RDO / ETO is included in the annual leave period.
- 5 The Manager Finance and Corporate Services will arrange suitable RDO days for office staff and the Works and Services Manager for the Town Maintenance staff, to suit operational requirements.
6. No staff member can accrue more than 5 RDO's / ETO's, with the exception of the CEO as this is covered off in their Contract of Employment.
7. It is the responsibility of each Manager and staff members to monitor their RDO / ETO entitlements and should it come apparent that they will breach point 6 above they are required to enter into a plan so that they are not in breach of point 6 above.
8. Staff have the option to cash out their RDO / ETO entitlements.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.6(B) Voluntary Superannuation Contribution	REVIEW:	Triennially ( or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Provided more clarity around the contributions and salary sacrifice.	
John McCleary	29/12/2022	No changes.	

#### **4B.6 VOLUNTARY SUPERANNUATION CONTRIBUTION POLICY**

##### **Objective**

This policy is designed to provide guidelines for Staff contribution and Council contribution of superannuation to the Shire of Upper Gascoyne employees over and above the Superannuation Guarantee.

This policy is designed as an incentive to attract and retain staff as Council realises that this is both cost effective and maintains productivity.

The Shire of Upper Gascoyne is required under the Federal Government Superannuation Guarantee to pay into a complying superannuation fund on behalf of its employees a percentage of their gross wage / salary, this amount is currently set at 10.50%.

##### **Policy**

1. Each employee will receive the amount of legislated Federal Government Superannuation Guarantee.
2. As an incentive for employees, the following additional superannuation contributions will apply:
  - a. Each employee will be entitled to receive up to 5% additional superannuation over and above the Superannuation Guarantee Contribution on a 1 to 1 basis.
  - b. Each employee who elects to be a part of the additional superannuation must salary sacrifice the same proportion, as the Shire Contribution – i.e. Salary Sacrifice 5% of their salary into their superannuation plan and the Shire will also contribute an additional 5% into their superannuation plan.
  - c. Employees may elect to Salary Sacrifice less than the maximum 5%, if so the Shire will match this contribution at the same per centum.

- d. Employees may vary their level of contribution as circumstances apply, in any event no more than 5%.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.7(B) Staff Vacancies	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Slight changes to reflect the L/GVT Act	
John McCleary	29/12/2022	No changes.	

## **4B.7 STAFF VACANCIES – ADVERTISING**

### **Objective**

To provide clarity as to how vacancies may be filled. Section 5.41(g) for the Local Government Act 1995 provides that the CEO is responsible for the employment, management, supervision, direction of employees.

### **Details:**

The Chief Executive Officer is to assess a vacant position and consider if any internal employees are suitable for the vacant position. If an internal employee meets the requirements of s5.40 of the Local Government Act they may be offered the vacant position without advertising.

The Chief Executive Officer may also be aware of potential candidate(s) that would be suitable for a vacancy and may elect to offer a position without advertising.

Where there is no suitable internal employee or the Chief Executive Officer considers external advertising to be more appropriate to attain a broader range of applicants, the position should be advertised on electronic job sites, the shire web site and in regional or state newspapers; as deemed appropriate by the CEO.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.8(B) Employment of an Employee's Spouse / Partner or Family Member	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	No changes.	
John McCleary	29/12/2022	Clarified the policy in relation to casual employment.	

#### **4B.8 EMPLOYMENT OF AN EMPLOYEE'S SPOUSE / PARTNER OR FAMILY MEMBER**

##### **Objective:**

It is not an uncommon practice in smaller or remote areas for a husband and wife team (or partner) to be working for the same local government.

This might occur as a consequence of the other being appointed to a senior position with the Shire of Upper Gascoyne and the need (and availability) of suitable persons to do the second job on offer.

The shire will ensure there is a transparent process for the selection of a new employee in the circumstance when one of the applicants is a relative or partner of an existing senior employee. It is the intention of this policy to remove as far as possible any perception as to conflict of interest or nepotism.

##### **Detail:**

Whilst acknowledging the provisions of Sections 5.40 and 5.41 of the Local Government Act 1995, the shire requires the officer to remove himself/herself from the selection process should one of the applicants for a position with the shire be a spouse, partner or close relative.

In these cases the CEO will assemble a board which will consist of a Shire Employee(s) and a Councillor to assess the applicants and undertake any necessary interviews.

The board will prepare a report which will detail their recommendation of the successful applicant. This report will be presented to the CEO for his / her consideration.

The CEO is the ultimate decision maker in accordance with the Local Government Act.

Casual appointments will not be subject to this policy if the term of employment is less than four weeks continuous service and there are no other potential candidates available.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.9(B) Social Media	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	29/12/2022	No changes.	

## 4B.9 SOCIAL MEDIA

### Policy Statement

The Shire of Upper Gascoyne understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Upper Gascoyne.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Upper Gascoyne who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Upper Gascoyne.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

### Social Media Use for the Shire of Upper Gascoyne Purposes

Shire of Upper Gascoyne may direct specified employees to use social media for the Shire of Upper Gascoyne purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media she/he must provide information that is truthful, accurate and in the interests of the Shire of Upper Gascoyne. She/he must not disclose anything that is commercially sensitive information, sensitive personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:



- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person should always be aware that the Shire of Upper Gascoyne may be liable for any posts made. Accordingly she/he should always seek guidance from his/her supervisor or the Chief Executive Officer if she/he is ever unsure about stating or responding to something on a social media site.

### **Records Personal/Private Use of the Shire of Upper Gascoyne's Corporate Sites**

An employee cannot comment on behalf of the Shire of Upper Gascoyne unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the Shire of Upper Gascoyne is able to share links that the Shire of Upper Gascoyne has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

### **Personal/Private Use of Non-Shire of Upper Gascoyne Sites**

Employees at the Shire of Upper Gascoyne are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Upper Gascoyne and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

### **Consequences of Breaching this Policy**

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Upper Gascoyne or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the Shire of Upper Gascoyne's employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.10(B) Staff use of office facilities / equipment for personal use	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	Added clause 7	
John McCleary	29/12/2022	No changes.	

#### **4B.10 STAFF USE OF OFFICE FACILITIES / EQUIPMENT FOR PERSONAL USE**

1. There should be no private use of shire equipment by employees for commercial gain unless there is a specific authorisation from the CEO;
2. The shire equipment may be utilised by staff for personal use, with the discretion of this use subject to individual circumstances and with approval of the MWS or Chief Executive Officer;
3. All shire equipment should be returned to the facility taken from within the period of time agreed (preferably on the weekend or Rostered Days Off);
4. Any employee found utilising equipment outside of the circumstances approved by the MWS or Chief Executive Officer or utilising the equipment in such a manner to be considered negligent or profiteering, that employee will forfeit future access to any shire equipment;
5. Any damage to equipment is to be reported and repaired to a satisfactory standard at the cost of the employee;
6. The employee is responsible for returning the equipment with the same level of fuel that was in the machine prior to usage; and
7. The employee must have the appropriate license, skill and experience to operate machinery.



SECTION FOUR (A)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.11(B) Grievance, investigations & resolutions	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	No changes.	

#### **4B.11 GRIEVANCE, INVESTIGATIONS & RESOLUTIONS POLICY**

##### **Policy Statement**

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith.

##### **Roles**

*Complainant* – An employee who raises a complaint about a matter regarding the workplace.

*Respondent* – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

*Support Person* – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

*Witness* – A person (including an employee) who is requested by the Shire of Upper Gascoyne to assist the process by providing relevant information regarding the complaint.

##### **What to do if you have a Complaint?**

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or the Chief Executive Officer directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Chief Executive Officer.

The employee who receives the complaint must contact the Chief Executive Officer and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

### **Key Principles in the Complaint Resolution Process**

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Upper Gascoyne may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;
- Sensitive – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
- Timely – The Shire of Upper Gascoyne aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
- Documented – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

*Natural Justice – The principles of natural justice provide that:*

- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts; and
- the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

*Procedural Fairness – The principles of procedural fairness provide that:*

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- A Respondent is entitled to receive verbal or written communication from the Shire of Upper Gascoyne of the potential consequences of given forms of conduct, as applicable to the situation;
- The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the Shire of Upper Gascoyne through the grievance process are investigated and considered;

- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

### **Outcome of Making a Complaint**

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

### **Vexatious or Malicious Complaints**

Where a Complainant has deliberately made a vexatious or malicious complaint, the Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Victimisation of Complainant**

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Upper Gascoyne for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Variation to This Policy**

This policy may be cancelled or varied from time to time. All the Shire of Upper Gascoyne's employees will be notified of any variation to this policy by the normal correspondence method.

### **Related Corporate Documents**

- Discrimination, Harassment, & Bullying Policy
- Code of Conduct
- Disciplinary Policy



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.12(B) Disciplinary Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes	
John McCleary	30/12/2022	No changes	

## **4B.12 DISCIPLINARY POLICY**

### **Policy Statement**

The Shire of Upper Gascoyne may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

### **Application**

This policy applies to all employees who work at the Shire of Upper Gascoyne.

### **Commitment**

The Shire of Upper Gascoyne is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with the Shire of Upper Gascoyne policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

### **Authority to take Disciplinary Action**

Disciplinary action may only be taken when authorised by the Chief Executive Officer or the Council in respect to the CEO.

### **When the Disciplinary Policy Applies**

Some examples of when this policy may be invoked include breaches of the Shire of Upper Gascoyne policy and procedures including, but not limited to:

- breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently attending for work late or producing a poor quality or work; or
- inappropriate personal behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

## **General Disciplinary Principles**

The following principles will apply to any disciplinary action taken.

- *Nature of allegation and investigation:* Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
- *Right to a support person:* Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- Confidential: All parties must keep matters related to a disciplinary process confidential and
- Fair and impartial: The Shire of Upper Gascoyne strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

## **Serious Misconduct**

Serious misconduct pursuant to the Fair Work Regulations 2009 (Cth) includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Upper Gascoyne;
- the employee, in the course of the employee's employment, engaging in:
  - (i) theft; or
  - (ii) fraud; or
  - (iii) assault; or
  - (iv) the employee being intoxicated or under the influence of drugs at work; or
  - (v) the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

## **Other Disciplinary Action**

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Upper Gascoyne's Policies, the employee could be disciplined as follows:

- Verbal warning – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
- Written warning – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the



discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.; and

- Termination of employment with notice – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Upper Gascoyne has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Upper Gascoyne's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

### **Principles to be Applied**

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Upper Gascoyne's Grievances, Investigations, and Resolutions Procedure.

### **Investigation Procedures for Alleged Misconduct**

Investigations into alleged misconduct should follow the processes detailed in Shire of Upper Gascoyne's *Grievances, Investigations, and Resolutions Policy and Procedure*.

### **Reporting Obligations**

If an officer or employee of the Shire of Upper Gascoyne has reporting obligations pursuant to the Corruption and Crime Commission Act 2003 (WA) and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.





#### SECTION FOUR (B)- ADMINISTRATION

DOCUMENT:	4.13(B) ICT Use Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes	
John McCleary	30/12/2022	No changes	

### 4B.13 ICT USE POLICY

#### Policy Statement

Effective security is a team effort involving the participation and support of every Shire of Upper Gascoyne employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy.

#### General Use of ICT Equipment

- While Shire of Upper Gascoyne's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of Shire of Upper Gascoyne. Because of the need to protect Shire of Upper Gascoyne's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to Shire of Upper Gascoyne cannot be guaranteed;
- A degree of personal use is allowed on the Shire of Upper Gascoyne's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials; and If there is any uncertainty regarding acceptable personal use then employees should consult the Chief Executive Officer;

- For security and network maintenance purposes, authorised individuals may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
- The Shire of Upper Gascoyne reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.
- All emails sent by Shire of Upper Gascoyne staff should include the 'signature' and disclaimer at the foot of the body of the email.

### **Security and Proprietary Information**

- All information stored on the Shire of Upper Gascoyne's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult the Chief Executive Officer.
- Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the ICT Consultants;
- All devices connected to the Shire of Upper Gascoyne's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- People must use caution when opening files received from unknown senders.

### **Unacceptable Use**

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising the Shire of Upper Gascoyne's ICT systems or resources.

### **System and Network Activities**

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire of Upper Gascoyne or the end user;
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which Shire of Upper Gascoyne or the end user does not have an active license;

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;
- Revealing your account password to others or allowing use of your account by others;
- The Shire of Upper Gascoyne's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager;
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Upper Gascoyne equipment, device or account; and
- Undertaking unreasonable (as determined by the CEO) private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass the Shire of Upper Gascoyne's network security measures;
- Interfering with any other user's account, by whatever means; and
- Using the system in a way that could damage or affect the performance of the network in any way.

### **Email and Communications Activities**

The following activities are not permitted:

- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the Shire of Upper Gascoyne's network or systems for the purpose of generating unsolicited communications;

- Providing information about, or lists of the Shire of Upper Gascoyne's employees to parties outside the Shire of Upper Gascoyne or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of the Shire of Upper Gascoyne and
- Communicating in a manner that could be construed as making statements or representations on behalf of the Shire of Upper Gascoyne; and

Users should also endeavour to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion, archiving or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

### **Remote Access**

Users with remote access should be reminded that, when they are connected to the Shire of Upper Gascoyne's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire of Upper Gascoyne's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Upper Gascoyne's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire of Upper Gascoyne's system:

- family members must not violate any of the Shire of Upper Gascoyne's policies, perform illegal activities;
- The device that is connected remotely to the Shire of Upper Gascoyne's corporate network should be secure from access by external non-Shire of Upper Gascoyne parties and should be under the complete control of the user;
- The use of non-Shire of Upper Gascoyne email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Upper Gascoyne business, thereby ensuring official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the Shire of Upper Gascoyne's networks via remote access technologies should have up-to-date anti-malicious-code software.

### **Provision and Use of Mobile Phones and Information/ Communication Devices**

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the Shire of Upper Gascoyne and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Upper Gascoyne should be through the Shire of Upper Gascoyne's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is

accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

### **Consequences of Breaching This Policy**

- Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Upper Gascoyne may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
- Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

### **Variation to This Policy**

This policy may be cancelled or varied from time to time. All the Shire of Upper Gascoyne's employees will be notified of any variation to this policy by the normal correspondence method. All users of the organisations ICT are responsible for reading this policy prior to accessing the organisations ICT.



#### SECTION FOUR (B)- GOVERNANCE ADMINISTRATION

DOCUMENT:	4.14(B) Relocation expenses for new permanent full time employees.	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	Added clause 2 a)	
John McCleary	30/12/2022	No change.	

#### **4B.14 RELOCATION EXPENSES– NEW PERMANENT FULL TIME EMPLOYEES**

This Policy applies only to permanent, full time employees.

- (1) Where furniture and belongings are transported by a removal company:
  - a) The best value of three furniture removal quotes is accepted.
  - b) The shire will meet up to \$7,000 of the total cost payable in two halves. 50% on arrival and 50% after 12 months service.

If less than 12 months service is given the employee is to reimburse the shire the removal costs on a pro-rata i.e. after 6 months service 50% of the 50% which has been paid is to be refunded to the shire.

- 2 Where furniture and belongings are transported by the new employee's own arrangements:
  - a) The new employee will need prior permission from the CEO and the amount payable cannot exceed \$7,000. The CEO will reimburse for travel at the same rate as provided for in the award and the hire of a trailer
  - b) The new employee be required to furnish a detailed claim of the expenses incurred with the Chief Executive Officer.

Arrangements as detailed in (1)b and (2)a above apply except if the claim is \$500 or less in which case the amount claimed can be paid.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.15(B) Interview Expenses	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	No changes.	

#### **4B.15 INTERVIEW EXPENSES**

The Shire will reimburse travel costs for applicants attending interview subject to prior agreement with candidates and on the following basis:

- a) If air travel is appropriate and available an amount equal to a single economy return class airfare from the closest airport to Carnarvon and return. The Shire will also pay the cost to hire a car to travel from Carnarvon to Gascoyne Junction and return.
- b) If any other form of travel is appropriate the actual cost to from the place of residence of the applicant to the place of interview and return. The applicant will be required to provide receipts for any expenditure claimed.

Note: Administration should look at all other interview options such as facetime, skype, video conferencing and telephone conferencing before entering into either option a) or b) above.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.16B Staff Use of Hire Cars	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	Minor changes clarifying private use of a Hire car.	

#### **4B.16 STAFF USE OF HIRE CARS**

Due to the location of the Shire of Upper Gascoyne there are times where officers of the Shire are required to fly to Perth or elsewhere to carry out Shire related business. In some cases the officer will need to hire a vehicle to travel to various places to carry out Shire related business.

The Shire recognises that officers may take the opportunity whilst away to undertake some private travel to see family, friends and undertake personal activities.

The Shire CEO will determine if a hire vehicle is appropriate and will also determine if the officer is permitted to utilise it for personal benefit during their stay.

The CEO has the ability to self-approve the private use of a hire car on the provision that it is for no longer than 5 days and the CEO may use the hire vehicle for private use on the same terms and conditions contained in their contract of employment relating to use of a Shire supplied vehicle.





SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.17B Leave	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	Added a clause covering the outside works staff.	
John McCleary	30/12/2022	No changes	

## 4B.17 LEAVE

### Purpose

The purpose of this policy is to provide a consistent application of the leave provisions in the relevant industrial instrument by:

- Facilitating consistency throughout the Shire in administering the leave provisions for employees.
- Providing information to effectively manage Leave entitlements of employees.
- Encouraging employees to take leave by reinforcing the positive benefits of taking leave when it becomes due.

### Detail

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis or the Chief Executive Officer (apart from long service leave which apply to casuals and the CEO).

Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of the National Employment Standards and the applicable industrial instrument.

The manager shall manage the taking of leave and maintain a leave roster ensuring that adequate coverage of functions is maintained. The Shire will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the Shire must also be considered.

Leave application forms should be signed by the applicant and signed by the responsible Manager. All leave application forms need to be forwarded to payroll for action.

### Approvals and Obligations

Leave applications forms are required to be completed and then to be submitted for approval to the relevant Manager four weeks prior to leave being taken, it is acknowledged that there may be circumstances where the four week application period cannot be undertaken and this is determined on a case by case basis. Leave applications will be considered in the context of needs of the employee, and the operational requirements.

Managers must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on leave.

After approval, leave forms are forwarded to payroll for processing.

There may be times where a staff member has to take urgent leave and the application form is completed after returning to work, if this was to occur the CEO and the relevant manager are to give their verbal approval.

### **Annual Leave**

Annual Leave is not to accrue beyond 8 weeks (304 hours) at any time except in cases in which extenuating circumstances preclude an employee from taking their leave. There is no minimum amount of leave that can be applied for.

Upon completion of any stipulated probationary period, there is no requirement for an employee to wait until they have completed 12 months' continuous service before taking any accrued leave.

Annual Leave is generally taken between the Christmas / New Year Holiday period and the February the following this period (five weeks). The purpose is to allow for the machinery to be fully serviced and repaired as well as ensuring staff have a decent holiday. Exceptions can occur due to emergency situations and each staff member's availability of annual leave.

### **Deferral of Long Service Leave**

Employees must take long service leave within 6 months of it becoming due unless approval is given for it to be deferred. Employees must seek approval from the CEO or the Shire President in the case of the CEO to defer long service leave and in applying must:

- clearly identify the amount of leave accrued;
- at what date it will be cleared; and
- why it has not been cleared.

Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire and employee.

### **Annual Leave – Chief Executive Officer**

The CEO shall seek permission from the Shire President to take annual leave if that Annual Leave is for a period exceeding 5 working days. Approval can be in the form of an email from the President.

Should the annual leave be less than the 5 working days the CEO has the ability to self-approve the leave and submit the leave application to the payroll officer after the annual leave has taken place.

### **Annual Leave – Road Work Crew**

The Shire of Upper Gascoyne outside works closes down for a period just prior to Christmas and extends for a period of five (5) weeks (early February), staff are requested to take their annual leave at this time, if an employee has insufficient leave they may make a request to the manager to come back to work early, if this is not possible, then the employee may need to take leave without pay.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.18(B) Pre-Employment Medical	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	No changes.	

#### **4B.18 PRE-EMPLOYMENT MEDICAL**

Prospective employees will be required to undertake a pre-employment medical to ensure they are physically able to perform the duties that they are required to undertake.

##### **Objective:**

To ensure that persons being considered for employment at the Shire of Upper Gascoyne are physically able to perform the duties of the position and that due diligence and a duty of care has been exercised when employing personnel.

##### **Policy:**

All offers of permanent employment, with the Shire of Upper Gascoyne will be subject to the applicant satisfactorily completing a Medical Examination.

Such examination will be carried out at the Shire's expense, by a qualified Doctor.

If, in the opinion of the medical practitioner, the applicant is considered fit for employment, and all other selection processes have been satisfactorily completed, Chief Executive Officer will continue with the formal offer of employment to the applicant in accordance with established procedure.

If, in the opinion of the medical practitioner, the applicant is considered to be unfit, the Chief Executive Officer will notify the applicant verbally and in writing that, based on medical opinion, the formal offer of employment has been withdrawn and the applicant has the option to obtain full details of the examination through their own medical practitioner.

An applicant will only be rejected on physical or medical grounds if:

- (a) the applicant is certified by a medical practitioner as being unfit to perform the direct tasks required of the position;
- (b) the applicant is physically unable to perform the tasks required of the position; and
- (c) the tasks cannot easily be modified so that they can be performed.

Having a disability or an existing ailment is not grounds for not employing a person where it does not prevent them from performing the required duties. However, care should be taken to:

- (a) seek medical opinion as to whether an existing ailment might be worsened by undertaking the position;
- (b) determine whether there is unreasonable risk of injury, either to the person or to others; and/or
- (c) determine whether it is unreasonably difficult to provide special facilities for the person to be able to work.

Consistent with the provisions above, where any doubt is raised about offering employment to a person with a disability, the matter will be referred to the Chief Executive Officer who will initiate discussions with the Commissioner for Equal Opportunity and assess any legal implications.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.19B Probationary Period	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No Changes.	
John McCleary	30/12/2022	No changes.	

#### **4B.19 PROBATIONARY PERIOD**

All positions within the Shires permanent workforce will be subject to a probationary period of three (3) months with a provision to extend this to six (6) months if deemed necessary.

Should an employee be engaged on a casual basis prior to being engaged as a permanent employee the time served as a casual will be counted towards the three (3) month probationary period.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT	4.20B Paid Leave for Voluntary Service	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	Added a clause where staff members assist in an emergency	

#### **4B.20 PAID LEAVE FOR VOLUNTARY SERVICE**

All staff who are bona fide members of volunteer emergency service groups, such as the Fire Brigade, State Emergency Services, Ambulance, etc. who are required for emergency service during working hours shall be released and paid for time absent by Council up to the total of ordinary time usually worked during that day or the period of the emergency, but will not include time in excess of ordinary working hours, weekends or public holidays.

Staff members volunteering to assist during an emergency regardless if they are members of a volunteer service group will be paid or offered time in lieu for their services rendered.

For the purpose of this policy ordinary times shall be the time ordinarily worked on the days the employee may be absent, including standard overtime arrangements.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.21B Conference & Seminar Attendance	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	No changes.	

#### **4B.21 CONFERENCE AND SEMINAR ATTENDANCE**

Requests to attend a conference or seminar from staff require the prior approval of the Chief Executive Officer. The Chief Executive Officer when making the decision to approve will take into account:

- Length of the attendance;
- Cost associated with attending the conference or seminar (airfares, accommodation, meals and registration fees);
- Current status of the Budget allocation;
- Where the conference or seminar is being held;
- How the absence of an officer will impact on the Shire operations;
- The level of value the conference or seminar will provide the Shire; and
- The level of value the conference or seminar will provide the attendee from a professional development point of view,

The Shire will pay all reasonable expenses relating to accommodation, meals and travel, subject to presentation of documented evidence for the expense.

Should the Chief Executive see the need to attend a conference or seminar he or she is to seek approval from the Shire President or Council prior making any arrangements.

It is noted that some employment contracts make a provision for an officer to attend specific conference and seminars.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.22B Staff Training – Costs Applicable	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	Minor change to the use of the pool vehicle	

#### **4B.22 STAFF TRAINING – COSTS APPLICABLE**

- a) Where staff request authority to attend staff training, approval may be granted by the Chief Executive Officer having regard to the following:-
  - i. The relevance of the training to the staff member,
  - ii. The cost of the training,
  - iii. Budget allocation for training provided,
  - iv. Obligations of performance appraisals completed,
  - v. Any other relevant factors
- b) Where training is approved, the Shire will pay all reasonable expenses relating to costs of the training, accommodation, travel, meals and other reasonable expenses incurred subject to presentation of documentary evidence of the expense.
- c) Whilst the Shire accepts its obligations to train its staff to satisfactory levels to enhance their performance, it shall be incumbent on the staff to recognize that training provides personal rewards and they should accept that overtime will not be paid for out of hours training attendance and travel and every effort shall be made to reduce costs associated with training in all areas of expense if possible.

Where possible, if training is in Perth or another regional centre the officer shall either fly or use the Administration allocated pool vehicle rather than their personal vehicle.





SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.23B Legal Advice	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	No changes.	
John McCleary	30/12/2022	No changes.	

## 4B.23 LEGAL ADVICE

### OBJECTIVES

To prescribe procedures for the Shire's administration to obtain legal advice to ensure the most efficient and effective use of these resources.

### POLICY STATEMENT

#### 1. Introduction

The following is the Shire of Upper Gascoyne's Policy and Procedures to be followed when obtaining legal advice.

#### 2. Purpose

- 2.1 The policy outlines the circumstances in which obtaining specialist legal advice may be required and the arrangements for this; and
- 2.2 The Shire will seek expert legal advice where, in the opinion of the Chief Executive Officer, that advice is required to:
  - (a) minimise the potential risk of litigation;
  - (b) obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent;
  - (c) clarify statutory powers and responsibilities;
  - (d) clarify the Shire's responsibility to take action to protect the health, safety and well-being of the Shire's ratepayers/residents general public and protection of property; or
  - (e) ensure the best commercial outcome for the Shire.

#### 3. Definition

Obtaining legal advice is defined as; "the procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Shire".

#### **4. Authorisation**

4.1 The Chief Executive Officer only will be able to access or authorise legal advice.

#### **5. Legal Advice**

5.1 The legal advice will be sought from a legal firm having specialised expertise in the matter being considered;



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.24B Staff seeking secondary employment	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes.	
John McCleary	30/12/2022	Minor change – ad-hoc casual employment.	

#### **4B.24 STAFF SEEKING SECONDARY EMPLOYMENT**

Staff wishing to engage in employment outside their official duties, must obtain prior permission from the Chief Executive Officer or in the case of the CEO, the Council.

##### **OBJECTIVE :**

To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.

##### **POLICY:**

Staff that are approved to engage in Secondary Employment by this Policy are to acknowledge that their first duty is to the Shire of Upper Gascoyne and they are not to be engaged in providing their service/expertise to clients that will require a decision of the Upper Gascoyne Shire Council either by a Council resolution, delegated authority or Council policy.

- Staff shall not engage in secondary employment, which might be detrimental to their performance of official duties;
- Secondary employment should not affect their efficiency or performance;
- Should be wholly in the staff members private time;
- If in the course of their official duties, they have access to confidential information not available to the public, they will not be permitted to engage in any secondary employment to which this information might be relevant; and
- Should the Shire/management resolve to change the spread of hours of the officer then the Shire of Upper Gascoyne as principal employer takes priority.

Note: This policy does not apply to ad-hoc casual employment such as; working in a bar at a community or sporting event.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.25B Alcohol & Other Drugs Policy	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	16/03/2019	No changes	
John McCleary	25/04/2022		
Cherie Walker	03/02/2023	Removed the procedure for dealing with suspected drug and/or alcohol abuse in the workplace.	

## 4B.25 ALCOHOL & OTHER DRUGS POLICY

### The Shire of Upper Gascoyne Commitment

The *Shire of Upper Gascoyne* and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

The purpose of this policy is to ensure the following:

- That employees, contractors and sub-contractors are fit for work and not under the influence of alcohol and/or other drugs while at work.
- That the safety and wellbeing of staff and the public are not placed at risk by the actions of an employee under the influence of drugs and/or alcohol.
- That the illegal and criminal activity of possession or dealing in drugs does not occur at the workplace.

### Application

This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

### The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely.

An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

### **Reporting Requirements**

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

### **Drug Use on the Premises**

Employees who buy, take, or sell drugs on *the Shire of Upper Gascoyne's* premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager and disclose any side effects that these medication/drugs may cause.

For the purposes of this policy, the term "premises" shall extend to cover all items of council vehicles, plant and outside work areas.

### **Consumption of alcohol on the premises**

Except in situations where the Local Government hold a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace

### **Drug/Alcohol Treatment Programs**

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the *Shire of Upper Gascoyne* may provide assistance to the employee.

- The *Shire of Upper Gascoyne* will allow an employee to access any accrued personal or annual leave whilst they are undergoing treatment. and;
- The *Shire of Upper Gascoyne* will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

### **Managers' Responsibilities - Consumption of Alcohol at Work Functions**

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food
- assist the employee with safe transport home, including contacting a family member or arranging a taxi, if the manager believes a person may be over the Blood Alcohol Concentration (BAC) 0.05 limit, and
- appoint a delegate to oversee the remainder of the function if the manager has to leave early.

### **Pre-Employment Medical Tests**

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

## **Identification of Impairment & Testing**

If the *Shire of Upper Gascoyne* has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the *Shire of Upper Gascoyne* suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a representative of the *Shire of Upper Gascoyne*; and
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the *Shire of Upper Gascoyne* may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The *Shire of Upper Gascoyne* may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the *Shire of Upper Gascoyne*.

## **Random Testing**

The *Shire of Upper Gascoyne* will carry out random testing and may utilise a variety of methods for random selection of employees. Management reserves the right to amend and adjust the random selection process. All staff on site must participate in the random selection. Random testing will be undertaken using drug swipe testing and a breathalyser conducted on site in the presence of a Local Government Officer. If a positive result occurs the local government will;

- require that an employee undergo drugs and alcohol testing administered by a suitable qualified person appointed by the *Shire of Upper Gascoyne*, and/or

- direct an employee to go home.

### **Education, training and awareness**

Employees who recognise that they have a drug and/or alcohol problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help. *The Shire of Upper Gascoyne* engages the services of an external Employee Assistance Provider who can provide the Local Government's employees with free and confidential counselling. The Employee Assistance Provider can be contacted on:

- **LGIS Counselling Services - Level 3, 170 Railway Parade West Leederville – P: 1300 550 276**

### **Consequences of Breaching this Policy**

An employee engaged by the *Shire of Upper Gascoyne* who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

### **Confidentiality**

All testing results will be kept private and confidential.

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

### **Related Documents:**

#### **Internal:**

- 4B.1.2 Disciplinary Policy

#### **External:**

- Occupational Safety and Health Act 1984 (WA)



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.26B No Smoking Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	05/02/2021	New Policy	
John McCleary	30/12/2022	No changes	

#### **4B.26 NO SMOKING POLICY**

##### **OBJECTIVE:**

To comply with appropriate legislation and provide a safe and healthy workplace.

##### **POLICY:**

Smoking is not allowed within any internal or enclosed Shire of Upper Gascoyne work areas in accordance with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 including all offices and buildings and Shire vehicles which are occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- in enclosed spaces such as machinery
- where there is a high fire risk;
- within 5 metres from an entrance to any Shire building; and
- inside Shire Houses or other accommodation provided by the Shire.

##### **SCOPE:**

Applies to all elected members & employees.





SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.27B Fuel Card Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	05/02/2021	New Policy	
John McCleary	30/12/2022	No changes	

#### **4B.27 FUEL CARD POLICY**

##### **OBJECTIVE:**

To ensure adequate controls exist for purchases made on Shire Fuel Cards.

##### **POLICY:**

1. Employees driving a Shire supplied vehicle, where required, will be issued with a Shire fuel card;
2. Cardholders must ensure that the fuel cards are only used for the fuel requirements of the vehicle associated with the fuel card;
3. Employees are to use the fuel card for the purchase of fuel relating to Shire business or as their individual employment contract stipulates;
4. Employees must ensure that they adhere to the requirements of the policy, otherwise they may forfeit the use of the fuel card and be subject to disciplinary action.

##### **SCOPE:**

This policy applies to all employees of the Shire of Upper Gascoyne that have been issued with a Shire Fuel Card.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.28B Entertainment / Public Relations Expenditure	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	14/10/2021	New Policy	
John McCleary	30/12/2022	No changes	

## **4.28B ENTERTAINMENT / PUBLIC RELATIONS**

### **OBJECTIVES**

To prescribe procedures for the Shire's administration to expend monies against this account.

### **POLICY STATEMENT**

#### **1. Introduction**

The following is the Shire of Upper Gascoyne's Policy to be followed when allocating funds towards either entertainment or public relations to ensure accountability and transparency.

#### **2. Policy**

- 2.1 Each financial year the Council will determine whether to set an amount and the quantum of such an allocation.
- 2.2 The CEO has the discretion to allocate funds as he / she determines appropriate.
- 2.3 The CEO must first inform the Shire President prior to making commitment and seek his / her approval before incurring any expenditure. Approval must be in the form of an email so as to provide an audit trail.



SECTION FOUR (B) - GOVERNANCE MEMBERS			
DOCUMENT:	4.29 (B) Pandemic Leave	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	20/04/2022	Adopted by Council at OCM held 27/04/2022	
John McCleary	30/12/22	Removed the requirement for a PCR Test and medical certificate.	

#### **4.29(B) COVID LEAVE**

The Shire of Upper Gascoyne acknowledges that during a pandemic and particularly with the advent of the Omicron variant of COVID-19 there are likely to be employees who may need to take extended periods of leave due to personal ill health or to isolate due to close contact with others not affected by the COVID virus.

#### **OBJECTIVE**

To provide a measure of financial assistance to staff impacted by the Pandemic and to encourage staff to report a positive test without affecting their normal entitlements that they have available under the various industrial relation instruments.

#### **POLICY**

All employees of the Shire of Upper Gascoyne are entitled to an extra 5 days, in addition to their normal entitlements, on full pay for COVID 19 related illnesses in any given 12 month period commencing on the 1<sup>st</sup> of May 2022.

To be eligible the staff member must present a positive RAT test and is required to quarantine for the nominated amount of time.

The Shire will firstly determine if the staff member can work from home, if so, the payment will not be made, if not, the Chief Executive Officer will make the final determination as to grant the paid COVID Leave in full or in part.



SECTION FOUR (B) - GOVERNANCE MEMBERS			
DOCUMENT:	4.30 (B) Records Management	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	05/02/2021	Adopted by Council at OCM held 27/04/2022	
John McCleary	30/12/22	No changes	

## 4.30(B) RECORDS MANAGEMENT

### OBJECTIVE

1. To ensure compliance with the State Records Act 2000 and its amendments.
2. To capture and control full and accurate records, in all formats, as evidence of the Council's business activities by developing systems and practices that make information readily accessible.
3. To safeguard records of continuing value for legal, evidential, administrative, financial purposes or historical value.

### DEFINITIONS

A record is recorded information, regardless of medium or characteristics which is handled, received or generated by an employee, contractor or Councillor, regardless of its medium or physical format. It records a decision, transaction, or state of knowledge and is generated as part of a Council process or Councillor activity.

The definition of a record is that specified in the State Records Act 2000 and is as follows. A 'Record' is recorded information, regardless of medium or characteristics which is handled, received or generated by the shire, contractor or a Councillor, regardless of its medium or physical format. It records a decision, transaction, or state of knowledge and is generated as part of a Council process or Councillor activity.

Examples of these records include: correspondence, electronic documents, forms, electronic messages, photographs, drawings, plans, maps, diagrams or graphs, audio-visual materials and anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

### POLICY

1. The Shire will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposal of its records in accordance with the State Records Act 2000.
2. All Councillors and employees will capture, create or provide full and accurate records, in the appropriate format, of Council's business decisions and

transactions to meet all legal, evidential, administrative, financial and historical requirements; and in accordance with Council's guidelines.

3. All records (as defined), whether internal or external, are to be captured and stored within the appropriate records systems managed in accordance with Council's Record Keeping Plan.
4. All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access and destruction in accordance with Council's Record Keeping Plan.
5. Access to the Council's records by employees will be regulated to ensure security and confidentiality.
6. Access to the Council's records by the general public will be in accordance with the Freedom of Information Act 1992 and Local Government Act 1995.
7. Access to the Council's records by Councillors will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and the Shire of Upper Gascoyne Code of Conduct.
8. All records maintained by Council are to be retained and disposed of in accordance with Council's Record Keeping Plan, the General Disposal Authority for Local Government Records (2015) and the specific requirements of the Shire of Upper Gascoyne.
9. Councillors shall have regard for the document "Local Government Elected Members' Records: Which records to capture" produced by the State Records Office of WA with regard to what constitutes a record and how these shall be recorded and managed.

## **SCOPE**

This policy applies to all employees and Councillors.

10. Access to the Council's records by the general public will be in accordance with the Freedom of Information Act 1992 and Local Government Act 1995.
11. Access to the Council's records by Councillors will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and the Shire of Upper Gascoyne Code of Conduct.
12. All records maintained by Council are to be retained and disposed of in accordance with Council's Record Keeping Plan, the General Disposal Authority for Local Government Records (2015) and the specific requirements of the Shire of Upper Gascoyne.
13. Councillors shall have regard for the document "Local Government Elected Members' Records: Which records to capture" produced by the State Records Office of WA with regard to what constitutes a record and how these shall be recorded and managed.

## **SCOPE**

This policy applies to all employees and Councillors.



SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.31B Fraud & Corruption Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	05/02/2021	New Policy	
John McCleary	30/12/2022	No changes	

#### **4B.31 FRAUD AND CORRUPTION POLICY**

##### **OBJECTIVE:**

This policy defines and establishes a commitment to the identification and management of the risk of fraud and corruption within the Shire of Upper Gascoyne and in its dealings with key stakeholders.

##### **DEFINITIONS**

In Australian Standard 8001-2008 the following definitions apply –

*Corruption* is dishonest activity in which an employee or contractor of an organisation acts contrary to the interests of the organisation and abuses his/her position of trust in order to achieve some personal gain or advantage for themselves, or another person or organisation.

*Fraud* is dishonest activity causing actual or potential financial loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position for personal financial benefit.

##### **POLICY:**

1. The Shire of Upper Gascoyne is committed to good governance and ethical behaviour.
2. The Shire recognises that fraud and corruption are illegal and contrary to the Shire's organisational values. A proactive stance is taken to prevent fraudulent or corrupt activities and behaviours.
3. Fraud and corruption constitute a significant risk to any organization, and a culture of ethical conduct must exist to recognise and avoid fraud.
4. Fraud and corruption can lead to financial loss, negative publicity and a loss of public confidence. Robust systems and procedures must be in place to ensure that

the risk of impropriety is minimised and there is a prompt and effective response where instances do occur.

5. All employees are accountable for and have a role to play in fraud and corruption prevention and control. The Shire requires employees to disclose actual or suspected fraudulent or corrupt activity to the Chief Executive Officer.
6. The Shire will ensure that employees are made aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

When identified, all suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate, legal remedies available under the law will be pursued. Wherever possible, the Shire will protect the anonymity of those responsible for reporting the activity. The matter will also be reported to the, WAPOL, Corruption and Crime Commission or Public Sector Commission as appropriate.

**SCOPE:**

This policy applies to all employees, Councillors, and contractors working for the Shire of Upper Gascoyne.





SECTION FOUR (B)- GOVERNANCE ADMINISTRATION			
DOCUMENT:	4.32(B) Risk Management Policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	13/03/2019	No changes.	
John McCleary	30/12/2022	Changes to reflect new Australian Standard	

## **4B.32 RISK MANAGEMENT POLICY**

### **1. PURPOSE**

To develop a culture and awareness of the processes directed towards the effective management of potential opportunities and adverse effects across the organisation and to reduce the potential costs of risk through the implementation of a risk management framework.

### **2. SCOPE**

This policy covers all activities of the City from Strategic Planning and Corporate Governance to operational activities and specific projects.

### **3. POLICY**

The Shire is committed to the principles of managing risk as outlined in AS/NZS ISO 31000:2018 Risk Management – Guidelines by maintaining a risk management process that deals with identification, analysis, evaluation, treatment, monitoring, reviewing, recording and reporting of risk.

This policy encompasses:

- The implementation of the Risk Management Framework across the organisation in accordance with the Standard AS/NZS ISO 31000:2018 Risk Management – Guidelines; and
- To ensure the Framework is integrated into strategic and operational planning, including business case decision making and project management.

### **4. DEFINITIONS**

Risk – AS/NZS ISO 31000:2018 defines risk as “effect of uncertainty on objectives”. A risk is often specified in terms of risk sources, potential events or circumstances and the consequences and likelihood that flow from it.

Risk Management – AS/NZS ISO 31000:2018 defines risk management as “coordinated activities to direct and control an organisation with regard to risk”.

Risk Management Framework – ISO Guide 73:2009 Risk Management - Vocabulary defines a risk management framework as a “set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization”.



SECTION FOUR (B) - GOVERNANCE MEMBERS			
DOCUMENT:	4.33 (B) Pandemic Leave	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
Cherie Walker	21/09/2022	Adopted by Council at September OCM	
John McCleary	30/12/2022	No changes	

#### 4.33(B) EMPLOYEE ATTRACTION & RETENTION POLICY

##### OBJECTIVE

To provide a range of attractive benefits and conditions, and initiatives to employees in addition to employee base salaries for the purpose of attracting and retaining suitably qualified and experienced employees.

To recognise the cost of employee turnover, the loss of intellectual property far outweighs the cost of providing a level of assistance to the employee.

##### POLICY

This policy is in addition to the terms and conditions as determined by the CEO provides additional incentives for the purpose of recruiting and retaining suitably qualified staff.

##### *Funding Allocation / Disbursement*

Each year through the budgetary process Council will determine the amount to be allocated to this employee incentive program.

Any monies available over and above the travel incentive will be allocated to programs designed to incentivise employees as determined by the Chief Executive Officer. By way of example – finance advice (superannuation), estate planning, etc.

##### *Retention Incentives*

- Full time employees who are current employees as of the 1<sup>st</sup> July (each year) will be eligible to receive one return flight from Carnarvon to Perth or the equivalent value worth of fuel vouchers. This retention incentive is only available to current direct full time employees or permanent part – time employees (pro-rata) of the Shire.
- Flights and fuel vouchers are to be arranged and booked through the Shire of Upper Gascoyne Administration team as determined by the CEO.
- This is not applicable to staff who have ceased employment.

##### SCOPE

Applies to all full-time & permanent part-time employees.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.1 – Prohibited & Restricted Burning Times	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
Matt Holland	18/03/2019	Clarification of dates and definitions	
John McCleary	02/01/2023	No changes.	

## 5.1 PROHIBITED AND RESTRICTED BURNING TIMES

The Restricted Burning Period within the Shire of Upper Gascoyne is from the 1<sup>st</sup> of October to the 30<sup>th</sup> of April. A permit to burn must be obtained from a Fire Control Officer for all fires to be lit during this period.

There is currently no Prohibited Burning Period in the Shire of Upper Gascoyne.

Variations to the restricted burning times can only be authorised by the Chief Bushfire Control Officer and the Shire President jointly. Such variations must occur only in consultation with an authorised officer of the Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

All variations are to be advertised.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.2 – Chief Bush Fire Control Officer	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
Matt Holland	18/03/2019	Merged with policy 5.4, updated for compliance with <i>Bush Fires Act 1954</i> , Title Change	
John McCleary	23/08/2021	No changes.	

## 5.2 BUSH FIRE CONTROL OFFICERS

The Shire of Upper Gascoyne appoints the Chief Executive Officer as the Chief Bush Fire Control Officer.

The Shire shall also appoint 1x (one) Deputy Chief Bush Fire Control Officer.

The Shire of Upper Gascoyne may then appoint as many Bush Fire Control Officers as deemed necessary by the Chief Bush Fire Control Officer.

At a minimum the persons filling the following positions with the Shire of Upper Gascoyne shall be appointed as Bush Fire Control Officers:

- Works Manager
- Town Maintenance Supervisor
- Community Emergency Services Manager

All appointments made under this policy must be advertised at least once in a newspaper circulating in the district, and a certificate of appointment shall be issued to the appointed person. Notification of all appointments shall also be made to the Department of Fire and Emergency Services.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.3 – Clearing Fires	REVIEW:	Triennially (or 4 as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	02/01/2023	No changes.	

### 5.3 CLEARING FIRES

It is the responsibility of the person lighting a clearing fire to ensure that adequate equipment is available for the protection of their property and neighboring property. Shire Fire Units should remain at their normal station and must be well maintained and ready for use at short notice.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.4 – Hazard Reduction Operations	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
Matt Holland	18/3/2019	Added CEO and CBFCO as persons who may authorise	
John McCleary	02/01/2023	No changes.	

#### **5.4 HAZARD REDUCTION OPERATIONS**

All hazard reduction operations undertaken by Bushfire Brigades shall be authorised by the CEO and/or Chief Bush Fire Control Officer of the Shire of Upper Gascoyne.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.5 – Use of Shire Plant & Equipment	REVIEW:	Triennially ( or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	02/01/2023	Added section b) & d)	

## 5.5 USE OF SHIRE PLANT AND EQUIPMENT

- a) The Chief Executive Officer or the Works Manager are authorised upon request by an authorised Bushfire Control Officer in charge of a fire, to call out and authorise the use of Shire Plant and Equipment other than plant used exclusively for firefighting or local control.
- b) Shire Plant can only be operated by Shire Employees.
- c) If authorised, the operators of that equipment have discretion as to the extent of that use with particular regard to safety and machine capabilities.
- d) The use of Shire Graders is a last resort given their strategic value to the Shire.
- e) The use of Shire Plant and Equipment outside of the district for firefighting purposes is subject to the conditions of the preceding paragraph.





SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.6 – Infringement Notices & Legal Action	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

## 5.6 INFRINGEMENT NOTICES AND LEGAL ACTION

Only persons authorised by the Shire of Upper Gascoyne are authorised to take legal action against offenders under the Bush Fires Act.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.7 – Advise of Intention to Burn	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

### **5.7 ADVISE OF INTENTION TO BURN**

Any person intending to carry out a large burn which may be seen by a neighbour or from a passing vehicle should contact the Chief Bush Fire Control Officer / Chief Executive Officer to advise of the details and the reason for the burn.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.8 – Housing of fire fighting vehicles	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

## 5.8 HOUSING OF FIRE FIGHTING VEHICLES

- Shire firefighting appliances will be stationed as determined by the Chief Executive Officer.
- No appliance shall have its location changed from one station to another without the specific authorisation of the Chief Executive Officer of the Shire and any request for change must be submitted in writing clearly stating the reason for the change.
- The Chief Executive Officer will either approve or decline the request in writing to the applicant.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.9 – Maintenance of vehicles & equipment	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

## 5.9 MAINTENANCE OF VEHICLES AND EQUIPMENT

- a) Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Chief Executive Officer and the Manger of Works and Services.
- b) All repairs and maintenance will be carried out either under his / her direct supervision or with his / her knowledge and consent.
- c) The Shire will ensure that Brigade appliances are checked on a regular basis and maintained.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.10 – Drivers of Shire Fire Fighting Vehicles	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### 5.10 DRIVERS OF SHIRE FIRE FIGHTING VEHICLES

The driver of any shire firefighting appliance must hold a current license of the class appropriate for the appliance being driven and be:

- A Council employee,
- A registered member of a Bushfire Brigade, or
- Any person authorised by a Fire Control Officer to do so.

The driver is responsible to observe the provisions of the Road Traffic Code, in particular those rules applying to emergency vehicles.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.11 – Use of fire fighting vehicles & appliances	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
Matt Holland	18/03/2019	Updated titles, Added CEO	
John McCleary	03/01/2023	No changes.	

### **5.11 USE OF FIRE FIGHTING VEHICLES AND APPLIANCES**

Shire firefighting appliances and vehicles shall only be used for firefighting, Shire purposes and other purposes as determined by the CEO, Manager of Works and Services, or Chief / Deputy Chief Bush Fire Control Officers.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.12 – Communications	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

## 5.12 COMMUNICATIONS

- a) An efficient two-way radio network will be established for firefighting communications. Any vehicle used for firefighting purposes (either council or privately owned) must have a fully functional UHF two way radio fitted.
- b) **Fire Channel** - Channel 40 on the UHF two-way radios shall be the Shire of Upper Gascoyne fire channel. Fire Control Officers only are authorised to change the channel when required for fire control purposes.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.13 – Recognition of training	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### 5.13 RECOGNITION OF TRAINING

The Shire recognises:-

- That fire fighters must be properly trained to perform their tasks in a safe and efficient manner,
- That responsibilities differ at various levels in the fire organisation and accordingly the level of skills required varies also, and
- That a basic level of skill is required for all fire fighters.





SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.14 – Training programmes	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

#### **5.14 TRAINING PROGRAMMES**

Council will encourage officers and members of Brigades to participate in the training programs offered by the relevant authorities.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.15 – Safety clothing & footwear	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### **5.15 SAFETY CLOTHING AND FOOTWEAR**

The Chief Bushfire Control Officer will not allow volunteers who they believe are not suitably clothed to assist with the fighting of a fire. Volunteers must have a long sleeve shirt and trousers (Fire Fighting Uniform if available) enclosed footwear (boots) and a hat.



SECTION FIVE LAW, ORDER & Public Safety			
DOCUMENT	5.16 – Bush Fire activation policy	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

## 5.16 BUSH FIRE ACTIVATION POLICY

The Shire of Upper Gascoyne recognises that Bush Fire is an inherent and very likely danger that faces all electors within the Shire. It is acknowledged the vast majority of fires within the Shire are started by lightning strikes and are not deliberately started. Due to the vast area of the Shire, the climate of the region and the vegetation, fires could start anywhere at any time.

