



AGENDA

27th November 2019

ORDINARY COUNCIL MEETING

Ordinary meeting
of Council to be held on Wednesday 27th of November 2019
in the Gascoyne Junction Shire Offices commencing at 8.45am



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Upper Gascoyne for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Upper Gascoyne disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Upper Gascoyne warns that anyone who has any application or request with the Shire of Upper Gascoyne must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Upper Gascoyne.

A handwritten signature in black ink, appearing to read "Ian Fitzpatrick", is written over a faint horizontal line.

Ian Fitzpatrick, JP
ACTING CHIEF EXECUTIVE OFFICER

SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 27th NOVEMBER 2019 AT 8.45am

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at ____ am.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 Councillors

Cr D. Hammarquist OAM JP