The Shire has a very small workforce and limited machinery available to fight fires. In many instances the Shire has machinery scattered over the length and breadth of the Shire, often hundreds of kilometres from each other.

The Shire also recognises that the workforce are not trained to fight bush fires and generally a pre-requisite light tanker is not readily available to accompany the machinery to provide protection should a machine break down in path of the fire front.

It is also acknowledged that the under the Bush Fires Act 1954 that following provision applies to Landowners:

Section 28. Occupier of land to extinguish bush fire occurring on own land

(1) Where a bush fire is burning on any land —

(a) at any time in any year during the restricted burning times; or

(b) during the prohibited burning times,

and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of this Act, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.

(1B) Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.

(2) For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as

being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this Act.

Penalty: \$10 000.

(3) Where the occupier of the land upon which a bush fire is burning fails to take measures to extinguish it as required by subsection (1), a bush fire liaison officer, a bush fire control officer of any local government or an authorised CALM Act officer employed in connection with any forest land which is within 3 km of the land where the fire is burning may enter upon the land where the fire is burning and take all proper measures to extinguish it.

(4) In so far as the measures taken by the bush fire liaison officer, bush fire control officer or authorised CALM Act officer are necessitated by reason of the failure of the occupier of the land to comply with subsection (1), any expenses incurred by the bush fire liaison officer, bush fire control officer or authorised CALM Act officer, in taking measures to extinguish the fire, shall be a debt owing by the occupier of the land to the State, local government or DBCA.

(5) The FES Commissioner (on behalf of the State), local government, or DBCA as the case may be, may recover the expenses from the occupier in any court of competent jurisdiction.

The Shire also expects that landowners will establish the firebreaks around their Homesteads and boundary fences and in strategic locations in order to protect assets and fight fires if the need arises. Accordingly the Shire of Upper Gascoyne will provide assistance, when requested by the landowner / occupier to protect life and strategic assets, such as homesteads. The Shire will not fight fires to protect fences, pasture and stock.



SECTION SIX – WELFARE			
DOCUMENT	6 – WELFARE	REVIEW:	
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

## 6. WELFARE

No policies have been developed at this stage.



## SECTION SEVEN – HEALTH

DOCUMENT	7 – HEALTH	REVIEW:	
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

### **7. HEALTH**

No policies have been developed at this stage.



## SECTION EIGHT – EDUCATION

DOCUMENT	8 – EDUCATION	REVIEW:	
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

### **8. EDUCATION**

No policies have been developed at this stage



## SECTION NINE - HOUSING

DOCUMENT	9. – Staff Housing	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### 9. **HOUSING**

No policies for4 this section.





## SECTION 10 – COMMUNITY AMENITIES

DOCUMENT	10 – COM. AMENITIES	REVIEW:	
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	23/08/2021	No changes.	

### **10. COMMUNITY AMENITIES**

No policies have been developed at this stage.



## SECTION 11 – Recreation & Culture

DOCUMENT	11 – Recreation & Culture	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	

### **11. RECREATION & CULTURE**

No policies have been developed at this stage.



## SECTION 11 – Recreation & Culture

DOCUMENT	11.01 – Camping on Town Oval	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Camping on Town Oval Policy Notes	

### 11.1 CAMPING ON TOWN OVAL

**OBJECTIVE:** To set policy and guidelines around the use of people to camp temporarily on the Gascoyne Junction Town Oval.

#### POLICY:

- All requests to camp on the town oval must be submitted in writing to the Shire Council with evidence that no other suitable location is available within the Gascoyne Junction township.
- Organisers of festivals and events making a request for oval use may only use the ovals on the night before and during the period of the show. All camping and other gear must be removed during the day following the end of the show.
- Organisers of festivals and events must provide additional ablutions to meet the needs of those camping on the oval.
- A variation to the length of stay must be made in writing to the Chief Executive Officer. Approval may be given by the Chief Executive Officer where the variation is 1 day either side of the event. Where a more significant variation is requested, approval of the Council is required.
- No pegs are to be used / driven into the ground.



## SECTION 11 – Recreation & Culture

DOCUMENT	11.02 Community Events Policy	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Community Events Policy Notes	

### 11.2 COMMUNITY EVENTS POLICY

**OBJECTIVE:** To ensure that events provide a wide variety of community and economic benefits for residents, as well as additional attractions for visitors. It is important that organisers and patrons respect their surroundings and act in a responsible manner. The control of patrons is the responsibility of the organiser and their demonstrated capacity to successfully achieve this objective will form a major part of the application assessment process. This policy refers to events held in any public place in the Shire of Upper Gascoyne.

Events held within the Shire of Upper Gascoyne are referred to in this policy include but are not limited to:

- Concerts and events run as a commercial activity;
- Ceremonies and processions
- Sporting and competitor events – marathons, triathlons, organised swims, and other similar events;
- Shows and fairs including circuses, carnivals, and other customised venue-based events;
- Festivals, exhibitions and expos;
- Community events and fundraisers

Public spaces are defined as:

- any thoroughfare or local government property;
- any place which the public is allowed to use, whether the place is or is not on private land, including park lands, and other land designated as being for the use and enjoyment of the public.
- Any building that is deemed a public building by the Shire of Upper Gascoyne.

Each event is different and the specific approvals required will depend upon the type of event. It is recommended organisers consult early in the planning stages with Shire staff to determine the required approvals needed to conduct the event. In general, if an event is within a facility that has existing public building approval then formal approval may not be required unless there is a variation from the existing approval such as greater numbers or for an expanded area. If the event is not within a permanent building then an event application must be submitted to the Shire for approval. Event support and/or delivery will only be considered where there is alignment with the objectives of the Shire of Upper Gascoyne Plan for the Future 2022-2032, and benefits to the Shire are demonstrable.

1. This policy applies to all events held on private and public land within the Shire of Upper Gascoyne.
2. An event permit application in the prescribed form is required for all events other than Exempted events as per guide in Schedule 1.
3. All events are to be risk assessed by the applicant using the risk assessment form outlined within the information sheet prior to submission.
4. Event permit applications shall be determined under delegated authority, unless the proposed event is considered by the Development Control Unit to present a sufficient risk to reputation, public safety or amenity, in which case it shall be determined by Council.
5. Applications for events on land that is managed by an entity other than the Shire require a further approval from that entity before the Shire can issue an event permit for the event.
6. All events held within the Shire of Upper Gascoyne must be notified to Emergency Service providers regardless of classification.
7. Sponsorships for events will be in accordance with Shire of Upper Gascoyne Sponsorship Policy.

### **Classification of Events**

Events shall be classified into 4 categories for assessment and policy purposes. Considering and managing risk is an integral part of planning for any event. Event Applicants proposing Category 2 to 4 events are to assess the potential level of risk as part of their event permit application, using the Event Risk Classification Tool in the Shire of Upper Gascoyne Event Information Pack.



Category	Location	Attendance	Food	Alcohol	Marquee/ Stages	Rides	Amusement/ Attractions	Traffic Management	Noise	Camping & Onsite Living
1	Event held in existing registered Public Building and propose no alternations to infrastructure over and above any services that are available to the general public.	0-50 or as per the maximum occupancy	1 food facility permitted as along as required approvals are met, for example a temporary food stall permit.	Nil	Erection of less than 2 small marquees not exceeding 18m2	Nil	Fits within the scope of the facility being used, no impact such as dance recital to families and students	No impact or impediment to flow of vehicle movement	No or minimal use of amplified equipment for no more than 2 hours or extraordinary vehicle noise	Nil
2	Event held in an existing registered public building or proposes minor alterations to infrastructure over and above any services that are available to the general public. Held in open unconfined outside area	51-500	Permitted as long as required approvals are met, for example Temporary Food Stall Permit	Nil	Erection of less than 2 small marquees not exceeding 18m2	Nil	Local performances such as family concert, fete, fundraiser, theatrical performance, music performance	No road closures or disruption to traffic.	No or minimal use of amplified equipment for no more than 2 hours or extraordinary vehicle noise	Nil
3	Event held in an existing registered public building or proposes minor alterations to infrastructure over and above services that are available to the general public. Held in open unconfined outside area or spacious inside single level facility.	510-2500	Permitted as long as required approvals are met, for example Temporary Food Stall Permit	Yes Low to Moderate Consumption	3-10 simple structures, marquees or stage	1-5 Low Risk Rides Pony Rides Jumping Castle	Family Concert, Low Consumption of Alcohol, Agricultural Shows, Food and Wine Shows, Markets	Small Road Closure, Light disruption to traffic, local road closure	Amplification of music but not in close proximity to residential area, minimal disruption	Nil

4	Event held in an existing registered public building or proposes major alterations to infrastructure over and above any services that are available to the general public.	2501+	Permitted as long as required approvals are met, for example Temporary Food Stall Permit	Yes High Consumption	More than 10 structures or over 55m2	High risk rides, large amount of amusement structures	Marathons, triathlons, major sports, music festivals	Main road closure, major disruption to traffic	Bands Music Festival Reg 18 required	Yes
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## **Assessment of Applications**

1. Where the proposed event is to take place on land that is jointly or solely managed by authorities other than the Shire of Upper Gascoyne approval from such authorities is required before the Shire can determine the event permit application.
2. When assessing an event permit application, the Shire will consider the likely impact on residents and the wider community, considering noise or nuisance, alcohol consumption, number of patrons, infrastructure and any additional factors, in accordance with any relevant legislation, regulations, Local Laws and Shire policies.
3. The assessment of an event permit application begins upon receipt of a complete application and event permit fee.
4. Where further information has been requested and not provided by the Event Applicant seven working days prior to the Event, the event permit application may be refused.
5. All events will attract an application fee in accordance with the Shire of Upper Gascoyne Schedule of Fees and Charges. Other fees may apply, including but not limited to those associated with noise assessments, food permits and waste removal, which shall be levied in accordance with the Shire of Upper Gascoyne Schedule of Fees and Charges.
6. Bonds for events on local government property will apply in accordance with the Shire of Upper Gascoyne Schedule of Fees and Charges. Bonds will be refunded in full following the successful completion of the conditions of approval outlined in the event permit. Failure to comply with any of the conditions specified in the event permit may result in all or part of the bond money not being refunded to the applicant.

## **Application Outcomes**

The Shire of Upper Gascoyne Events Team will make one of the following three decisions regarding an event permit application.

1. No objection – The proposed event can be approved under Delegated Authority, subject to any relevant conditions.
2. Further Information – The Event Applicant has not provided all relevant information to enable the Upper Gascoyne Events Team to decide. The Event Applicant will be contacted to provide the required documentation. Once provided, the event permit application will be reconsidered by the Upper Gascoyne Events Team and approved.
3. Referral to Council – will occur if the proposed event is considered to present a sufficient level of risk to the Shire, either reputational or to property and public safety, to warrant approval by Council.



## SECTION 11 – Recreation & Culture

DOCUMENT	11.03 Community Sponsorship Policy	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Community Sponsorship Policy	

## 11. 03 COMMUNITY SPONSORSHIP POLICY

### OBJECTIVES

To establish principles for sponsorship agreements entered between the Shire of Upper Gascoyne and other parties and to provide guidelines for how the Shire will seek sponsorship and the handling of requests for donations and waiver of Shire fees and charges.

Sponsorship is the contribution of financial and/or “in kind” support that the Shire of Upper Gascoyne receives or provides for the purpose of partnering in the provision of community infrastructure, a service or program, event or activity that may contribute to the economic, social, sporting, environmental or cultural development of the Shire. Sponsorships are undertaken or entered, to help achieve business or community objectives.

Council acknowledges that sponsorship can provide significant benefits to the Shire of Upper Gascoyne and the community and will consider sponsorship opportunities under three streams depending on the nature of the request and where the greatest benefits are to be achieved; economic, community or donations.

1. **Economic;** events that attract majority participation and visitation from outside of the region, that raise destination awareness of the Upper Gascoyne as a destination, and generate economic benefits by injecting new money into the local economy. These events are not to be held in peak visitation periods, instead to be held low and shoulder visitor periods to encourage new visitation.
2. **Community;** community events/ programs/projects that are organised by local community groups and are designed to attract a local audience, create local vibrancy, increase participation and in many cases raise funds or awareness for local organisations ongoing sustainability.
3. **Donations;** in some instances, the Shire will receive requests from community groups for donation of money, gifts or other forms of contribution where no clear benefit can be measured.

**Economic;** where the benefits are assessed as primarily economic in nature the following principles apply:

- Funding is available to not-for-profit, incorporated organisations, and commercial organisations that can clearly demonstrate their event will deliver significant additional economic benefit to the Upper Gascoyne region.

- Council invites sponsorship proposals for significant events staged within the Shire of Upper Gascoyne boundary under its “Major Events Sponsorship Program” (MESP) up to the value of \$5,000 ex GST per event each year.
- Funding applications open in February for six weeks for events to be held from 01 August to 31 July the following financial year.
- The MESP is an annual funding program where eligible applicants can apply for sponsorship support for the delivery of major events that have the potential to deliver significant economic outcomes to the Shire of Upper Gascoyne.
- The MESP is designed to grow visitation in shoulder and low visitor periods. Eligible events must be held outside of “Peak Visitor Periods” as defined (defined as Easter holidays, April and July WA school holidays)
- The MESP is designed to encourage the attraction and delivery of major events that inject increased expenditure into the region.
- Applicants for MESP must demonstrate (explain) how their event has the potential to deliver significant economic outcomes to the Shire of Upper Gascoyne
- A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties.
- Established or proven events can apply for multi-year support up to 3 years.
- All sponsorship arrangements will be described in the annual report in a manner commensurate with the significance of the sponsorship.
- Applicants to refer to the Major Events Sponsorship Program guidelines.
- Acquittals must be received within six weeks of the event/program/project completion.
- Commercial (for profit) event organisers will be required to submit a formal sponsorship application that will require Council consideration and approval.

Community; where the benefits are assessed as primarily for local community groups the following principles apply:

Council invites grant applications for selected Shire of Upper Gascoyne projects, events, services or activities under its “Community & Sporting Grants Program” up to the value of \$2,000 ex GST per event.

- The “Community & Sporting Grants Program” (CSGP) funding program offered twice a year in February and August where eligible applicants can apply for grants to deliver non-core events and programs that achieve community and sporting outcomes.
- Local groups may apply for up to two events per funding round.
- The CSGP is designed to assist local community and sporting groups to deliver non-core business activities.
- Applicants to refer to the Community & Sporting Grants Program guidelines.
- Acquittals must be received within six weeks of the event/program/project completion.

- The types of activities included but not limited to this funding are: Community based activities/programs; regional sporting events or championships; club participation in regional/state championships; club equipment; professional sports or community development such as clinics, courses and seminars; facility development and maintenance; individual sports or education scholarship for regional/state/national/international competition participation; community events; other purposes assessed on broad community benefit.

**Donations;** where the benefits are assessed as primarily for local community groups the following principles apply:

- Requests for donations will only be considered by the Shire President or via delegated authority to the Chief Executive Officer.
- If a formal request for donations is received through the Local Community Donations Application Form these are to be directed to the Shire President for consideration.
- A maximum of up to \$500 (GST no applicable) formal request per annum from each entity is allowed.
- Activities asking to be supported should be non-core business in nature.
- Activities would include but not be limited to: community based activities/programs; local sporting events or championships; club participation in regional/state championships; club equipment, professional sports or community development such as clinics, courses and seminars; individual sports or education scholarship for regional/state/national/international competition participation.

**General Principles;** these apply to the three streams of support.

- The applicant is to reside or operate within the Shire of Upper Gascoyne, OR be able to show a direct and substantial benefit to residents within the Shire.
- Funds are only to be used for the purpose for which the Shire approved and any subsequent variants must be approved in writing.
- No fee waivers for use of the Shire facilities and services including Ningaloo Centre meeting venues will be considered.
- Proponents requesting fee waivers for the use of Council buildings and venues should be encouraged to seek other third-party funding to cover these costs and/or consider use of other venues.
- Any request for waiver of a Shire fee or charge must be part of a request for sponsorship proposal that clearly outlines the benefits to the Shire and how the project meets Council strategic objectives.
- Applicants may only apply for one of the three funding streams per event or activity.
- Funding benefits or sponsorship do not include implied endorsement by Council of the recipient's goods or services or use of Council's logo to promote their products.
- Sponsorship arrangement that impose or imply conditions that limit the Council's ability to carry out its functions fully and impartially will not be agreed to.
- The Shire of Upper Gascoyne Council reserves the right to withdraw funding with an external party when they are considered to have not complied with the spirit of this policy and/or a written agreement entered into as a sponsor or funding arrangement.

- The sponsorship or funding is complementary to Council's vision, values, policies and strategies.
- The Shire reserves the right to withhold some or all of funding payments until a post event report is submitted by the successful applicant.
- There should not be any real or perceived conflict between the objectives and mission of the recipient and Council.
- Successful applicants must complete an acquittal within six weeks of the agreed completion date of the event. Applicants that do not submit an acquittal will not be considered for future funding; and may be requested to return unused funds.
- The Shire of Upper Gascoyne Council will not enter into sponsorship with external bodies who: Are involved in unlawful activities; Do not share Council's views on promoting a diverse, tolerant and inclusive community; Are political parties and/or promote political agendas; Are considered to be an unsuitable partner by Council for reasons it sees fit to apply in the context of this policy; Offer programs that may present a hazard to the community; Offer programs that do not reflect widely held community views; and contravene State and Commonwealth legislation, local laws



## SECTION 11 – Recreation & Culture

DOCUMENT	11.04 Hire of Pavilion and Shire Facilities	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Hire of Pavilion and Shire Facilities Notes	

### 11. 04 HIRE OF PAVILION POLICY

#### Objective

To ensure equity of access and consideration of care and maintenance is made when hiring the Shire of Upper Gascoyne Pavilion, Town Oval and Amphitheatre.

#### CONDITIONS OF HIRE

Application for hire of a facility or equipment shall be made on the appropriate form.

#### REGULATIONS

The following regulations apply:

- Tentative Bookings: When a booking is made no keys/ equipment will be handed over until the hire fee and bond are paid in full. Also until payment is received the booking will not be confirmed.
- Bond: A bond is payable in addition to the hire fee, to cover possible costs associated with cleaning/ damage/ loss of keys/ additional usage or failure to turn off air conditioner. Arrangements will be made to refund the bond, minus any sum payable for the above costs, upon advice from the Cleaning Supervisor and Management that the facility has been left in a clean and damage free condition.
- Cleaning: The facility is to be left in a clean condition – if any cleaning is required to be organised by the Shire, the cost will be deducted from bond monies. Floors should be mopped with water –NO DETERGENT TO BE USED AS IT STRIPS FLOOR POLISH. The hirer shall replace all furniture in the position designated by the CEO or his representative. Decorations, food scraps and rubbish must be removed, and the facility area swept and left in a clean and tidy condition by the time the booking expires. Vacating Premises: All functions must be finalised and the facility cleaned and vacated upon expiration of the period of hire. If the premises are not vacated, additional hire cost will be deducted from bond.
- Number of Persons: Hirers are to limit the number of persons participating in functions of events to 400 which is the maximum number that the hall can accommodate.

- Noise: There must be compliance with the provisions of the Noise Abatement Act of 1972 and sound level output must be reduced if requested by Shire Staff or the WA Police.
- Live Flames: Are not permitted within the facility due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Shire buildings.
- Indemnification: Hirers are required to bind as The Hirer to hold the Shire of Meekatharra and employees of the Shire of Meekatharra indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the property of the Shire of Meekatharra, during all periods when such venue is on hire to The Hirer.
- Double Bookings: In the event of two (2) or more applications being received for the hire of the building at the same time and date, the Council may, without considering priority of applications, determine which hirer is successful.
- Charges: Shall be at rates set from time to time by Council and may include any furniture or equipment.
- Additional Equipment: The facilities are equipped with a certain amount of equipment. Any additional equipment is to be provided at the hirer's expense.
- Hirer's Responsibility: Each hirer will be responsible for the actions of its attendees/participants whilst using the premises. Consideration must be shown at all times for other persons using the premises. A hirer may not use equipment belonging to another hire group, without written consent of the leaders or officers of that hirer group and in such cases, the borrower shall be fully liable for any loss or damage occurring to such equipment whilst under his/her jurisdiction. A person who is intoxicated or whose behaviour is considered detrimental to other patrons of a Shire facility, or who uses profane language, or who marks, damages, or defaces any property of the facility shall be directed to leave the premises. Movement of Furniture and Equipment within the facility building: Hirer's may not move plant, furniture or fittings (apart from portable trestle tables and chairs) without first obtaining the permission of staff at the Shire. Extreme care must be taken in transporting and positioning tables and chairs, so that such equipment does not damage the floor. Tables are to be left clean and stacked away. Chairs are to be left clean and stacked also.
- No light and no lighting fixture or fitting is interfered with, covered or decorated in any way.
- No live flame i.e. Candles, kerosene lanterns etc., are brought into or used in the building without prior approval by the Chief Executive Officer.
- No confetti is brought into or used in the building.
- Any kitchen or food preparation room is left in a clean condition and that all rubbish is placed in the bags or other receptacle provided.
- All decorations, including flowers and all equipment brought into the building are removed by the time the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- No property, chattels, equipment, fixtures or fittings are removed from the building
- No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the facility.



- Where liquor or other drinks are to be serviced from a keg or other bulk container, such keg or container is located in the place designated by an officer of the Shire.
- Hanging of Decorations: The driving of tacks, nails, screws or affixing of glues and adhesive materials etc. into or on any of the woodwork or walls or any part of the buildings, furniture or fixtures is strictly forbidden. All decorations are to be hung on the fixtures provided and must be removed after the functions.
- Authorised Representative: Any officer of the Shire of Meekatharra on duty or any authorised agent of the Shire shall be permitted free ingress and egress to the facility during the engagement and shall be given every assistance in enforcing these conditions.
- Compliance with Regulations: The hirer of any portion of a facility shall comply with the provisions the Health Act, Police Act and the Criminal Code and Electricity Regulations, Liquor Control Act and Regulations and any other Act in force for the time being, applying to such hiring of the facility.
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- Liquor being Sold: Hirers must comply with the requirements of all relevant liquor control legislation including the Liquor Control Act 1988 and Liquor Control Regulation 1989. If liquor is being sold or supplied at the function or is included in the price of the admittance ticket, an Occasional Licence may need to be obtained from the Director of Liquor Licensing. The local Clerk of Courts may assist with this application and Shire permission will be required in writing.

#### The Hirer Must Ensure That:

- No light and no lighting fixture or fitting is interfered with, covered or decorated in any way.
- No live flame i.e. Candles, kerosene lanterns etc., are brought into or used in the building without prior approval by the Chief Executive Officer.
- No confetti is brought into or used in the building.
- Any kitchen or food preparation room is left in a clean condition and that all rubbish is placed in the bags or other receptacle provided.
- All decorations, including flowers and all equipment brought into the building are removed by the time the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- No property, chattels, equipment, fixtures or fittings are removed from the building
- No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the facility.
- Where liquor or other drinks are to be serviced from a keg or other bulk container, such keg or container is located in the place designated by an officer of the Shire.



## **GASCOYNE JUNCTION PAVILION TERMS AND CONDITIONS OF HIRE**

### **1 BOOKINGS**

- 1.1. Applications for use of 'The Gascoyne Junction Pavilion' will be treated as 'tentative' until the booking application form is signed and returned to the Gascoyne Junction Community Resource Centre along with the relevant bond, and is approved by the Shire of Upper Gascoyne. The above bond will be returned to the hirer minus any costs incurred for damages or extra cleaning after the event and once the hire has been paid for.
- 1.2. The bond will be forfeited should a booking be cancelled less than 14 days prior to the event. If cancellation is made outside of this period, a refund may be given, less any costs incurred by the Shire of Upper Gascoyne.
- 1.3. Alterations of the booking date can only be made with the express approval of the Gascoyne Junction Community Resource Centre. Alterations made less than 7 days prior to the event may result in a forfeiture of one third of the bond if the Shire has incurred any financial loss or loss of an alternative booking.
- 1.4. *Hire fees* shall be in accordance with the schedule of charges current at the time of the booking being confirmed.
- 1.5. Bookings taken less than 7 days prior to the function may incur a surcharge of \$44.00 per hour on top of the original hire charge.
- 1.6. The Gascoyne Junction Pavilion may not be made available to hire if notice is given less than 48 hours before the proposed function.
- 1.7. Management reserve the right to request additional bond and or full payment of hire fees. Police must be notified of any event that will be selling or supplying alcohol via the 'party application form'.
- 1.8. The CEO has the discretion to approve or decline applications for venue hire based on the merit of the application. All requests received from hirers based on charitable exemptions will be subject to the Shire's hire criteria including Terms and Conditions and assessed for approval by the CEO.

### **2 BAR AND KIOSK**

- 2.1 All rights regarding catering and bar, including the sale of foodstuffs, liquor and other consumable items, are reserved to the Shire, unless otherwise arranged with the Gascoyne Junction Community Resource Centre. In the event of the hirer operating the bar, the hirer will be responsible for obtaining appropriate liquor licences. Once the liquor licence has been received, a copy must be given to the Gascoyne Junction Community Resource Centre no less than one month prior to the event, and then displayed in public view before any liquor will be permitted on the premises for the purpose of sale.

### **3 LIMIT OF HIRING**

- 3.1 The hirer shall only be entitled to the specified part of the building hired. Hire of 'The Gascoyne Junction Pavilion' includes its facilities and all its related areas. In particular, hire of 'The Gascoyne Junction Pavilion' does not include the use of the accommodation dongas.
- 3.2 The Shire reserves the right to let any other part of the Pavilion building for any other purpose at the same time. Where this occurs, hirers are expected to give due regard to one another.
- 3.3 Refusal may be given to the hirer should it be deemed by police, council or shire staff that the event is not in the best interest of the community. If the hirer is well known to police and they advise management against hiring the Gascoyne Junction Pavilion, refusal will be given.



#### **4 SUBLETTING**

- 4.1 No portion of the building shall be sublet by the hirer, or any tenancy transferred or assigned without the written consent of the Gascoyne Junction Community Resource Centre.

#### **5 REFUSAL TO LET**

- 5.1 It shall be at the discretion of the Shire to refuse to let the Pavilion in any case, and notwithstanding that the Pavilion may have been let or that the conditions have been accepted and signed and the hiring fee and bond paid, Council shall have the full power if it sees fit, to cancel such a hiring and direct the return of the hire fee and bond so paid, and the hirer thereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence.

#### **6 DECORATIONS**

- 6.1 No electrical installation or decoration materials shall be bought into the building without the consent of the Gascoyne Junction Community Resource Centre.

#### **7 DAMAGE**

- 7.1 The hirer shall be responsible for making good any damage caused to any part of the building and its equipment during the term of hire. The floors, walls, fittings, furniture or any other part of the building shall not be broken, pierced by nails or screws or in any such manner, or in any other way, damaged. The hirer shall be responsible for the maintenance of all equipment and fittings in good order. Cost of damage will be taken out of the bond. Should the bond not be sufficient to cover the costs, the hirer will be invoiced accordingly and will be expected to pay within the Shire terms.

#### **8 SECURITY**

- 8.1 Whilst all care will be taken, Council shall not be held responsible in any way for the loss of or damage to property placed in the Pavilion by the Hirer, nor for any loss by the hirer through accident or failure of the electricity or other plant or by any unavoidable cause.
- 8.2 Security guards must be provided at any function that is supplying or providing alcohol. The guards must be approved by the Gascoyne Junction Community Resource Centre.

#### **9 CURFEW**

- 9.1 The curfew for the Gascoyne Junction Pavilion is 12am. Music and refreshments must end at the hire time designated by the hirer and are not permitted to go later than this curfew.
- 9.2 Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges. Extension of the curfew may be permitted by applying in writing to the CEO of the Upper Gascoyne Shire only.

#### **10 POWER**

- 10.1 The Shire of Upper Gascoyne shall not at any time, or in any way, be liable for the failure or non-working of the air-conditioning/electrical, plant, or the non-supply of power to the Gascoyne Junction Pavilion. The hirer, at their own expense may make arrangements for temporary supplies, subject to the approval of the Community Resource Centre, of both the type and placing of such equipment.





## **11 LIABILITIES AND INSURANCE**

- 11.1 The hirer shall not do, or neglect to do, or permit to be done, or let undone, anything which will affect the Shire's insurance policy/s in respect to fire or public risk in connection with the building. The hirer agrees to indemnify the Shire of Upper Gascoyne to the extent that such policies are affected through any such act of commission or, omission.
- 11.2 The hirer shall indemnify and keep indemnified, the Shire and it's agents, from and against all claims, demands, writs, summonses, actions, suits, losses and expenses of any nature whatsoever, which may occur in connection with the loss of life, personal injury and or damage to property of any person using or entering on or near any entrance, passage, vestibule to/into or off the premises or occasioned (where to it may occur) wholly or in part, by any act, neglect, default or omission by the hirer, or his agents, servants or invites, or any other persons using or on the premises with his/her approval, express or implied.

## **12 PERFORMANCE RIGHTS AND COPYRIGHT**

- 12.1 The hirer is responsible for any payments due under the Copyright Act and the hirer agrees to indemnify Council against any action resulting from non-payment or non-compliance with copyright laws. The Gascoyne Junction Pavilion or Council is under no obligation to ensure, prior to the use of the premises, that the activity for which the premises are hired does not infringe copyright.
- 12.2 Should the hirer obtain the permission of the Venue Manager to make a video recording, one recording only shall be made and an appropriate licence to make the recording shall have been granted by the Australasian Mechanical Copyright Owners society (AMCOS). The hirer shall not allow a performance to be photographed where such photographs are in breach of copyright legislation.

## **13 CAMERA USE**

- 13.1 No camera, video recorder, tape recorder, bioscopy or projecting lens may be used in the Gascoyne Junction Pavilion without the consent of the Venue Coordinator.

## **14 DISORDERLY CONDUCT**

- 14.1 No obscene or insulting language or behaviour or damage to property shall be permitted in any part of the building or its grounds. The hirer is responsible for their patrons and guests behaviour whilst attending any function in the boundaries of the Gascoyne Junction Pavilion. The Shire of Upper Gascoyne reserves the right to refuse admission to any person.

## **15 NOTICES**

- 15.1 No notices, poster, banners or such shall be put up inside or outside the Pavilion without the consent of the Venue Coordinator.

## **16 FOOD, DRINK AND SMOKING**

- 16.1 No smoking is allowed in 'Gascoyne Junction Pavilion' hall. Smoking is not permitted in any part of the building except to the outside areas allocated for such. The hirer will be responsible for any damage caused by food, drink or cigarettes by the hirer's employees, agents or any person acting on behalf of the hirer.

## **17 COMPLIANCE WITH THE LAW**

- 17.1 The hirer shall comply in every respect, with regulations under the Health Act and Council's by laws with regards to public buildings, for the prevention of over-crowding and obstruction of gangways, passages, corridors, or any other part of the building.
- 17.2 The hirer shall comply with any Act or regulation governing theatres, or public halls and will be responsible for any tax or fee charged from time to time.

## **18 CONTROL AND USE OF THE GASCOYNE JUNCTION PAVILION**

- 18.1 The general administration and control of the Gascoyne Junction Pavilion is vested in the Venue Manager who shall exercise absolute discretionary power for the good order and control of such premises.
- 18.2 The Venue Manager shall have complete control and supervision over all means of entry and exit into the building, and over the opening of doors and admission of the public, and the hirer or his/her representative shall act under the Coordinators discretion in this respect.
- 18.3 Any volunteer or private attendants engaged by the hirer shall work under the discretion of the Venue Coordinator and the instruction of the Venue Manager shall be obeyed at all time.
- 18.4 The hirer will use the Pavilion in conformity with all laws, regulations or by-laws applicable thereto, and not allow taking place therein any performance which in the view of Council is unsuitable, unruly, disorderly, objectionable or dangerous.
- 18.5 The hirer will dismantle and remove the production after the show on the last performance of the season so as to leave entirely clear premises by 4.00am on the following day, unless otherwise agreed by the Venue Manager.
- 18.6 Hirers of 'Gascoyne Junction Pavilion' shall leave the stage area and dressing rooms in a clean and tidy condition. The stage floor shall be cleaned of all fixings and any equipment returned to storerooms. Failure to do this, shall incur additional labour charges.
- 18.7 All hirers are to leave all areas of the Gascoyne Junction Pavilion in a clean and tidy manner. If cleaning exceeds 1 hour by our cleaning contractors, the hirers will be charged accordingly.
- 18.8 Main courtyard and front and rear entrance is to be left in a clean and tidy state. If not left in this state then the hirer will be charged for the extra cleaning.
- 18.9 The vacating of the venue by all patrons at the conclusion of the event is the express responsibility of the hirer.
- 18.10 All tables and chairs must be replaced in the shed as they were found. Additional charges may be incurred if Gascoyne Junction Pavilion staff has to return tables and chairs to their original set up.

## **19 ADVERTISING**

- 19.1 The advertising and promotion of the event or activity is solely the responsibility of the hirer. The hirer is responsible to pay the Shire should any advertising be done on the hirer's behalf.
- 19.2 The centre accepts no responsibility for any advertising or promotion of the hirer's event.

## **20 PERFORMANCE / EVENT RATINGS**

- 20.1 The hirer is solely responsible for ensuring that all advertising materials inform patrons of any offensive material.
- 20.2 Furthermore the hirer shall indemnify the Gascoyne Junction Pavilion Management, its employees and the Shire of Upper Gascoyne against any actions, costs, claims, charges, expenses and damages that may arise out of the hirer's failure to comply with the above



## **21 SOUND RESTRICTIONS**

- 21.1 The hirer shall comply with the Environmental Protection (& Noise) Regulations of 1997 and sound levels recommended by the Department of Occupational Safety and Health of Western Australia (DOSHWA).
- 21.2 The hirer shall be responsible for the payment of all fines and associated costs incurred as a result of non-compliance with either the Environmental Protection (& Noise) Regulations or relevant Occupational Safety and Health requirements.

## **22 DISPUTES**

- 22.1 In the event of any difference or dispute arising as to the interpretation of the conditions, the matter shall be referred to the Shire of Upper Gascoyne Chief Executive Officer for his decision thereon and such decision shall be binding on the parties to the dispute.
- 22.2 Non compliance with any of the above conditions will cause the implementation of extra cost to the hirer, retention of the bond, or cancellation of the hire booking. Any costs over and above the amount of the bond will become a debt recoverable from the hirer by the Shire of Upper Gascoyne.





## SECTION 11 – Recreation & Culture

DOCUMENT	11.05 Use of Gymnasium	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Use of Gymnasium Notes	

### 11. 05 USE OF GYMNASIUM

#### OBJECTIVE:

To define the use of the gymnasium for all community members taking into account the consideration of the care and maintenance of the facility

1. The gym (donga facility) is situated within the pavilion complex located on Gregory Street in Gascoyne Junction. The facility is air conditioned with a code for entry. Toilets are available in the pavilion.
2. Entry to the gym by use of a code is permitted between the hours of 4:00am and 10:00pm daily.
3. At least two persons should be present when the gym is being used.
4. Only persons 16 years of age or over will be authorised by the Shire to have access to the gym.
5. The gym user must sign in and out of the gym each time the facility is used. Children under the age of 16 years are not permitted to accompany the swipe card holder unless prior written approval of the Shire is obtained.
6. Access to the gym is granted by paying an annual membership for residents, or for contractors and visitors a seasonal pass. This fee is outlined in the Shire of Upper Gascoyne Fees and Schedules charges.
7. Users should be familiar with the correct way to use the equipment and should observe posters in the room showing correct lifting procedures and warm up routines.
8. Users are required to ensure that loose equipment is stored safely. If equipment is not stored safely and/or if damage is caused to the facility, access to the gym may be withdrawn.
9. First aid equipment and defibrillator are stored in emergency access only cabinets to the right of the entry door. ALL USE TO BE REPORTED TO THE SHIRE.
10. Users should report any equipment that needs repair or maintenance to the Shire.
11. The Shire accepts no liability for any death or injury to any person or any loss of or damage to property of any person arising directly or indirectly out of use or access to the gym at any time.
12. By paying the annual membership or seasonal membership fee, all gym users indemnifies and agrees to indemnify and keep indemnified the Shire, its officers, agents and employees in respect of any liability whatsoever in respect of any death or injury to any person or any loss or damage to any property of any person arising directly and indirectly out of sharing the code of access to non members of the establishment.

13. Terminating a membership agreement during the cooling-off period A client may terminate a membership agreement during the 48 hour cooling-off period if they give the Shire written notice of termination, if the agreement is terminated within the 48 hour period there will be no administration charges.

Termination of the agreement outside of the cooling off period: The agreement may be terminated due to an illness or injury that would render the user unable to utilise the facility or

1. the user moves from the region on a permanent basis. Notification of the termination is to be given in writing to the Shire and the Shire is to reply within seven days of receipt of such notice. There will be no extra administration costs on termination of this agreement.
2. Agreements are for a twelve month period only and will run from the date entered into for that period only. Renewal will be required every twelve months.
3. The Shire will not provide direct debit options for payment of accounts





## SECTION 11 – Recreation & Culture

DOCUMENT	11.06 Community Engagement Policy	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	04/01/2023	No changes.	
Ainsley Hardie	23/01/2023	Hire of Pavilion and Shire Facilities Notes	

### 11.06 COMMUNITY ENGAGEMENT POLICY

#### OBJECTIVES:

The objectives of this policy are to:

- provide awareness of the Shire of Upper Gascoyne's principles toward community engagement and to set a framework for all community engagement activities conducted by the Shire.
- ensure Shire stakeholders are well informed about issues, strategies and plans that may directly or indirectly affect them.
- ensure Shire stakeholders have the opportunity to be involved in Council's decision making and policy development.
- seek the views of all stakeholders, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- provide members of the community with the opportunity to hear each other's opinions and to recommend appropriate solutions to community issues.
- ensure Council is meeting its legislative requirements regarding community consultation in all areas of its service delivery.
- recognise that there is diversity in the activities and projects Council undertakes and that the type of engagement should vary accordingly.

The Community Engagement Policy applies to elected members, employees and community members. The Shire recognises that community engagement and the opportunity for communities to participate in planning for the future are vital in ensuring we meet our Strategic Community Plan objectives. Community engagement is not only good business practice but also important to good government. For this reason, the Council is committed to engaging with the community. Community engagement is about involving the community in decisions which affect them, and it is critical to the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community. Community engagement does not mean achieving consensus. However, it does involve seeking broad, informed agreement and the best possible solution for Council and the community. The overarching principle is that the Shire will consult with our communities. Therefore, this policy applies not only to Shire's Strategic Planning processes but to all facets of our operations and projects.

#### Benefits of community engagement

There are numerous benefits from community engagement:

- Increased community awareness of Council's services, planning and programs,

- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process,
- Increased awareness of the needs, priorities, and diversity of the local community, which in turn ensures that Council's service provision and planning is well aligned with community expectations,
- Increased level of community ownership and acceptance of decisions,
- Council and the community working together to address local issues; and the potential for the Council to save time and resources.

The Shire of Upper Gascoyne will approach community engagement adhering to the following principles.

- Be open and inclusive
  - Recognise that community participation is an integral part of informed decision making,
  - Promote and support opportunities for the community to actively participate,
  - Encourage involvement from all stakeholders and will use engagement processes that are accessible and inclusive, Create mutual trust, respect and be accountable.
  - Treat all stakeholders in the engagement process with respect and dignity,
  - Approach engagement from an impartial perspective,
  - Be accountable, accessible, and ethical in all dealings with the community. Engage early and be clear
  - Seek early engagement and regularly involve the community in decision making
  - Clearly communicate the objectives of the engagement process and provide community members with all available, relevant information as part of the consultation engagement process to ensure informed discussion
  - Communicate the parameters of the engagement process to participants from the outset, including legislative requirements, Council's sphere of influence, conflicting community views, policy frameworks and context, budget constraints etc.
  - Acknowledge that planning is a critical process to deliver successful outcomes and are committed to developing and implementing community engagement plans.
- Consideration and feedback
- We are committed to demonstrating that we have considered all community contributions and relevant data, prior to making any decisions that affect the local community,
  - We are committed to providing participants with feedback at key stages throughout the project and upon completion and how community input influenced the decision.

We recognise and acknowledge the skills required to undertake community engagement and will provide employees with opportunities for further skill development and training, and that in certain circumstances it will be beneficial to retain professional consultants to assist with certain engagement strategies.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.1 – Use of Heavy Vehicle Combinations on Local Roads	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	Changes made to reflect the RAV ratings and speed limits.	
John McCleary	03/01/2023	No changes.	

### 12.1 USE OF HEAVY VEHICLE COMBINATIONS ON LOCAL ROADS

The Chief Executive Officer is authorised to give Councils agreement to applications to operate applicable heavy vehicle combinations on local roads subject to the RAV road rating of the road, the weight of the loads, frequency of the transport task and vehicle configuration.

#### SPECIAL CONDITIONS:

- 1) All roads are subject to the conditions allowed by the Commissioner of Main Roads. These being:
  - a. Where the heavy vehicle is being utilized for the servicing of primary producers or businesses within the Shire of Upper Gascoyne approval is granted for the use of all local roads within the Shire subject to those vehicles involved taking the shortest possible route, or an agreed route, to and from the properties involved utilising the roads.
  - b. Any operators using the vehicle categories as described traveling on roads other than those roads described in Condition (1) in accordance with Condition (2) must be able to provide proof of purpose for utilising the said road and substantiate that the shortest possible route or an agreed route has been taken to reach the destination from the designated routes if challenged by an authorised person.
- 2) Use of town streets other than through roads of the Shire of Upper Gascoyne will not be permitted unless for access to Industrial area unless specific approval is obtained from the Shire of Upper Gascoyne.

#### GENERAL CONDITIONS:

- a. Operators wishing to vary the conditions as detailed in this policy must contact the local authority for written agreement and forward agreement if granted to Main Roads for approval and endorsement on their permit.

- b. Local Government conditions will vary according to the road network topography, traffic, road condition and weather conditions.
- c. Speed limits for permit vehicles are:
  - Unsealed open roads 70km/hour
  - Built up areas 50km/hour or 10km below the designated speed limit whichever is the lesser.
- d. Council may review its policy and add or remove roads from the approved roads as they see fit subject to endorsement by the Commissioner of Main Roads.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.2 Road Closures	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	Minor changes to way we communicate road closures.	
John McCleary	24/08/2021	Added a clause that refers to the Shires Local Laws.	

### 12.2 ROAD CLOSURES

Roads affected by rain may be closed forthwith. Operators are to be advised to check the Road Report on the Shire's website or contact the Shire for advice if heavy rains have fallen in the area. Road closure signs are to be placed on the effected roads where possible.

The Shire will communicate road closures via Facebook, Shire Web Page, notify adjoining Local Governments, notification on Public Notice Boards.

The Shire is to provide pastoralists with appropriate Road Closed signs to effect road closures.

Gates where erected will be closed with signs attached advising that the roads are closed to the public.

Police, emergency service vehicles and other light vehicles with legitimate need must gain permission from the Shire prior to entering a closed section of road.

The CEO and the Manager of Works and Services are able to issue fines under the Shire of Upper Gascoyne "Activities in Thoroughfares" Local Law for those motorists that drive on closed roads with the Shire of Upper Gascoyne.

The CEO or Works Manager may pass on evidence and details of those that drive on closed roads for further prosecution.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.3 – Traffic Signs	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	25/08/2021	No changes.	

### **12.3 TRAFFIC SIGNS**

Council accepts the delegation of responsibility from Main Roads WA.

The Main Roads Code of Practice “Traffic Management on Roads” relating to the erection, establishment and display of any traffic signs and traffic control signals will form the basis for the construction, erection and maintenance of signs within the Shire of Upper Gascoyne. This does not include roads not under the Shire’s control.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.4– Gravel Supply Arrangements	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### **12.4 GRAVEL SUPPLY AGREEMENTS**

Where gravel use is negotiated with land holders from pastoral property either a written or verbal agreement is to be entered into with the landholder as required. The agreement is to clearly identify estimated area required and the amount of gravel to be extracted. Gravel pits are to be leveled and reinstated by council staff at the end of their useful life as determined by the Works Manager or Chief Executive Officer.

NOTE: Council reserves the right to enforce its rights to extract gravel by legal means if arrangements cannot be made with landholders.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.5 – Cyclone Clean-Up	Triennially	Triennially 9or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	25/08/2021	No changes.	

### **12.5 CYCLONE CLEAN UP**

Prior to the cyclone season, all residents and ratepayers within the townsite will be requested to clean up their property and remove all debris and dangerous items around their yards and buildings





## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.6 – Restrictions on use of plant for private works	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	

### **12.6 RESTRICTIONS ON USE OF PLANT FOR PRIVATE WORKS**

- a) The Shire will refrain from hiring out small equipment such as small petrol Generators Welders, Jackhammers, Chainsaws, Whipper-Snippers etc.
- b) The Shire's plant shall not be used for any purpose either the Chief Executive Officer or the Works Manager believe is potentially dangerous or not the intended use of the particular machine.
- c) Council plant shall be available for private work hire subject to the operation of the machine being done by Shire operators. Private works must not exceed \$10,000 at any given time unless authorized by the CEO prior to works commencing. Once private works costs reach an amount of \$10,000 (ten thousand dollars) immediate payment of this amount is required in full by cash, cheque or EFT prior to continuing with the works.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.7 – Aircraft Landing Strips	REVIEW:	Triennially (or as required)
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes	
Jarrold Walker	03/01/2023	Major Changes	

### 12.7 AIRCRAFT LANDING STRIPS

Grading of aircraft landing strips will be carried out under the following conditions:

1. On the basis the Shire cover 50% of the cost and the pastoralist cover the remaining 50% of the cost;
2. When the grader is in the general vicinity;
3. Should a pastoralist want the airstrip graded when the grader is not in the vicinity the pastoralist will be responsible for 100% of the costs associated with the mobilisation and demobilisation of the plant;
4. Should the airstrip require rolling this will be an additional cost realizable on a cost recovery basis inclusive of mobilization and demobilisation; and
5. Reconstruction of an airstrip will be treated as private works and charged out to the pastoralist at 100% of the cost.
6. If the airstrip is deemed by the CEO or Works Manager to require additional works other than a maintenance grade then it will be treated as private works and charged out to the pastoralist at 100% of the cost.

Note:

Airstrips are the property of the pastoralist and are not an asset of the Shire; hence the responsibility to maintain such lies with the the pastoralists.



## SECTION TWELVE – TRANSPORT & PUBLIC SERVICES

DOCUMENT	12.8 – Grid Policy	REVIEW:	Triennially (or as required).
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	Added section 3 as requested by Council	
John McCleary	03/01/2023	Added sections 6,7&8	

### 12.8 GRID POLICY

1. Where a pastoral fence has remained down or removed for a period of 12 months or more, the lessee or resident manager should be given notice of the intent to remove the grid from the road reserve. The lessee should be given at least 30 days to object and any objection should be referred to Council at the next meeting;
2. If a grid has been removed and the lessee later wishes to have a new grid installed, then the new grid should be at least a 8m grid and only installed once the fence has been suitably rebuilt or a new fence constructed;
3. The Shire will re-instate the grid within three months however, however this will depend on the state of the budget and availability of materials and services;
4. This policy does not prevent agreement with any lessee to remove any grid at any time where advice has been received that the grid is no longer required;
5. Grids can be removed by suitable contractors or by the Shire crew particularly when working nearby;
6. The cost of purchasing a new grid and installing the same, where there was no grid previously, will be apportioned at 50% to the Shire and 50% the pastoralists for tier 3 and 4 roads; and
7. The cost of cleaning out grids or repairing grids / grid wings on tier 3 and 4 roads will be apportioned at 50% to the Shire and 50% for the effected pastoralists.
8. Grids will be installed / replaced on a 'first in' basis. The Shire will create a list and will work down the list when the budget allows given the cost of purchasing and installing a grid.



## SECTION 13 – ECONOMIC SERVICES

DOCUMENT	13.01 TOURISM	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	
Ainsley Hardie	17/01/2023	Proposed Policy	

### 13.1 TOURISM

To outline the support and promotion of Tourism in the Shire of Upper Gascoyne. The Tourism goals for the Shire of Upper Gascoyne are to increase visitor numbers and visitor nights spent in the Shire of Upper Gascoyne and to increase the visitor spend per visitor. Tourism was rated of high importance to residents in the Shire of Upper Gascoyne Plan for the Future 2022-2032 Community Strategic Plan and this policy aims to support achieving the outcomes of this document.

#### STRATEGIC GOALS

- Strategy 1.1.1 Foster our community spirit and promote our local attractions
- Strategy 2.1.1 Provide appropriate transport network infrastructure, supporting our community, local pastoral and mining industries and tourism
- Strategy 2.3.1 Increased awareness of the district and regional attractions
- Strategy 2.3.2 Promote opportunities for economic development in the region
- Strategy 2.3.3 Encourage diversity and growth of local business, industry and investment
- Strategy 3.1.1 Protect natural capital, associated infrastructure and support appropriate access
- Strategy 3.2.1 Continue planning and development of existing and new infrastructure
- Strategy 3.2.2 Maintenance and upgrade of infrastructure
- Strategy 4.1.1 Effectively represent and promote the Shire
- Strategy 4.1.2 Lobby and advocate for the community and district
- Strategy 4.2.1 Provide professional and efficient services to the community

#### STRATEGIC OUTCOMES

##### WORKING COLLABORATIVELY

1. The Shire Council shall work closely with the Western Australian Tourism Commission, Australia's Golden Outback and other relevant tourism associations and government departments in all aspects of tourism development within the Shire of Upper Gascoyne and where possible seek representation on appropriate organisations.

2. Work collaboratively with neighbouring Shires across the Gascoyne Murchison Sub Region, Gascoyne and Pilbara or other tourism stakeholders identified as important in delivering successful the Councils tourism outcomes.

## **PLANNING & LEGISLATION**

3. In the formulation of planning Shire policies and documents ie: Local/Town Planning, Strategic Community Plans, the Council will consider the requirements of tourism in the decision making process.
4. In the preparation of local laws for the Shire of Upper Gascoyne, the Council shall consider the impact of these laws on tourism and the balanced development of the Shire.
5. The Shire of Upper Gascoyne will foster and encourage tourism product development and investment throughout the area and where possible facilitate the development application process.
6. When considering tourism projects, Council shall consider the social, cultural, economic and environmental impact of the proposal on the Shire of Upper Gascoyne to ensure responsible and sustainable tourism practices that benefit stakeholders, the community and visitors to the region.
7. The Shire Council will encourage through town planning a high standard of relevant design and aesthetics in all forms of tourism development.
8. To create an inviting space for visitors and residents the Shire Council will support the landscaping of residential and commercial centres that continue to make the Shire a unique and attractive visitor destination.

## **TOURISM & PRODUCT DEVELOPMENT**

9. The Shire Council will consider an appropriate and fiscally sound budget allocation annually to support the successful delivery of strategic tourism policies and outcomes as outlined in key documents and policies. The Shire Council will ensure funds are available to market the Shire of Upper Gascoyne effectively to increase visitor numbers, increase visitor length of and to increase visitor spend in the Upper Gascoyne.
10. The Shire Council shall endeavour to assist (financially and by other means) tourism organisations or events and initiatives that build the tourism potential within the Shire of Upper Gascoyne.
11. The Shire Council shall initiate the provision of tourism facilities sufficient to cater for destination and day trip visitors to appropriate areas within the Shire.
12. The Shire Council shall seek to source funding from other sources such as grants to support the provision of tourism facilities.
13. The establishment of National Parks, the enhancement of specific natural features, conservation areas of outstanding beauty and recognising items of heritage significance, will be supported where practicable by the Shire Council.
14. The Shire of Upper Gascoyne where practicable will facilitate the development of scenic routes, walk-trails and lookouts and review signage needs in strategically important visitor areas.

## **ROLES AND RESPONSIBILITIES**

Tourism and Community Development Officer



## SECTION 13 – ECONOMIC SERVICES

DOCUMENT	13.02 Astrotourism Dark Sky	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	03/01/2023	No changes.	
Ainsley Hardie	30/01/2023	Proposed Policy	

### 13.2 ASTROTOURISM DARK SKY

To provide guidance on a light spill and dust management for development proposals located within identified dark sky and Astrotourism locations in the Shire of Upper Gascoyne.

#### OBJECTIVE

- This policy seeks to preserve and protect the night sky for future generations through environmentally responsible outdoor light and dust management
- Provide a basis for decision making and establishment of principles to achieve night sky protection
- To identify and protect wildlife from the effects of light pollution

#### LEGAL STATUS

This policy is adopted under deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which enables the Shire of Upper Gascoyne to prepare local planning policies for any matter related to the planning and development of the Scheme area. The local planning policy can only have effect where consistent with the deemed provisions and local planning scheme.

#### DEFINITIONS & ABBREVIATIONS

Name of area	Additional Provisions
Asymmetric	Asymmetric beams allow light to be concentrated in one direction and prevents the need for light fittings to be mounted such that they are pointed down.
Colour Temperature	The perceived colour of a light source ranging from cool (blue) to warm (red), measured in Kelvin (K). A low correlated colour temperature such as 2500 will have a warm appearance whilst 6500K will appear cold.
Dark Sky Principles	Principle 1: Eliminate light spill Principle 2: Avoid over lighting Principle 3: Use energy efficient bulbs Principle 4: Ensure lights are not directed towards reflective services Principle 5: Use warm white colours
Development	As defined in the <i>Planning and Development Act (2005)</i>
Observatory	Any structure or land containing permanent optical and/or radio telescopes that are fixed or erected and used for scientific, tourism, business, defence and/or educational purposes includes permanent observatories, land that is frequently used for the above purposes, and those observatories listed in the Dark Sky and Astrotourism

	Position Statement.
Regulations	Means the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Symmetric	Symmetric beams are produced by fittings that distribute light equally in all directions and is typically seen in floodlighting. This form of lighting is detrimental to the night sky and contributed toward artificial sky glow.

## POLICY PROVISIONS

### 1. Specified exemptions

This policy does not apply to:

- Development exempt under Clause 61 of the Regulations
- Residential Development of Single Houses (including the development, extensions or ancillary structures on the same lot)
- A change of land use unless there is a works component, which is not exempt under this policy.

Unless located within a special control area.

### 2. Development Standards

The Shire of Upper Gascoyne will aim to keep all street lighting at a maximum of 3000K

A lighting management plan is to be submitted with all applications subject to this policy. Where a lighting management plan is not submitted, the Shire of Upper Gascoyne, may apply a condition requiring a lighting management plan, prior to commencement of development. This may include any details relevant to ensuring that the application is consistent with Dark Sky Principles, at the Local Government's discretion. Where no external lighting is proposed, this should be stated.

All lighting must:

- Be pointed downward
- Be shielded such that only the intended area to be lit is illuminated, and any light spill created by the luminaire which is not directed to the intended area is effectively shrouded (See Appendix 1)
- Be commensurate with the intended use of the land and to the minimum standard to ensure safety and security, but no greater
- Be switched off or on a timer so that lighting is off/minimal between the hours of 10pm and 4am
- Use energy efficient lighting bulbs/systems (ie LED)
- Use warm white or filtered LEDs with a correlated colour temperature (CCT) of between 2500 and 3000K
- Be asymmetric (when floodlighting is required)
- Only face surfaces with low reflective policies in accordance with table 1

**Table 1: Surface Reflectivity**

Surface	Reflective Properties	Surface	Reflective Properties
Natural grass and vegetation	Low	Uncoloured Concrete	High

Painted Surface (Dark)	Low	Painted Surface (Light)	High
Pre-coloured factory metal (dark)	Low	Artificial Grass (Sand Base)	High
Brick (Dark)	Low	Pre Coloured Factory Metal (Light)	High
Raw or Stained Timber	Medium	Brick (Light)	High
Stone Surface	Medium	Zincalume Steel (unpainted)	High

## DUST MANAGEMENT

Where development may result in the generation of dust, applications should include a dust management plan as part of an application for development approval. Where a dust management plan is not submitted, the Shire of Upper Gascoyne may apply a dust condition requiring a management plan, prior to commencement of development. The dust management plan should be consistent with Department of Water and Environmental Regulation's. *A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities* (March 2011)

## COMMERCIAL/INDUSTRIAL/MIXED USE/NON-RESIDENTIAL

In addition to the general provisions of this policy, a condition will be applied requiring compliance with *Australian Standard 4282-2019: Control of obtrusive effects of outdoor lighting*

## SIGNAGE

In addition to the general provisions of this policy, internally or externally lit signage should comply with the internationally accepted limits in accordance with Table 2.

**Table 2: Signage Luminosity**

Illuminated Areas (Square Metres)	Maximum Luminance at a point (candela per square metre)
More than 10	300
2 to 10	600
0.5 to 2	800
Less than 0.5	1000



## Appendix 1 – Dark sky principles

The WAPC adopts the following principles to guide implementation of dark sky standards:

### Principle 1 – Eliminate light spill

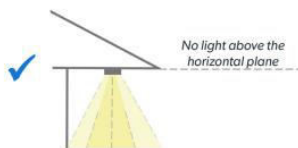
Light spill is light that falls outside of the area which is intended to be lit and contributes directly to artificial sky glow. Lighting should generally be:

- in the 'as installed' position to achieve 0% upward light waste ratio (UWLR)
- directed downward and prevented from shining above the horizontal plane
- shielded
- mounted under eaves, verandas or roof
- internalised within buildings
- using directional fittings to ensure that light is directed
- mounted higher to reduce light spill, through a more efficient and effective light spread.

**Figure 1: Common aspects of light pollution**



**Figure 2: Acceptable asymmetric lighting installed below an eave**



**Figure 3: Non-shielded light fitting**



**Figure 4: Shielded light fitting**



**Figure 5: Non-shielded light fitting**



**Figure 6: Shielded light fitting**



**Figure 7: Shielded flood lights**





## SECTION 14 (A) – OTHER

DOCUMENT	14 – OTHER	REVIEW:	Triennially
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	17/03/2019	No changes.	
John McCleary	25/08/2021	No changes.	

### **14 (A). OTHER**

No policies have been developed at this stage.

# **APPENDIX 4**

**(New Residential/Light Industrial Sub-Division)**



# WANSBOROUGH ROAD/ PIMBEE ROAD, GASCOYNE JUNCTION SERVICING INVESTIGATION & OPINION OF PROBABLE COSTS

PREPARED FOR THE SHIRE OF UPPER GASCOYNE

**REPORT PREPARED FOR**  
**SHIRE OF UPPER GASCOYNE**

Prepared by	<b>Porter Consulting Engineers</b>
Postal address	PO Box 1036 Canning Bridge WA 6153
Phone	(08) 9315 9955
Email	office@portereng.com.au

Date	17 January 2023
Our reference	R01.23
Job Number	22-12-150
Checked	MC

**HISTORY AND STATUS OF THE DOCUMENT**

Revision	Date issued	Author	Issued to	Revision type
Rev A	17/01/2023	R Thomson	Shire of Upper Gascoyne	1 <sup>st</sup> submission

# CONTENTS

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<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>2.0</b>	<b>SERVICING INVESTIGATIONS.....</b>	<b>2</b>
2.1	<i>Landform.....</i>	2
2.2	<i>Electrical.....</i>	2
2.3	<i>Communications.....</i>	3
2.4	<i>Water .....</i>	3
2.5	<i>Wastewater.....</i>	3
2.6	<i>Roads.....</i>	3
2.7	<i>Stormwater Drainage.....</i>	3
2.8	<i>Siteworks / Earthworks .....</i>	4
2.9	<i>Substation Earthworks .....</i>	4
2.10	<i>Bushfire Management.....</i>	4
2.11	<i>Retaining Walls .....</i>	4
2.12	<i>Fencing .....</i>	5
2.13	<i>Landscaping .....</i>	5
2.14	<i>Preliminaries.....</i>	5
2.15	<i>Local Government Fees .....</i>	5
2.16	<i>Professional Fees.....</i>	5
2.17	<i>Contingency.....</i>	5
2.18	<i>Indicative Development Costs .....</i>	6
<b>3.0</b>	<b>CONCLUSION .....</b>	<b>6</b>

**ATTACHMENT 1 – Development Layout**

**ATTACHMENT 2 – Horizon Power Design Information Package (GAP0204 Revision A)**

**ATTACHMENT 3 – Before You Dig Information**

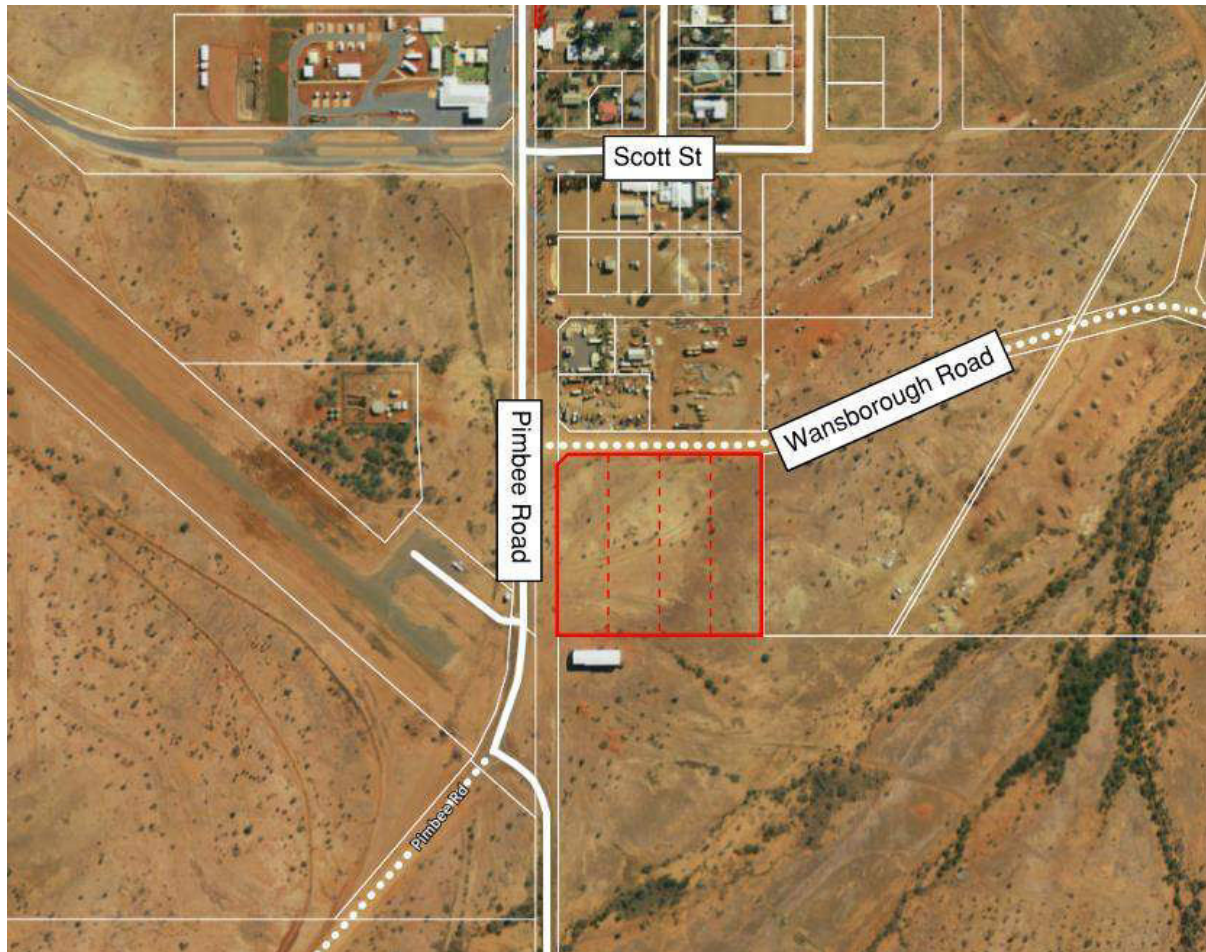
**ATTACHMENT 4 – Indicative Costs Summary (T001.23)**



## 1.0 INTRODUCTION

Porter Consulting Engineers (PCE) has been engaged by the Shire of Upper Gascoyne to undertake a servicing investigation for a light industrial development in Gascoyne Junction located within the Shire of Upper Gascoyne, 770km north of Perth.

The proposed development site is located at the junction of Pimbee Road and Wansborough Road. The existing lot is to be subdivided into four (4 No.) lots as shown in **Figure 1** and **Attachment 1**.



**Figure 1: Proposed 4 lot light industrial development (existing lot bound in red, proposed subdivision shown by dashed red lines)**

## 2.0 SERVICING INVESTIGATIONS

### 2.1 Landform

The site is mostly cleared with scattered bush grasses and small trees. Topsoil is expected to be left on site and removed during building development works on site.

Based on online mapping information<sup>1</sup> the site is relatively level at approximately 142m AHD, with a shallow grade from south to north. However, topography data is limited in this area. A topographical feature survey is required to confirm levels and inform further designs.

A geotechnical investigation of the site was not available at the time of this review. The Geological Survey of WA<sup>2</sup> mapping notes the sub-surface conditions as follows:

- PB<sub>u</sub>- Cundlego Formation: quartz wacke, siltstone, and shale; locally fossiliferous; shallow marine; commonly outcrops as ridges of calcareous well-indurated quartz wacke.

A search on the Contaminated Sites Database<sup>3</sup> did not identify any known contamination to the site.

### 2.2 Electrical

Existing Horizon Power mapping shows there is existing low voltage overhead power infrastructure along the eastern verge of Pimbee Road. The existing high voltage network is approximately 30m north of the development site.

In 2017, Horizon Power prepared a Design Information Package (refer to **Attachment 2**) to service the site, which required a 22kv 630kVA substation. The substation connects to the existing HV network located approximately 30m north of the Site.

The proposed substation location shown on the Horizon Power layout is optimum in terms of minimising costs. It is recommended that the proposed substation location remain as shown in the Design Information Package and any development be constructed to accommodate this. A 6m buffer to any buildings is required from the substation unless fire protection measures are put in place.

Whilst it is expected that the 2017 Design Information Package is still valid, contact should be made with Horizon Power as part of further design development to confirm the design arrangement is still applicable.

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<sup>1</sup> <https://www.mngaccess.com.au/map#-25.0575516,115.2081123,18z> viewed 3 January 2023

<sup>2</sup> Geological Survey of Western Australia 1985, *Wooramel Sheet SG 50-5*, Geological Mapping Section, Department of Mines, 1:250,000

<sup>3</sup> Department of Water and Environmental Regulation, *Contaminated Sites Database*, viewed 3 January 2023, <  
<https://www.der.wa.gov.au/your-environment/contaminated-sites/58-finding-information-on-contaminated-sites-in-western-australia>>



## 2.3 Communications

Telstra mapping<sup>4</sup> shows there is existing Telstra in-ground infrastructure in Pimbee Road. NBN broadband access is available for the area via NBN Sky Muster satellite services<sup>5</sup>. An extension of the in-ground pit and pipe communication infrastructure will be required within the proposed roadways to provide fixed line services.

## 2.4 Water

There is an existing 110mm water main located on Pimbee Road. An application to Water Corporation should be made at a later stage to request a watermain extension to service the proposed lots. We don't anticipate any issues with the proposed servicing of the site.

## 2.5 Wastewater

There are no Water Corporation wastewater assets in the area, therefore onsite wastewater treatment and disposal is expected for each respective lot, typically via Aerobic Treatment Units (ATU) and an effluent disposal system (i.e., leach drains, subsurface dripper, subsurface irrigation, and/or closed cell systems) being installed as part of the built-form works.

## 2.6 Roads

Aerial mapping information<sup>6</sup> for the area shows that Pimbee Road is approximately 7m wide sealed road, unkerbed. Wansborough Road is unsealed gravel track 10m wide within a 20m road reserve area. Based on similar developments within the townsite, it is proposed that the existing unsealed gravel track on Wansborough Road remain as is. Whilst strictly not a requirement for the proposed development, the Shire may wish to consider upgrading Wansborough Road to a sealed road to provide a formal more robust road as there will be industrial sites on both sides of Wansborough.

Should Wansborough Road require upgrading to a sealed finish, an initial assessment suggests costs for the works would be in the region of \$180,000 + GST. The indicative cost provided is based on an 8m wide sealed road with 0.5m wide unsealed shoulders for a total length of 200m with some allowance for street lighting. These costs have not been included in the indicative costs provided within this report.

## 2.7 Stormwater Drainage

It appears that roads do not have a pit and pipe drainage network and instead rely on longitudinal road grades and overland flow to drain away surface water to gullies/streams that continue to the Gascoyne River to the north. Stormwater from the townsite crosses under Carnarvon-Mullewa Road via several culverts from this overland flow route.

Therefore, it is expected that the proposed light industrial lots will be designed to allow overland flow from the lots to the adjacent road levels. No changes are proposed to the existing road drainage network, however, a review of the drainage system on the unsealed road is

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<sup>4</sup> Before You Dig, obtained 20/12/2022 <[www.byda.com.au](http://www.byda.com.au)>

<sup>5</sup> NBN, *Rollout-Map*, viewed 4 January 2023, <<https://www.nbnco.com.au/learn/rollout-map>>

<sup>6</sup> <https://www.google.com/maps/@-25.0564577,115.2078035,3a,75y,135.44h,84.16t/data=!3m6!1e1!3m4!1sqEJzmS-s08KOfxJQVmd-qw!2e0!7i13312!8i6656>

recommended. An allowance for minor upgrading of any drainage swales has been included within the indicative costs provided.

## 2.8 Siteworks / Earthworks

In December 2010, a major 1% (1 in 100 year) Annual Exceedance Probability (AEP) flooding event occurred to the Gascoyne River with peak water levels recorded by the oval (between Pimbee Road and Gregory Street) at 142.2m AHD<sup>7</sup>.

As the proposed development will not include any habitable floor space, finish floor levels can be up to 1m below the defined flood levels<sup>8</sup>. However, to protect against future 1% AEP flooding risk, the building envelope areas should be constructed to 0.5m above the known flood levels or 142.7m AHD. To achieve floor levels of 142.7m AHD, approximately 700mm of fill material will be required to raise the ground levels from 142m to 142.7m AHD. A feature survey will be required to confirm the sites current topography.

It is expected that filling to the building envelope areas will be undertaken as part of the built-form works. Therefore, no costs allowances has been made for filling for building envelopes.

Advice received from the Department of Water and Environmental Regulation suggests if the site is located within the 2010 floodplain, it should be assessed on the following factors:

- Depth of flooding
- Velocity of flow
- The developments obstructive effects on flow
- Possible structure and potential flood damage
- Difficulty in evacuation during major floods and
- Regional benefit of the proposed development

Advice<sup>9</sup> received from the Shire states that the site is not located within the flood plain extent. Therefore, the above assessment is not required.

## 2.9 Substation Earthworks

The substation base level is required to be a minimum of 500mm above existing 100-year flood levels to comply with Horizon power requirements. Access to the substation should be relatively level to facilitate future maintenance requirements. Modification of Pimbee Road and on-site lot levels may be required to facilitate the required substation base level of 142.7m AHD.

## 2.10 Bushfire Management

As there is no significant vegetation in the vicinity, a Bushfire Management Plan is not expected to be required.

## 2.11 Retaining Walls

Boundary retaining walls are not expected to be required.

---

<sup>7</sup> Jones, Y, *RE: Floodplain management advice - 34 Cream St Gascoyne Junction*, email to McCleary. J, 6 July 2020, <ceo@uppergascoyne.wa.gov.au>

<sup>8</sup> Construction of buildings in Flood Hazard Areas, 2012 ABCB Version 2012.3

<sup>9</sup> McCleary. J, *FW: Floodplain*, email to Cook. M, 17 January 2023, <ceo@uppergascoyne.wa.gov.au>

## **2.12 Fencing**

Fencing would typically be installed as part of the built-form works, and therefore no cost allowances have been made.

## **2.13 Landscaping**

No landscaping costs are included in the cost estimate.

## **2.14 Preliminaries**

Allowance has been made for the Contractor's costs for supervision, mobilisation, site facilities, insurances, locating existing services, dilapidation surveys, preparing and implementing management plans, and accommodation. Allowance has been made for a **5-week** construction period to construct earthworks to the lot, minor road drainage upgrades, electrical, communications, and water servicing.

## **2.15 Local Government Fees**

The 1.5% Local Government supervision fee is not expected to be payable.

## **2.16 Professional Fees**

Costs have been included to cover professional fees such as engineering, planning, and survey services. These costs have been set at a nominal 10%.

## **2.17 Contingency**

A 15% contingency of the construction cost is included due to the preliminary nature of this investigation and changes experienced in construction material costs throughout recent months. A 5% administration contingency is also included.

The construction sector is currently experiencing an extremely high workload tempo and a number of capacity constraints due to COVID-19 economic stimuli and macro-economic factors, which has resulted in construction pricing volatility. Whilst further price contingencies are not considered necessary, this does not eliminate the risk of pricing volatility that may arise.

## 2.18 Indicative Development Costs

This review is based on servicing the proposed lots with electricity, communications, and water, and has been undertaken as a desktop study of existing services, aerial imagery, previous studies, and information readily available online.

In summary, the indicative development costs are outlined in the table below with a further detailed summary provided in **Attachment 5**.

Items		Amount
Construction Costs:	Preliminaries	\$83,500
	Earthworks	\$24,600
	Imported fill (to substation pad)	\$4,200
	Imported fill for building envelopes areas	Excluded (building envelope areas to be constructed as part of built-form works)
	Water Reticulation	\$69,800
	Drainage	\$24,200
	*Roadworks	\$19,800
	Underground power	\$251,300
	Communications	\$10,600
	Construction Contingency (15%)	\$63,000
<b>Construction Costs Total</b>		<b>\$551,000</b>
Development Fees and Charges		<b>\$103,676</b>
<b>Sub total</b>		<b>\$654,276</b>
GST		\$65,428
<b>Total Costs incl. GST</b>		<b>\$719,704</b>

\*No allowance for sealed road upgrade to Wansborough Road. See section 2.6 for further details.

We stress that these costs are indicative only and are reflective of current construction costs in the area. No allowances have been made for property costs. The reader should be satisfied that the costs are appropriate for their purpose. Porter Consulting Engineers does not accept responsibility or liability for their interpretation or use.

## 3.0 CONCLUSION

Based on the information reviewed, there does not appear to be any factors that would prevent the development of the proposed residential development. However, further evaluation and assessments would need to be made as part of ongoing design development:

- Consider upgrading and sealing Wansborough Road,
- Liaise with Horizon Power to confirm if the Design Information Package prepared in 2017 is still valid,
- Arrange for a feature survey to the site and surrounding roads,
- Review the road drainage infrastructure as part of ongoing designs.

## **ATTACHMENT 1 – Development Layout**

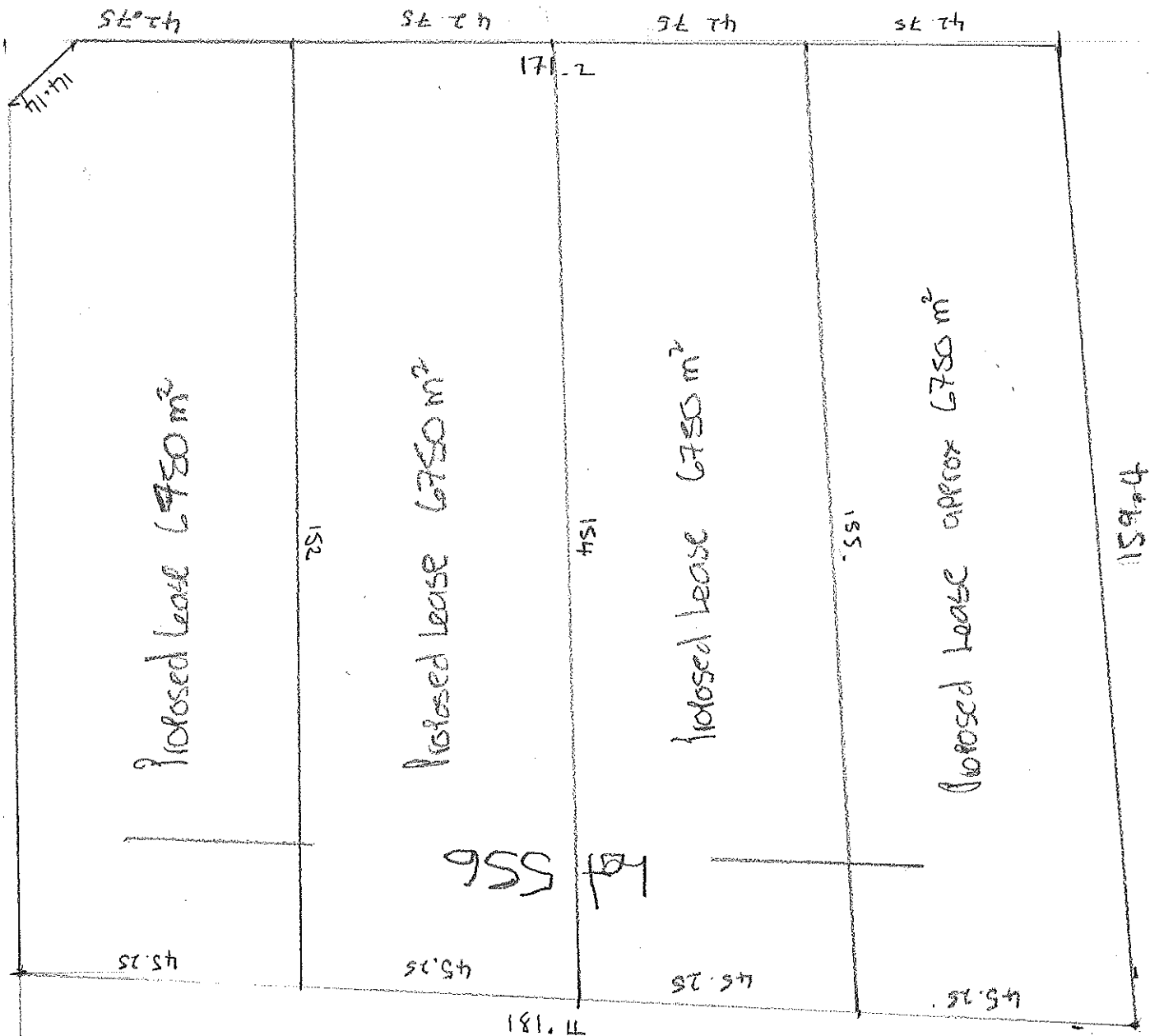
# WANSBOROUGH ROAD

Drawn to scale 1:1000

~~Smith Street~~

Pimbee Rd

149.95



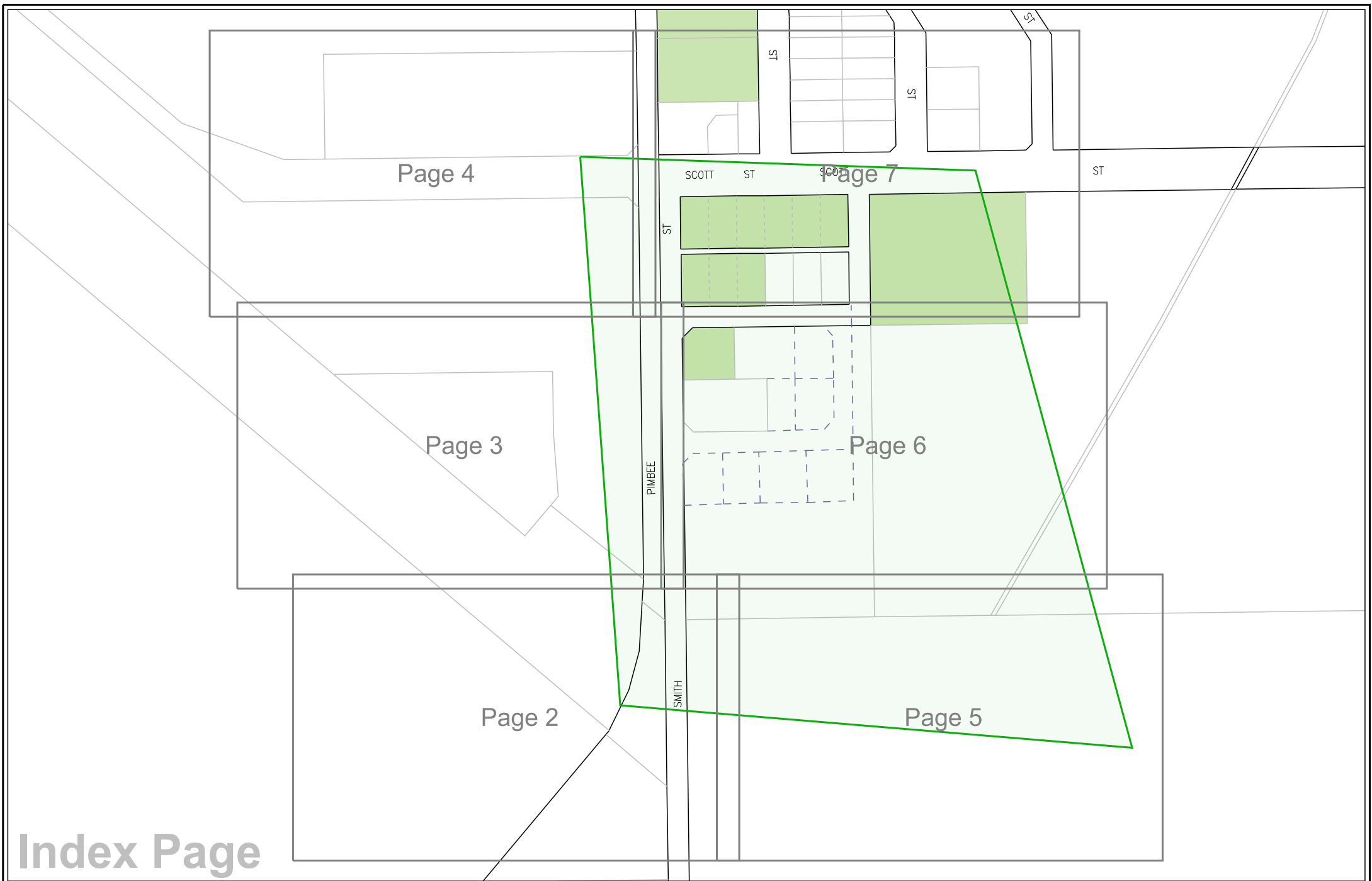
**ATTACHMENT 2 – Horizon Power Design Package (GAP0204 Revision A)**







## **ATTACHMENT 3 – Before You Dig Information**



# Index Page

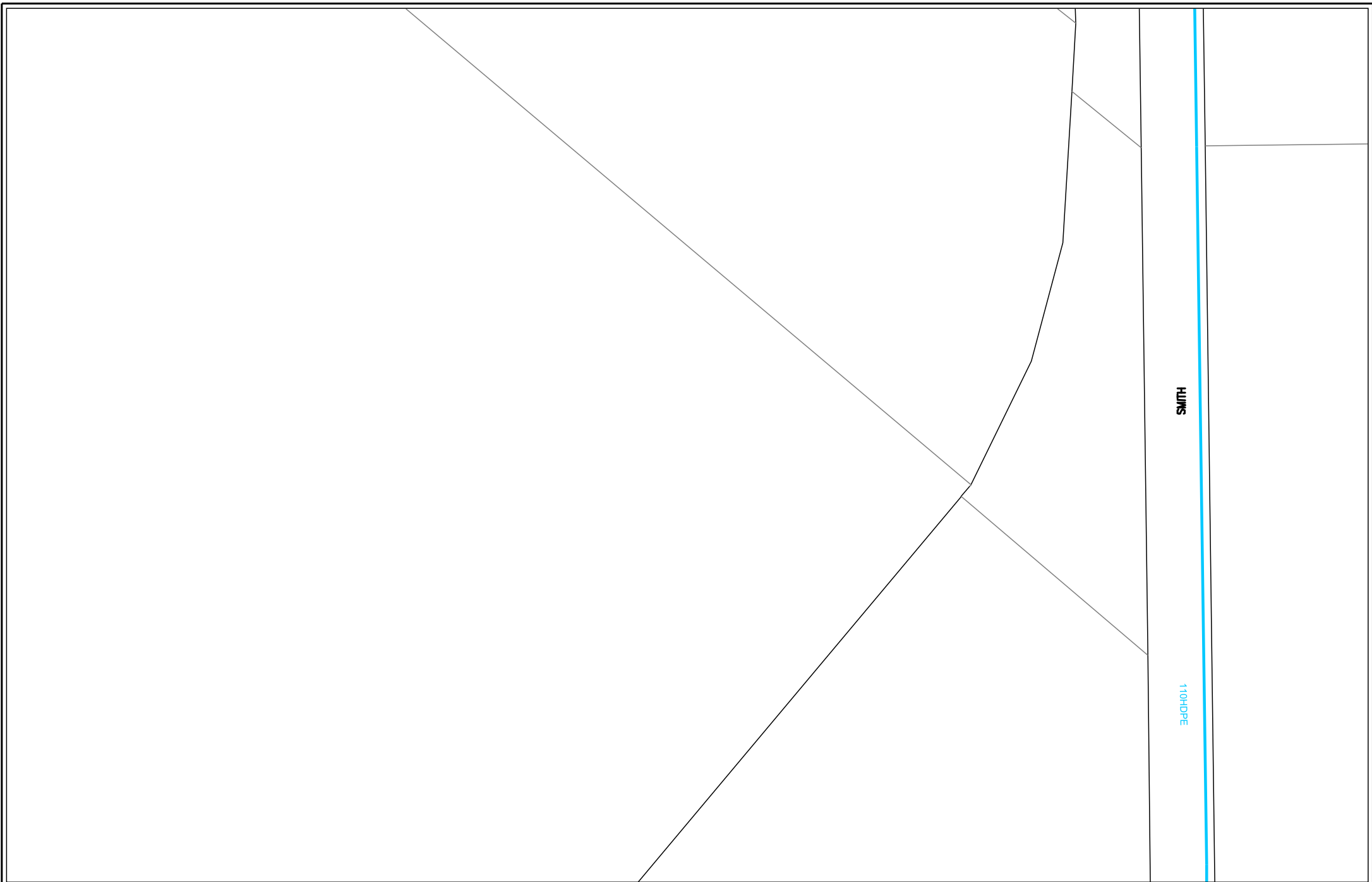


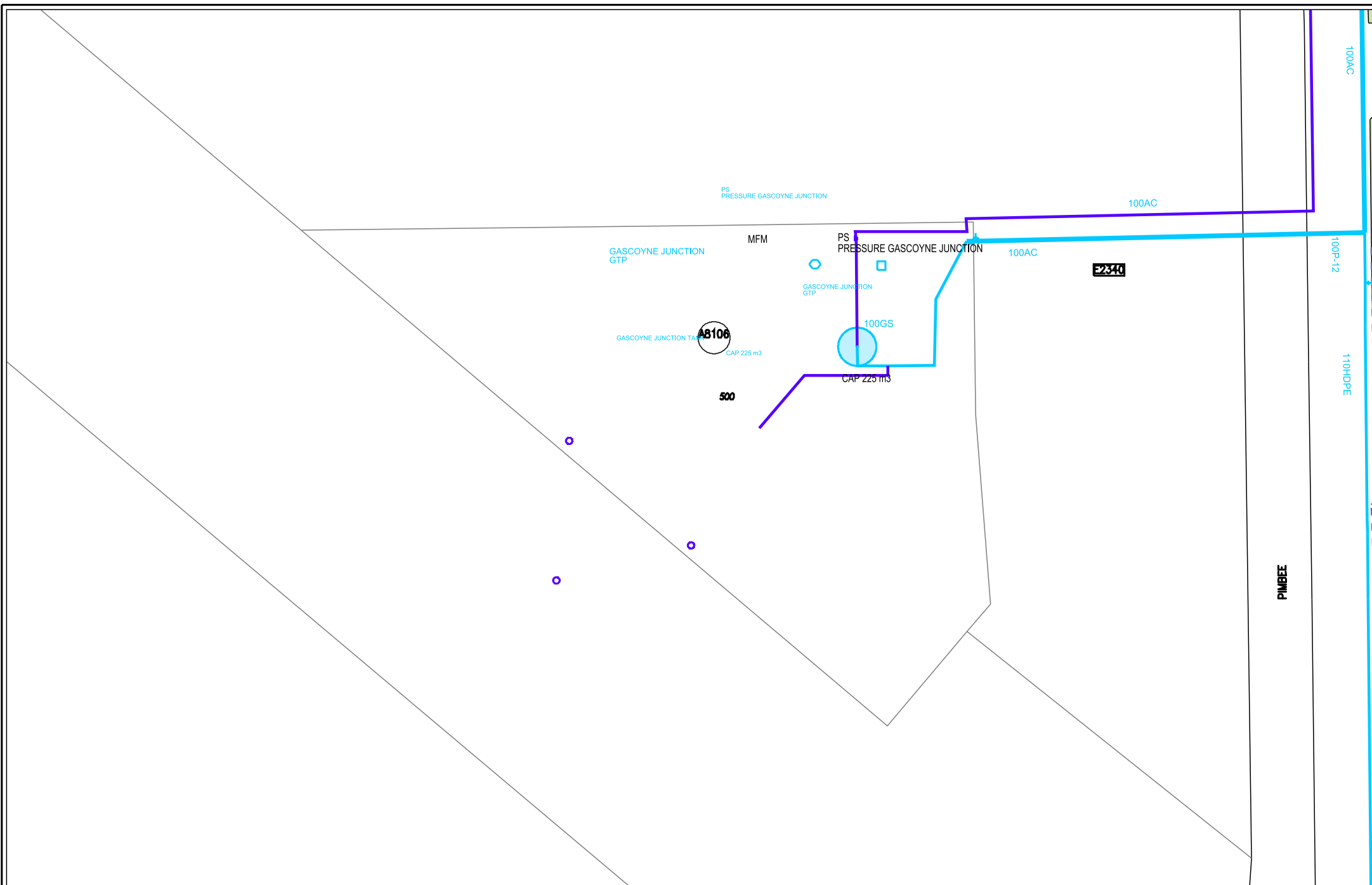
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LD21



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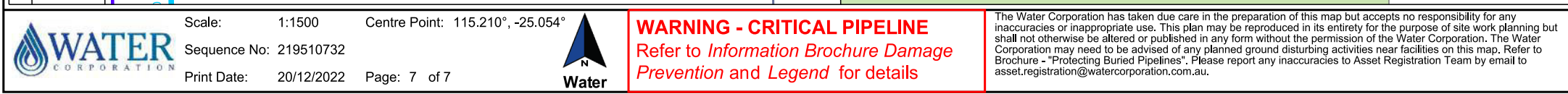
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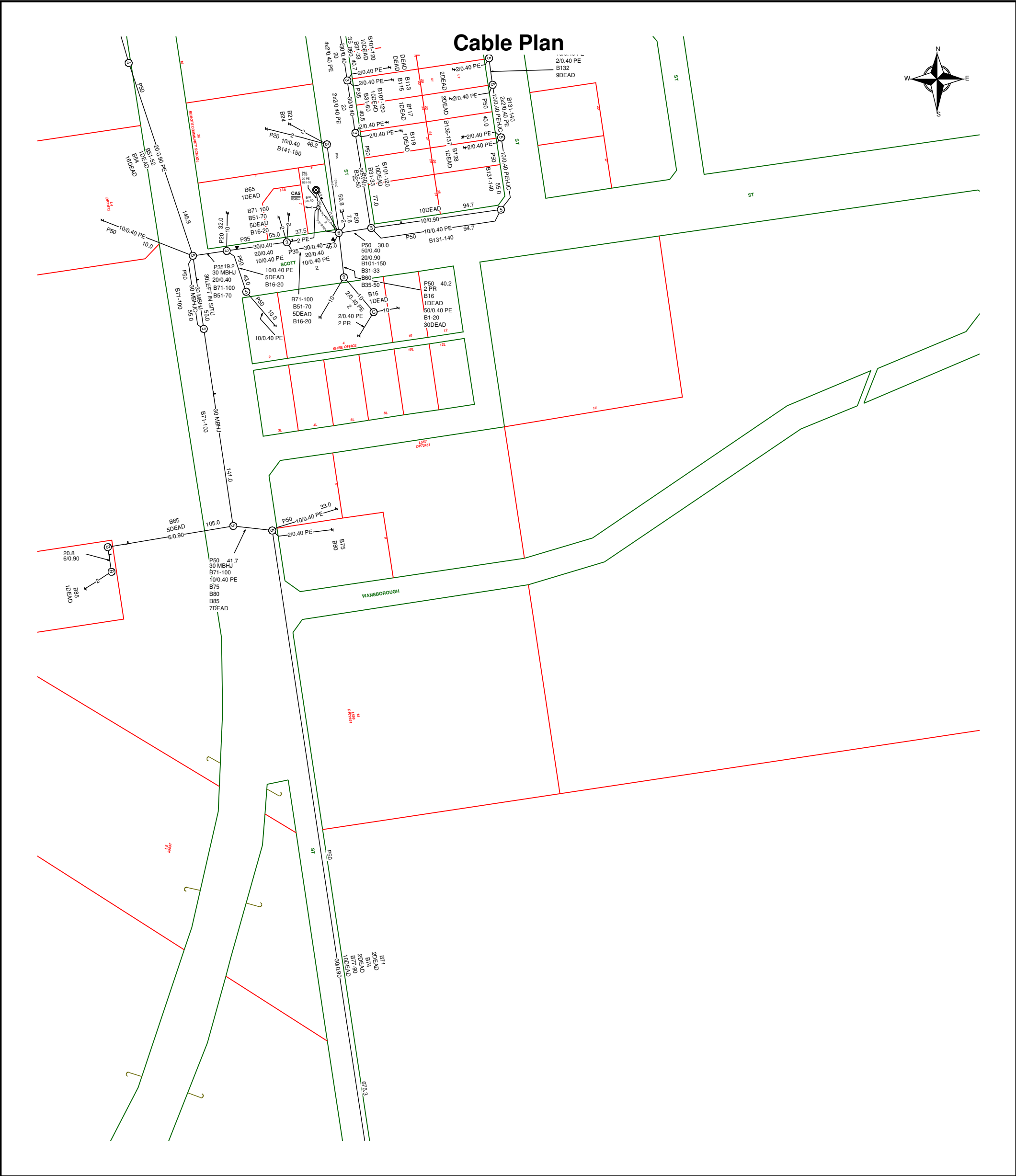
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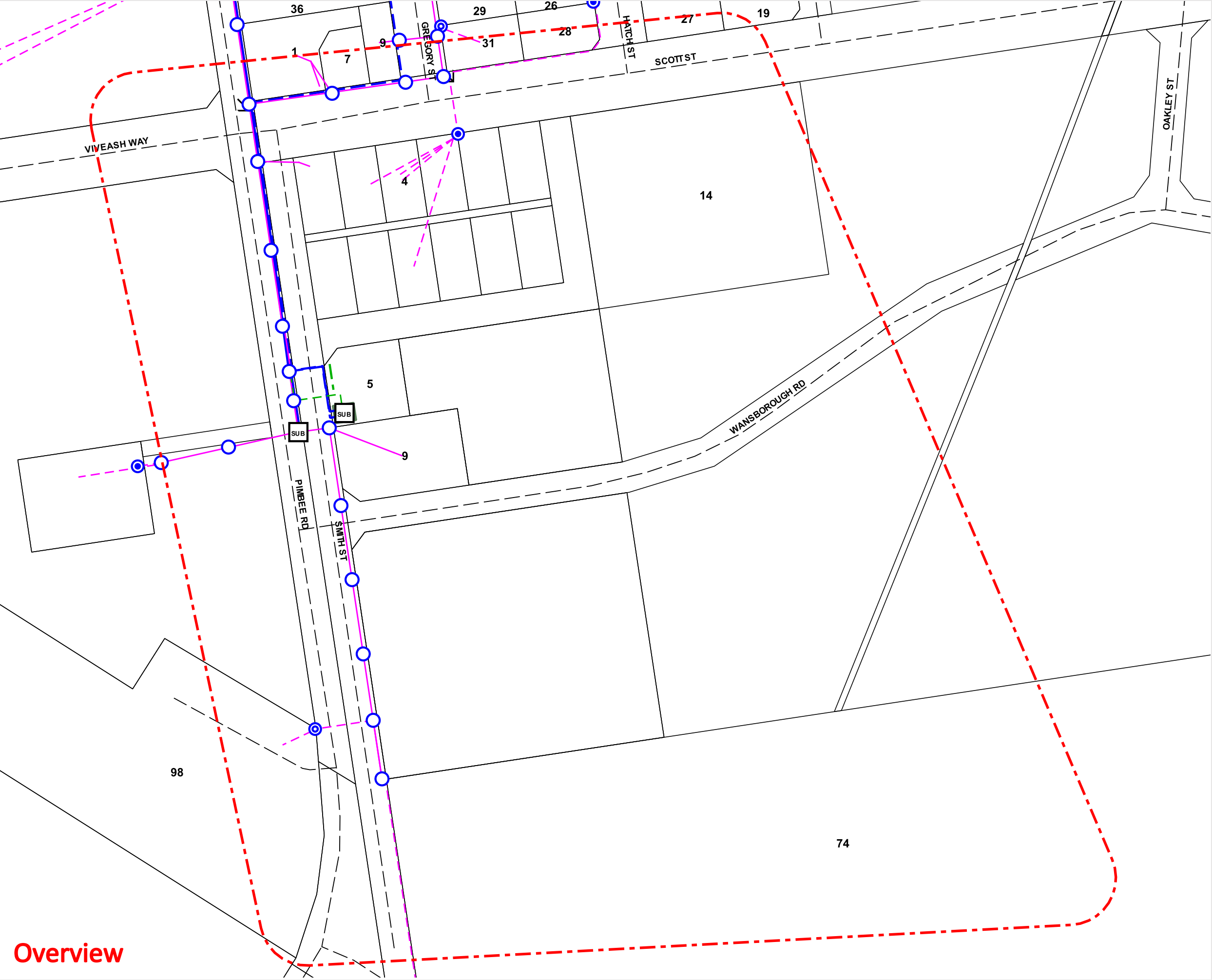




	Report Damage: <a href="https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment">https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment</a> Ph - 13 22 03 Email - Telstra.Plans@team.telstra.com Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries		Sequence Number: 219510733
	TELSTRA CORPORATION LIMITED A.C.N. 051 775 556		Please read Duty of Care prior to any excavating
	Generated On 20/12/2022 14:52:26		

**WARNING**  
Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.



**Legend**

Existing	Proposed	
		Distribution Substation
		Distribution Pole
		LV Mini Pillar
		LV Universal Pillar
		LV Cabinet
		LV Unmetered Supply Pit
		LV Service Pit
		LV Wall Mounted Box
		LV Unknown Structure
		LV Distribution Cable - Underground
		LV Distribution Wire - Overhead
		HV Distribution Cable - Underground
		HV Distribution Wire - Overhead
		Stay Anchor
		Stay Wire
		Transmission Cable - Underground
		Transmission Wire - Overhead
		Transmission Pole
		Transmission Tower
		Communications Cable
		Fibre Optic Cable
		Zone Substation



Scale: 1:2351  
Expires: 17 Jan 2023

**DISCLAIMER:** While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Horizon Power nor PelicanCorp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.

Overview

## **ATTACHMENT 4 – Indicative Costs T01.23**

Project Wansborough Rd/ Pimbee Rd Light Industrial  
Number of Lots 4  
Client Shire of Upper Gascoyne  
Engineer Rachel Thomson  
Job Number 22-12-150  
Date 4 January 2023  
File Name T001.23  
Revision A  
Reference Document R01.23

INDICATIVE DEVELOPMENT COSTS	
CONSTRUCTION COSTS	TOTAL COST (ex Gascoyne Junction Regional index 1.65)
Preliminaries	\$ 83,500
Earthworks	\$ 24,600
Imported fill for substation pad and surround	\$ 4,200
Water Reticulation	\$ 69,800
Drainage (roadside swale)	\$ 24,200
Roadworks (crossovers only)	\$ 19,800
Underground Power	\$ 251,300
Communications	\$ 10,600
Construction Contingency (15% of construction)	\$ 63,000
<b>CONSTRUCTION TOTAL</b>	<b>\$ 551,000</b>
DEVELOPMENT FEES AND CHARGES	TOTAL COST
Water Corporation Standard Sewer Infrastructure Contribution	\$ -
Water Corporation Standard Water Infrastructure Contribution	\$ 9,876
Water Corporation Standard Drainage Infrastructure Contribution	\$ -
Local Authority Fees	\$ -
Water Corporation Fees	\$ 10,400
Horizon Power Fees	\$ 5,000
Communications Headworks and Backhaul Charges	\$ 2,400
WAPC and Landgate Fees	\$ 4,100
Professional Fees	\$ 51,700
Developer Contribution Scheme	\$ 14,800
Cost Sharing for Common Infrastructure (Section 159 of the Planning Act)	\$ -
Administration Contingency (5% of fees/charges)	\$ 5,000
<b>DEVELOPMENT FEES AND CHARGES TOTAL</b>	<b>\$ 103,276</b>
<b>SUB TOTAL COSTS</b>	<b>\$ 654,276</b>
<b>GST</b>	<b>\$ 65,428</b>
<b>TOTAL COSTS</b>	<b>\$ 719,704</b>
<b>COST PER LOT (including GST)</b>	<b>\$ 179,926</b>

We stress that these costs are indicative only and are reflective of current construction costs in the area. No allowances have been made for property costs. The reader should be satisfied that the costs are appropriate for their purpose. Porter Consulting Engineers does not accept responsibility or liability for their interpretation or use.



Level 2 Kishorn Court  
58 Kishorn Road  
Mount Pleasant 6153  
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Canning Bridge 6153  
Western Australia

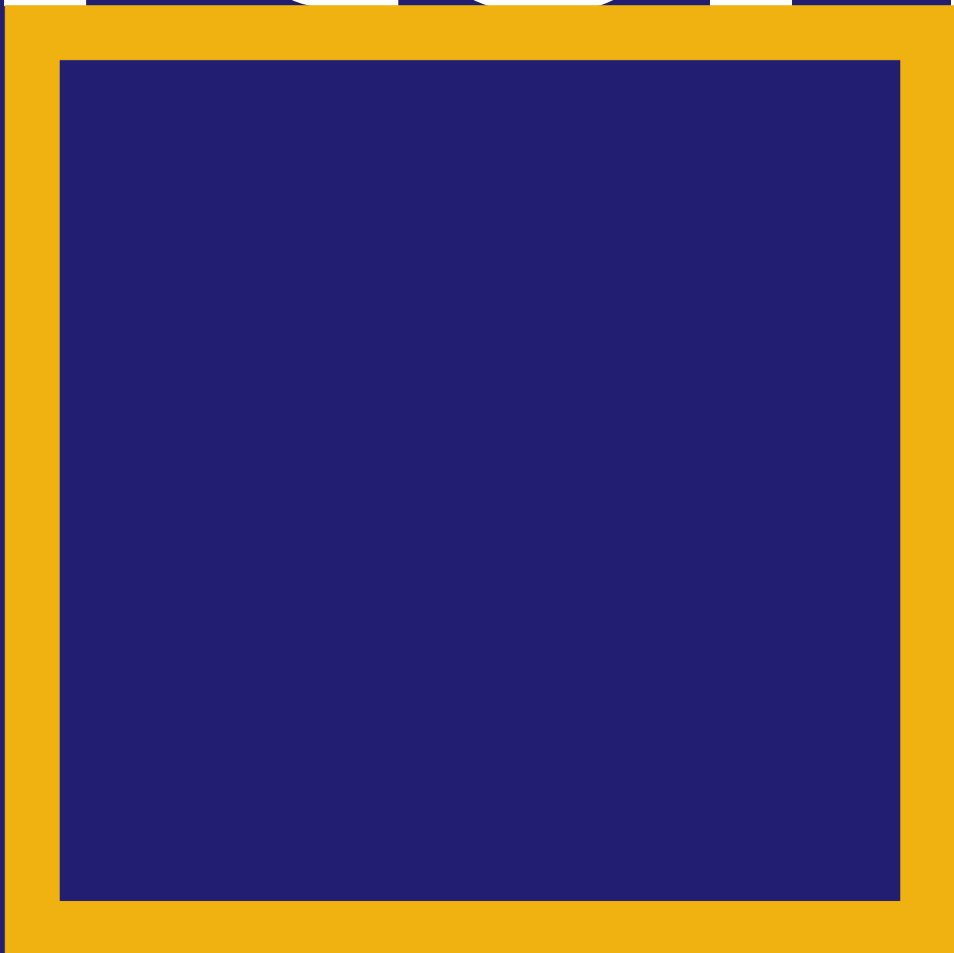
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SERVICING INVESTIGATION

**GASCOYNE JUNCTION  
RESIDENTIAL SUBDIVISION  
(9 LOTS FOR STAGE 1)**

# Porter



**REPORT PREPARED FOR**  
**SHIRE OF UPPER GASCOYNE**

Prepared by	<b>Porter Consulting Engineers</b>
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Date	20 January 2023
Our reference	R07.23
Job Number	22-12-151
Checked	<i>BIH</i>

**HISTORY AND STATUS OF THE DOCUMENT**

Revision	Date issued	Author	Issued to	Revision type
Rev A	20-01-2023	M Cook	Shire of Upper Gascoyne	1 <sup>st</sup> issue

# CONTENTS

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<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>2.0</b>	<b>SERVICING INVESTIGATIONS.....</b>	<b>2</b>
2.1	<i>Planning .....</i>	<i>2</i>
2.2	<i>Landform.....</i>	<i>2</i>
2.3	<i>Electrical.....</i>	<i>2</i>
2.4	<i>Communications.....</i>	<i>2</i>
2.5	<i>Water .....</i>	<i>3</i>
2.6	<i>Wastewater.....</i>	<i>3</i>
2.7	<i>Roads.....</i>	<i>3</i>
2.8	<i>Drainage.....</i>	<i>3</i>
2.9	<i>Siteworks / Earthworks .....</i>	<i>4</i>
2.10	<i>Earthwork Development Costs .....</i>	<i>4</i>
2.11	<i>Bushfire Management.....</i>	<i>5</i>
2.12	<i>Retaining Walls .....</i>	<i>5</i>
2.13	<i>Fencing .....</i>	<i>5</i>
2.14	<i>Landscaping .....</i>	<i>5</i>
2.15	<i>Preliminaries.....</i>	<i>5</i>
2.16	<i>Local Government Fees .....</i>	<i>5</i>
2.17	<i>Professional Fees.....</i>	<i>6</i>
2.18	<i>Contingency.....</i>	<i>6</i>
2.19	<i>Indicative Development Costs .....</i>	<i>6</i>
<b>3.0</b>	<b>CONCLUSION .....</b>	<b>7</b>

**ATTACHMENT 1 – Stage 1 Development Layout**

**ATTACHMENT 2 – Topographic Survey**

**ATTACHMENT 3 – Horizon Power Design Information Package (GAS0018 Revision A)**

**ATTACHMENT 4 – Indicative Earthworks Finished Levels Schematic**

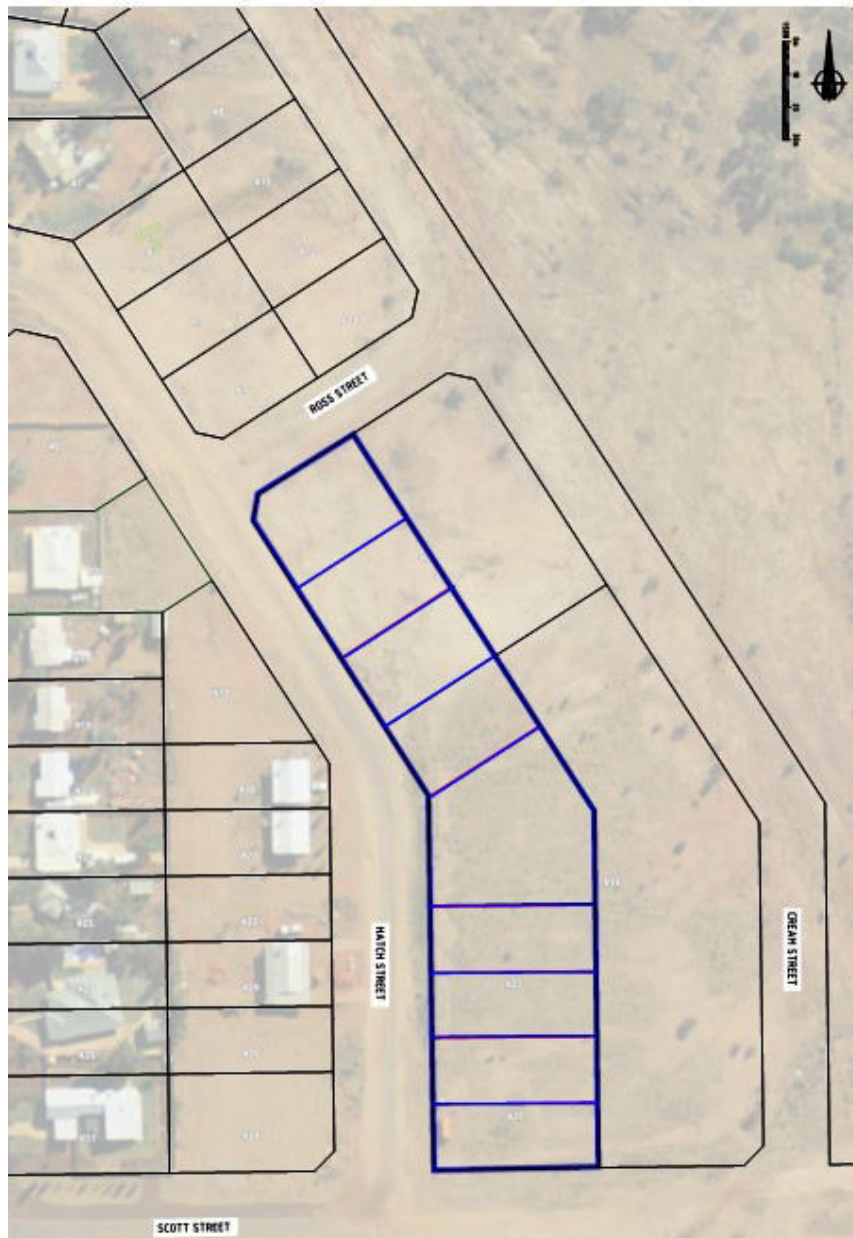
**ATTACHMENT 5 – Indicative Costs Summary (T0011.23)**



## 1.0 INTRODUCTION

Porter Consulting Engineers (PCE) has been engaged by the Shire of Upper Gascoyne to undertake a servicing investigation for Stage 1 of a residential development in Gascoyne Junction located within the Shire of Upper Gascoyne, 770km north of Perth.

As shown in **Figure 1** and **Attachment 1**, the development seeks to create a 9 lot residential development that fronts Hatch Street.



**Figure 1: Proposed 9 lot residential development (lots bound in blue)**

Porter Consulting Engineers has provided previous advice to this development area for DevelopmentWA (Report 18.21) in 2021. However, the report for DevelopmentWA considered a greater development area that included proposed lots that fronted Cream Street.

## 2.0 SERVICING INVESTIGATIONS

### 2.1 Planning

The 9 lots are within vacant Crown land, with the Shire of Upper Gascoyne in the process of acquiring the lots as freehold titles.

### 2.2 Landform

The site is covered in bush grasses and is clear of trees. Topsoil is expected to be stripped during the earthworks and respread across completed lots and verges to assist with dust suppression.

Based on the Shire supplied topographic survey<sup>1</sup> (refer **Attachment 2**) the site generally falls from the south-east at Hatch Street of approximately 142.5m AHD to the north-east at Cream Street of approximately 140m AHD, with a continual fall northwards to the Gascoyne River.

A geotechnical investigation of the site was not available at the time of this review, but the expected soils would be clayey siltstone and shale.

The Geological Survey of WA<sup>2</sup> mapping notes the sub-surface conditions as:

- Pu<sub>b</sub>- Cundlego Formation: quartz wacke, siltstone, and shale; locally fossiliferous; shallow marine; commonly outcrops as ridges of calcareous well-indurated quartz wacke.

A search on the Contaminated Sites Database<sup>3</sup> did not identify any known contamination to the site.

### 2.3 Electrical

There is existing low voltage underground power along the western verge of Hatch Street.

In 2021, Horizon Power has prepared a Design Information Package (refer **Attachment 3**). We expect the 2021 Design Information Package to still be valid and that the existing transformer on Hatch Street by Lot 47 (H12) has capacity to support the proposed 9 lot development, as the 2021 package considered 28 dwellings across 10 lots which included several group housing lots.

### 2.4 Communications

There is existing Telstra in-ground infrastructure in Hatch Street. NBN broadband access is available for the area via NBN Sky Muster satellite services<sup>4</sup>. An extension of the in-ground pit and pipe communication infrastructure will be required within the proposed roadways to provide fixed line services.

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<sup>1</sup> Quantum Surveys, *Topographic Survey Ross & Cream Streets, Gascoyne Junction*, drawing 20469FS01, 18 Dec 2020

<sup>2</sup> Geological Survey of Western Australia 1985, *Wooramel Sheet SG 50-5*, Geological Mapping Section, Department of Mines, 1:250,000

<sup>3</sup> Department of Water and Environmental Regulation, *Contaminated Sites Database*, viewed 3 March 2021, <<https://www.der.wa.gov.au/your-environment/contaminated-sites/58-finding-information-on-contaminated-sites-in-western-australia>>

<sup>4</sup> NBN, *Rollout-Map*, viewed 3 March 2021, <<https://www.nbnco.com.au/learn/rollout-map>>

## 2.5 Water

There are existing 100mm water mains located in Hatch Street. The Water Corporation has advised<sup>5</sup> the proposed 9 lots will be serviced from the existing 100mm water main in Hatch Street and will be deferred water services. Such that the Developer (being Shire of Gascoyne) will pay the headwork charges for the water services to be installed, but Water Corporation will physically install the water service once a building application has been received as part of the built-form works to construct a house.

## 2.6 Wastewater

There are no Water Corporation wastewater assets in the area, therefore onsite wastewater treatment and disposal is expected for each respective lot, typically via Aerobic Treatment Units (ATU) and an effluent disposal system (i.e. leach drains, subsurface dripper, subsurface irrigation, and/or closed cell systems) being installed as part of the built-form works.

The existing residential homes within the town have onsite wastewater treatment systems.

## 2.7 Roads

It is understood<sup>6</sup> that Hatch Street has been completely formed, bituminised, and has concrete kerbing but no footpaths. No upgrades to Hatch Street or Gregory Street are expected to be required.

The future roads for Scott, Street, Cream Street and Ross Street have not been constructed, however the road reserves have been established. It is expected that these roads will be similar to Hatch Street as urban standard road, consisting of a 7m sealed pavement and kerbing.

As proposed house number 9 abut Ross Street, it would be typical for the portion of Ross Street that abuts house number 9 be constructed to an urban standard. The same can be said for the extension of Scott Street past the proposed abutting lot. However, the Shire may decide not to construct Ross Street and the extension of Scott Street at this time or alternatively just construct the road formation and basecourse with the kerb and sealing works to be completed at a future date.

For the purpose of this report, it has been assumed that the Shire will not undertake any road construction works to Ross Street or Scott Street as part of this development. However, should the Shire wish to fully construct Ross Street and Scott Street, then the opinion of probable cost would be in the order of \$55,000 for Ross Street and a further \$50,000 for Scott Street.

## 2.8 Drainage

Although Hatch Street is formed with kerbing, it is unknown whether drainage infrastructure is located within Hatch Street. However, based on treatments for other kerbed roads in the immediate area, it appears that roads do not have a pit and pipe drainage network and instead rely on longitudinal road grades and overland flow to drain away surface water to gullies/streams that

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<sup>5</sup> Kaszaniczky, I, *Fwd: SF0008939 response - 10 lot / 20 unit development at Hatch St, Gascoyne Junction*, email to Cook, M, 18 January 2023, <mcook@portereng.com.au>

<sup>6</sup> Fenn, R, *RE: Gascoyne Junction*, email to McCleay, J, 2 July 2020, <ceo@uppergascoyne.wa.gov.au>

continue to the Gascoyne River. Stormwater from the townsite crosses under Carnarvon-Mullewa Road via several culverts from this overland flow route.

As Hatch Street is already constructed, it is assumed that no further drainage works will be required.

## 2.9 Siteworks / Earthworks

In December 2010, a major 1% (1 in 100 year) Annual Exceedance Probability (AEP) flooding event occurred to the Gascoyne River with peak water levels recorded by the oval (between Pimbee Road and Gregory Street) at 142.2m AHD<sup>7</sup>, inundating the proposed lots.

The Local Government Guidelines for Subdivisional Development<sup>8</sup> note that the minimum habitable floor levels are to be 500mm above the adjacent 1% AEP flood levels, resulting habitable floor levels be a minimum design level of 142.7m AHD.

Across the proposed 9 lots, imported fill ranging from 0.3m to 1m of fill will be required to establish to lots at 142.7m AHD to provide 500mm clearance above the 1% AEP flood level.

An indicative earthworks finished levels schematic is shown in **Attachment 4**.

If the proposed finished lot levels to the proposed lots are not 500mm above the 1% AEP flood level, then an assessment will be made by the Department of Water and Environmental Regulation (DWER) based on its merits, examining the depth of flooding, flow velocities, obstructive effects on the flood, possible structural and potential flood damage to structures, evacuation egress routes during major flooding and regional benefits.

As the lots are generally 1000m<sup>2</sup> or larger, consideration could be had to limit the earthworks undertaken during the subdivisional works to the road reserve and only partially fill the lots. The earthworks to the lot could consist of filling the entirety of the lots to a minimum of 142.2m AHD, with the built-form works during the home construction install the remaining 500mm of fill to the building envelope area to achieve the habitable floor levels being at a minimum of 142.7m AHD.

## 2.10 Earthwork Development Costs

Should the subdivisional works seek to earthwork and fill the entirety of the lots to achieve the habitable floor levels of 142.7m AHD so that it is 500mm above 1%AEP flood level, significant quantities of imported fill material will be required, being in the order of approximately 7,000m<sup>3</sup> of imported materials.

Alternatively, if the subdivisional earthworks seek to reduce the amount of imported fill, and fill the lots to 142.2mAHD, with the intention that as part of the home built-form works further fill will be imported to 142.7m (nominally 500mm of further fill) around the building envelope, then approximately 3,500m<sup>3</sup> of imported fill material is required during the subdivisional works.

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<sup>7</sup> Jones, Y, *RE: Floodplain management advice - 34 Cream St Gascoyne Junction*, email to McCleary, J, 6 July 2020, <ceo@uppergascoyne.wa.gov.au>

<sup>8</sup> Institute of Public Works Engineering Australasia, *Local Government Guidelines for Subdivisional Development*, November 2017, Edition 2.3.

It is understood<sup>9</sup> that the Shire will procure the fill material without any costs, however the Shire will be borne with the transportation costs to the site along with placement and compaction costs as internal Shire costs, and not therefore is included within the noted development costs. However, the opinion of probable cost for the earthworks for topsoil stripping and earthworks is in the order of \$250,000 excluding GST based on industry market rates ex Gascoyne Junction.

The opinion of probable cost based on industry market rates ex Gascoyne Junction, for the transportation, place and compaction of the imported fill is in the order of \$210,000 excluding GST for 7,000m<sup>3</sup> of imported fill, and \$105,000 for 3,500m<sup>3</sup> in partially filling the site, based on a rate of approximately \$30 per cubic meter (ex Gascoyne Junction) for cartage, place and compact.

The cost for earthworks may be optimised with further refinement to finished levels during the detailed design phase.

## **2.11 Bushfire Management**

As there is no significant vegetation in the vicinity, a Bushfire Management Plan is not expected to be required.

## **2.12 Retaining Walls**

Subject to further designs, boundary retaining walls are not expected to be required. However, as part of the earthworks to these 9 lots, interfacing batters are expected to be required beyond these 9 lots as noted in the earthworks schematic drawing in **Attachment 4**.

## **2.13 Fencing**

Fencing would typically be installed as part of the built-form works, and therefore no cost allowances have been made.

## **2.14 Landscaping**

No landscaping costs are included in the cost estimate.

## **2.15 Preliminaries**

Allowance has been made for the Contractor's costs for supervision, mobilisation, site facilities, insurances, locating existing services, dilapidation surveys, preparing and implementing management plans, and accommodation. Allowance has been made for a 6 week construction period to construct works not undertaken by the Shire.

## **2.16 Local Government Fees**

As it is expected that the Shire will construct the roadworks and drainage, the 1.5% Local Government supervision fee is not expected to be payable.

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<sup>9</sup> McCleary, J. RE: 20469 - Topographic Survey Ross & Cream Streets, Gascoyne Junction, email to Cook.M, 26 March 2021 <mcook@portereng.com.au>

## 2.17 Professional Fees

Costs have been included to cover professional fees such as engineering, planning, and survey services. These costs have been set at a nominal 10%.

## 2.18 Contingency

A 15% contingency of the construction cost is included due to the preliminary nature of this investigation. A 5% administration contingency is also included.

The construction sector is currently experiencing an extremely high workload tempo and a number of capacity constraints due to COVID-19 economic stimuli and macro-economic factors, which has resulted in construction pricing volatility. A further 10% contingency of the construction costs has been applied to account for the current pricing volatility, particularly in regional areas.

## 2.19 Indicative Development Costs

This review is based on servicing the proposed lots with electricity, communications, and water, and has been undertaken as a desktop study of existing services, aerial imagery, previous studies, and information readily available online.

As the Shire will utilise their own plant and resources to construct the earthworks, importation of fill, roadworks and drainage, these cost are not included within the development costs.

In summary, the indicative development costs are outlined in the table below with a further detailed summary provided in **Attachment 4**.

Items		Amount (ex Gascoyne Junction, Regional Index 1.65)
Construction Costs:	Preliminaries	\$90,750
	Earthworks	Shire will undertake siteworks
	Imported fill	Shire will undertake transportation, place & compact of imported fill
	Water Reticulation	\$0
	Drainage	Nil drainage works to Hatch St, as the road is already constructed
	Roadworks	Nil roadworks to Hatch St, as the road is already constructed
	Underground power	\$117,645
	Communications	\$23,760
	Construction Contingency	\$24,750
Price volatility Contingency due to Covid-19 & macro factors (10% of construction)		\$24,750
<b>Construction Costs Total</b>		<b>\$281,655</b>
Development Fees and Charges		<b>\$144,221</b>
<b>Sub total</b>		<b>\$425,876</b>
GST		\$42,588
<b>Total Costs incl. GST</b>		<b>\$468,464</b>
<b>Cost per lot (including GST)</b>		<b>\$52,052</b>

Porter Consulting Engineers stresses that indicative costs provided are an Opinion of Probable Costs and subject to detailed designs. The reader should be satisfied that they are appropriate for their use. Porter Consulting Engineers do not accept liability or responsibility for their interpretation or use.

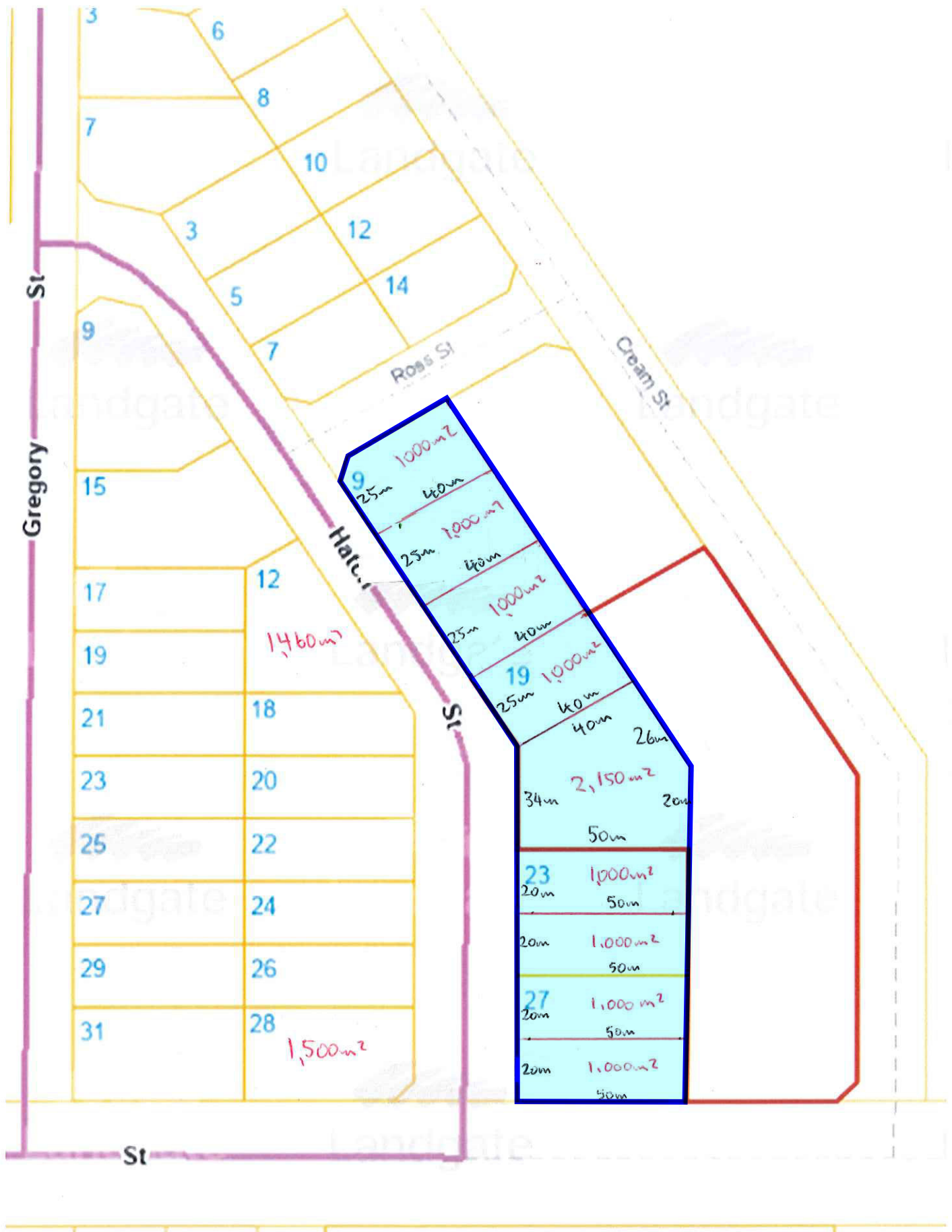
### 3.0 CONCLUSION

Based on the information reviewed, there does not appear to be any factors that would prevent the development of the proposed residential development. However, further evaluation and assessments would need to be made to consider:

- Procure a feature survey across the proposed lot and surrounds to better inform the costs and designs;
- Consider the finished lot levels with appreciation to the significant volume of imported fill material and costs. And consideration if the development works only partially fills the lots with the remainder of fill to be placed to the building envelopes as part of the built-form works;
- A flood assessment if the habitable floor levels are below 142.7m AHD;

## **ATTACHMENT 1 – Stage 1 Development Layout**



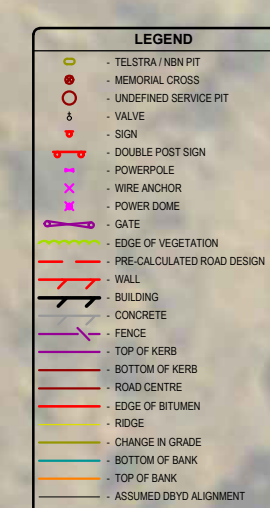
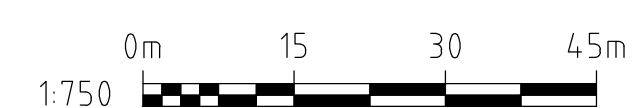


Proposed 9 lot residential development (lots bound in blue)

## **ATTACHMENT 2 – Topographic Survey**

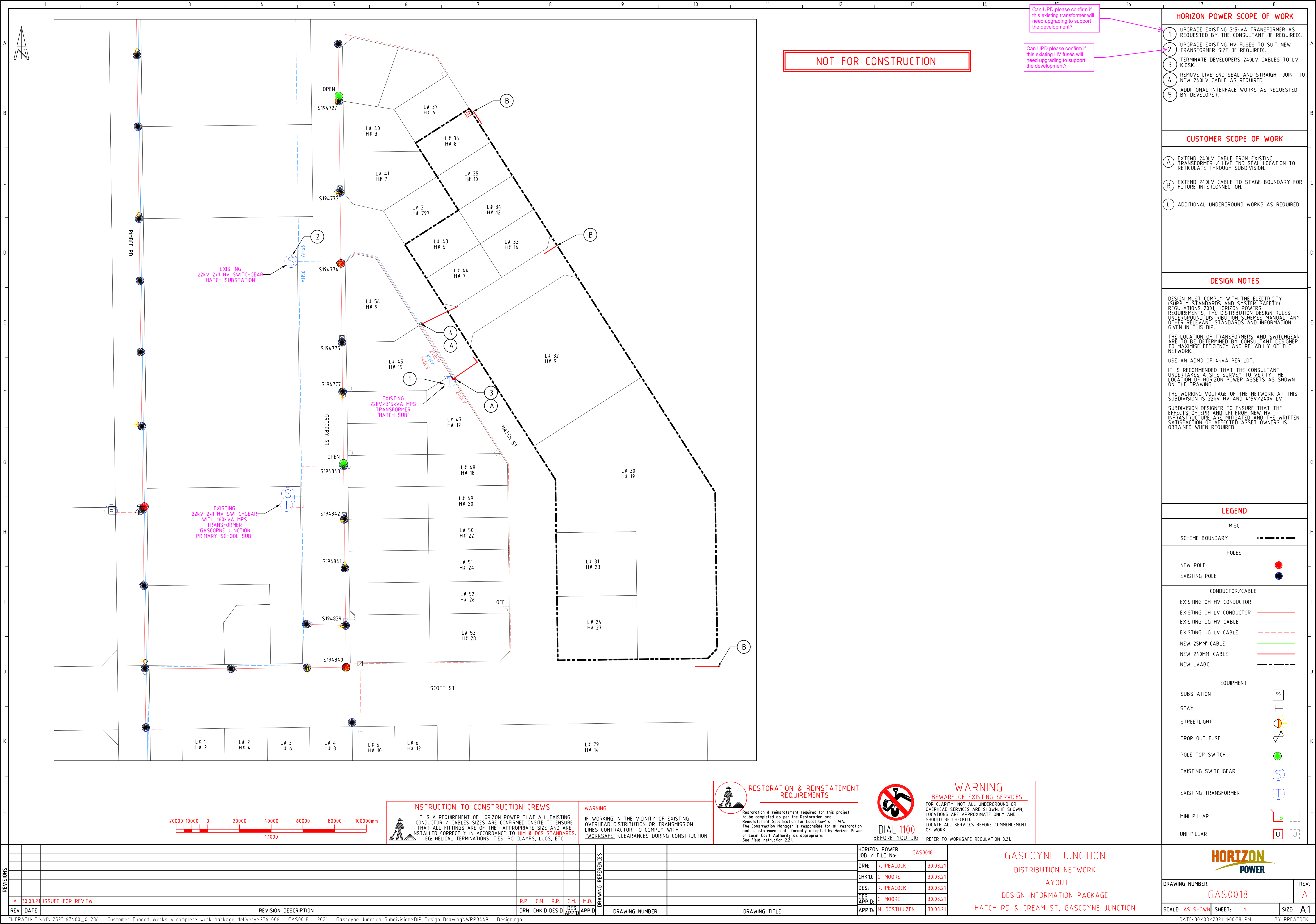
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**ATTACHMENT 3 – Horizon Power Design Information Package (GAS0018 Rev A)**



## **ATTACHMENT 4 – Indicative Earthworks Finished Levels Schematic**





PROJECT:		SCOTT ST/ HATCH ST GASCOYNE JUNCTION		COPYRIGHT		Porter Consulting Engineers		CLIENT:		SHIRE OF UPPER GASCOYNE		DRAWING:		SURVEY OVERLAY		STATUS:		FOR INFORMATION	
A		ISSUED FOR 25% DESIGN REVIEW		COPYRIGHT		Level 2 Kishorn Court 50 Kishorn Road Mt Pleasant 5553 WA PO Box 1036 Canning Bridge 6153 WA Tel (08) 9315 9955 Email office@portereng.com.au www.portereng.com.au		DRAWING:		SCALE: 1:500		DATE: Jan-23		DRAWING No:		REV No:		ORIGINAL DRAWING SET	
No		DATE		REVISION		ONLY PLANS WITH NUMERICAL REVISION (REV 'Q' OR HIGHER) AND SIGNED AS APPROVED SHALL BE USED FOR CONSTRUCTION		22-12-151/801		A		A1		FILE NAME: S:\ACTIVE PROJECTS\22-12-151\ACAD\2212151-801.dwg		APPD		APPD	



## **ATTACHMENT 5 – Indicative Costs Summary (T011.23)**



**Project** Gascoyne Junction Residential  
**Number of Lots** 9  
**Client** Shire of Upper Gascoyne  
**Engineer** Michael Cook  
**Job Number** 22-12-151  
**Date** 20 January 2023  
**File Name** T011.23  
**Revision** A  
**Reference Document** R07.23



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INDICATIVE DEVELOPMENT COSTS		
CONSTRUCTION COSTS	TOTAL COST (ex Perth)	TOTAL COST (ex Gascoyne Junction Regional index 1.65)
Preliminaries	\$ 55,000	\$ 90,750
Earthworks	Shire will undertake siteworks	Shire will undertake siteworks
Imported fill	Shire will undertake transportation, place & compact of imported fill	Shire will undertake transportation, place & compact of imported fill
Water Reticulation	\$ -	\$ -
Drainage (roadside swale to Hatch St)	Nil drainage works to Hatch St, as the road is already constructed	Nil drainage works to Hatch St, as the road is already constructed
Roadworks	Nil roadworks to Hatch St, as the road is already constructed	Nil roadworks to Hatch St, as the road is already constructed
Underground Power	\$ 71,300	\$ 117,645
Communications	\$ 14,400	\$ 23,760
Construction Contingency (15% of construction)	\$ 15,000	\$ 24,750
Price volatility Contingency due to Covid-19 & macro factors (10% of construction)	\$ 15,000	\$ 24,750
		\$ -
<b>CONSTRUCTION TOTAL</b>	<b>\$ 170,700</b>	<b>\$ 281,655</b>
DEVELOPMENT FEES AND CHARGES	TOTAL COST	TOTAL COST
Water Corporation Standard Sewer Infrastructure Contribution	\$ -	\$ -
Water Corporation Standard Water Infrastructure Contribution	\$ 22,221	\$ 22,221
Water Corporation Standard Drainage Infrastructure Contribution	\$ -	\$ -
Local Authority Fees	\$ -	\$ -
Water Corporation Fees	\$ 33,300	\$ 33,300
Horizon Power Fees	\$ 45,000	\$ 45,000
Communications Headworks and Backhaul Charges	\$ 5,400	\$ 5,400
WAPC and Landgate Fees	\$ 4,100	\$ 4,100
Professional Fees	\$ 27,200	\$ 27,200
Developer Contribution Scheme	\$ -	\$ -
Cost Sharing for Common Infrastructure (Section 159 of the Planning Act)	\$ -	\$ -
Administration Contingency (5% of fees/charges)	\$ 7,000	\$ 7,000
		\$ -
<b>DEVELOPMENT FEES AND CHARGES TOTAL</b>	<b>\$ 144,221</b>	<b>\$ 144,221</b>
<b>SUB TOTAL COSTS</b>	<b>\$ 314,921</b>	<b>\$ 425,876</b>
<b>GST</b>	<b>\$ 31,492</b>	<b>\$ 42,588</b>
<b>TOTAL COSTS</b>	<b>\$ 346,413</b>	<b>\$ 468,464</b>
<b>COST PER LOT (including GST)</b>	<b>\$ 38,490</b>	<b>\$ 52,052</b>

We stress that these costs are indicative only and are reflective of current construction costs in the area. No allowances have been made for property costs. The reader should be satisfied that the costs are appropriate for their purpose. Porter Consulting Engineers does not accept responsibility or liability for their interpretation or use.



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# **APPENDIX 5**

**(Staff Housing Strategy)**



# **SHIRE OF UPPER GASCOYNE**

## **STAFF HOUSING STRATEGY**

## SHIRE HOUSING STRATEGY

The Shire of Upper Gascoyne Shire Housing Strategy is intended to form part of the Integrated Planning Framework to inform the Strategic Community Plan and Corporate Business Plan and Annual Budget.



### BACKGROUND

In March 2021 a Housing Survey report was prepared and submitted to Council at their Ordinary Meeting of Council to look at the Shire's current housing stock and relate this to our current and potential staffing requirements as approved in the Workforce Plan to determine if the Shire have any gaps that we need to fill either via the rental market or purchasing our own dwellings.

In December 2022 the Council adopted the Workforce Plan which identified that the Shire required an additional two full time employees.

## CURRENT HOUSING ALLOCATIONS

Employee	Position	Housing Status	Comment
John McCleary	CEO	Shire	This home is well maintained and more than adequate for a CEO. It is a 4 x 3 residence.
Jarrold Walker	Works & Services Manager	Shire	This home is well maintained; however, due to its age, regular maintenance tasks will need to be undertaken. It is adequate for a family and the MWS position.
Mativa Toomalatai	Manager Finance & Corporate Services	Shire	This a three year old 2 x 2 home. It is suitable for a single person or a couple.  Currently the MFCS resides in one these houses; however, as soon as possible this position needs to be allocated an executive style home.
Sean Walker	Town Maintenance Supervisor	Shire	This home was recently refurbished. It is 3 x 1 residence. Sean currently shares this with his partner Cherie, who also works for the Shire
Cherie Walker	CSO Admin	Shire	This home was recently refurbished. It is 3 x 1 residence. Cherie currently shares this with her partner Sean, who also works for the Shire
Ainsley Hardie	Tourism Community Development Officer	Shire	This home was recently refurbished. It is 3 x 1 residence. Ainsley currently shares this with her partner.
Billie O'Sullivan	CSO – CRC		Currently uses a new 2 x 2 residence. This is new residence but does have some issues with subsidence which has caused some cracking in the plasterboard, but is suitable for a single or couple.
Thomas Fletcher	Grader Operator	Private	Thomas has his own residence located in Gascoyne Junction.
Damien Whitby	Leading Hand / Grader Operator	Shire	Damien's home is a 3 x 1 Chinese transportable. Although we have tidied these

			up they are very poorly constructed.
Nicholas McGrade	Plant Operator / General Hand	Shire	Nico's home is 2x1 duplex. It is a Chinese transportable, we have tidied it up however it is poorly constructed.
Ian Goulding	Grader Operator	Shire	Ian's home is 2x1 duplex. It is a Chinese transportable, we have tidied it up however it is poorly constructed.
Leeson Dorey	Plant Operator / General Hand	Shire	Leeson's residence is a 3 x 1. This residence has received a lot of maintenance is now of a good standard
Cynthia Wright	CSO Finance	Shire	New 4 x 2 residence
Nathaniel Rodgers	Town Gardener	Shire	Nat's residence is a 3 x 1. This residence also requires maintenance. Nat shares his home with Alison.
Alison Watson	Cleaner / Gardener	Shire	No housing is supplied with this position but Alison shares with Nat Rodgers.
Mick's House	N/A	Shire	House beyond economic repair.
Vacant	Admin – Corporate Services	Shire	To be constructed
Vacant	Admin – Works and Services	Shire	To be constructed

## CURRENT STATUS

The Workforce Plan calls for two additional full-time employees and as it currently stands we have no available housing stock to house these employees. In addition our Road Use Agreement with Hastings provides that the Shire can employ a project manager to oversee the Agreement; again we have no housing available, this may be augmented by potential new rental properties coming onto the rental market.

The rental market is virtually non-existent; however there is the opportunity for two lots to be developed with habitable houses that potentially could come into the rental market category.

The availability of Land is also a major issue, although the Shire is in the process of getting more land this will take time given the Native Title issues and the general Department of Lands processes.

Given the shortage of available land there is competition for any vacant rental houses with State Government employees (DBCA) and potentially the Education Department employees all in the housing rental market space.

## SCHEDULE OF WORKS

Dwelling Type	Strategic Links	Position	Cost	Funding	Timing
3 x 2 House	<ul style="list-style-type: none"> <li>• Community Strategic Plan</li> <li>• Corporate Plan</li> <li>• Work-force Plan</li> <li>• Long Term Financial Plan</li> </ul>	Admin – Corporate Services Dept.	\$600,000	Loan	23/24
3 x 2 House	<ul style="list-style-type: none"> <li>• Community Strategic Plan</li> <li>• Corporate Plan</li> <li>• Workforce Plan</li> </ul>	Admin – Work and Services Dept.	\$600,000	Loan / Grant	23/28
4 x 2 x 1 Units (Group Housing)	<ul style="list-style-type: none"> <li>• Community Strategic Plan</li> <li>• Corporate Plan</li> </ul>	Outside Crew – Works and Services Dept.	\$1,200,000	Grant	23/38



# **APPENDIX 6**

**(Request to Borrow)**

## Indicative Loan Repayment Schedule

### Shire of Upper Gascoyne

Facility:	Annuity Lending
Client Account:	General
Client Reference:	Indicative
WATC Reference:	382826

This Indicative Rate Quote for Advance is based on rates applying at 23 January 2023.

#### Terms of Advance

Amount of Advance:	\$600,000.00
Date of Advance:	23 January 2023
Maturity Date:	23 January 2033
Interest Rate <sup>1</sup> :	4.0359% p.a. (Semi Annual Compounding)
Schedule Basis:	20 Semi Annual repayments

#### Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
24 Jul 2023	575,350.08	24,649.92	12,107.70	36,757.62
23 Jan 2024	550,202.74	25,147.34	11,610.28	36,757.62
23 Jul 2024	524,547.94	25,654.80	11,102.82	36,757.62
23 Jan 2025	498,375.44	26,172.50	10,585.12	36,757.62
23 Jul 2025	471,674.79	26,700.65	10,056.97	36,757.62
23 Jan 2026	444,435.33	27,239.46	9,518.16	36,757.62
23 Jul 2026	416,646.19	27,789.14	8,968.48	36,757.62
25 Jan 2027	388,296.28	28,349.91	8,407.71	36,757.62
23 Jul 2027	359,374.28	28,922.00	7,835.62	36,757.62
24 Jan 2028	329,868.65	29,505.63	7,251.99	36,757.62
24 Jul 2028	299,767.61	30,101.04	6,656.58	36,757.62
23 Jan 2029	269,059.15	30,708.46	6,049.16	36,757.62
23 Jul 2029	237,731.01	31,328.14	5,429.48	36,757.62
23 Jan 2030	205,770.68	31,960.33	4,797.29	36,757.62
23 Jul 2030	173,165.41	32,605.27	4,152.35	36,757.62

## Indicative Loan Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
23 Jan 2031	139,902.18	33,263.23	3,494.39	36,757.62
23 Jul 2031	105,967.72	33,934.46	2,823.16	36,757.62
23 Jan 2032	71,348.48	34,619.24	2,138.38	36,757.62
23 Jul 2032	36,030.64	35,317.84	1,439.78	36,757.62
24 Jan 2033	0.00	36,030.64	727.08	36,757.72
	<b>Totals:</b>	600,000.00	135,152.50	735,152.50

### Note

- (1) The Interest Rate does not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy

# The Durack



\* Elevation is for illustration purposes only

**Comfort and lifestyle are the inspiration behind The Durack - this inviting three bedroom, two bathroom home boasts an expansive living area, study and home theatre.**

Bedrooms:	3
Bathrooms:	2
WC:	2
Area:	161.28m <sup>2</sup> (including Porch)
Overall Dimensions:	12.60m Wide x 14.40m Deep
Elevations:	3 options (traditional elevation depicted)

## Why Choose Modular WA?

At Modular WA, you'll find more than just exceptional modular homes. You'll learn that we offer is more than high specification fixtures, fittings and finishes as standard. Here, you'll find fresh ideas. You'll meet a team that will inspire and guide you. And you'll discover the value of integrity - from the concrete pad beneath every Modular WA home, to the proven systems and processes that enable us to deliver the home you want, anywhere in WA, faster.



### visit us

31 Challenge Boulevard  
Wangara WA 6065

### contact us

(08) 6454 0919  
sales@modularwa.com.au  
modularwa.com.au

# The Durack

Overall Dimensions:  
12.60m Wide x 14.40m Deep



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# **APPENDIX 7**

**(Status of Shire Projects)**

SHIRE OF UPPER GASCOYNE				Not Yet Started	MONTHLY DESK TOP PROGRESS UPDATE	
2022/23 ANNUAL BUDGET - PROJECTS				In Progress		
PROGRESS REPORT				Completed		
				On-Hold		
PROJECT	PERSON RESPONSIBLE	BUDGET 2022/23	ACTUAL YEAR TO DATE	STATUS		
<b>COMPLETED PROJECTS</b>						
New Tourist Stop at the old caravan park site	John McCleary	\$ 226,311.00	\$ 328,828.25	Completed	Project work completed finance pending on invoices.	
Electrical Upgrade - TDCO House	Sean Walker	\$ 4,500.00		Completed	Waiting on invoice	
Landor/Meeka Seal	Jarrold Walker	\$ 995,000.00	\$ 977,853.17	Completed	Works completed	
Septic System Upgrades - L40 & L21 Gregory Street	Sean Walker	\$ 24,000.00		Completed	Works completed waiting on invoice	
CRC Building Improvements	Sean Walker	\$ 25,000.00	\$ 22,550.00	Completed	Waiting on invoice	
Admin Office Refurbishment	Sean Walker	\$ 20,000.00	\$ 45,100.00	Completed	Waiting on invoice	
Repairs to Lot 39 Gregory Street - Painting	Sean Walker	\$ 11,530.00	\$ 11,374.00	Completed	Painting to occur Wednesday 14th December 2022.	
Fire Water Tank	Sean Walker	\$ 15,000.00		Completed	Pad installed December and tank installed January 2023 - Waiting on invoice	
Oval retic upgrades	Sean Walker	\$ 88,976.00	\$ 70,873.59	Completed	Completed all invoices paid	
<b>PROJECTS NOT STARTED</b>						
Black Spot Mt Sandiman	Jarrold Walker	\$ 254,000.00		Not Yet Started	Yingarrda approved works - works to commence April 2023	
Group Housing Concept Plan	John McCleary	\$ 10,000.00		Not Yet Started	TBC Project	
Dalgety Brook Floodway	Jarrold Walker	\$ 611,000.00		Not Yet Started	Works to commence approx August 2023	
Solar Cameras	Jarrold Walker	\$ 65,000.00		Not Yet Started	Po issued to Redfish works to start Feb 2023	
River Gauge	Jarrold Walker	\$ 15,000.00		Not Yet Started	Satellite operated rain/river gauge. Quotes requested	
<b>PROJECTS IN PROGRESS</b>						
Amalgamation of Depot and Admin Lots	John McCleary			In Progress	Crossland and Hardy P/L enagaged to provide services to amalgamate lots. Carry over project from 20/21. Emailed Phil Swain	
New Shed Gregory Street Lot 17 Gregory Street	Sean Walker	\$ 50,000.00		In Progress	Po issued awaiting start date and materials	
Pavilion Storage Shed and Retaining Wall	Sean Walker	\$ 70,000.00		In Progress	Po issued awaiting start date and materials	
Out of Town Water Supply Project (700m Bore)	Sean Walker	\$ 1,365,731.00	\$ 1,150,373.00	In Progress	Drilling completed Pump Testing to commence January 2023	
Infrastructure Revaluations	Jarrold/Sean/Sa	\$ 20,000.00		In Progress	Sa to seek quotes from consualtants and schedule revaluation in 2023	
Intergrated Planning Review	John McCleary/ Sa Toomalatai	\$ 40,000.00	\$ 26,162.31	In Progress	Onsite visit completed, strategic workshop completed and waiting on Moore Australia to compli results.	
Chambers Refurbishment -	John McCleary	\$ 20,000.00	\$ 6,515.91	In Progress	Still waiting on PCS to install IT equipment December 2022	
Records Management	Sa/Cynthia	\$ 50,000.00	\$ 5,469.75	In Progress	Shire has engaed Kim Bolton services to commence a Gap Analysis to be finished by Feb 2023	
Solar Street Light - Hatch Street	Sean Walker	\$ 30,000.00		In Progress	waiting to be painted	
R2R Carnarvon Mullewa resheet	Jarrold Walker	\$ 588,000.00	\$47,994.91	In Progress	50% complete, finish March/April 2023	
New Land Development	John McCleary			In Progress		
<b>PROJECTS ON HOLD/DEFERRED/DISCONTINUED</b>						
River Pump for new Town water supply	Jarrold Walker & Sean Walker			On-Hold	On HOLD. Pending outcome of Alternative town Water Supply.	
2 x Patio installs	Sean			On-Hold	TBC Project	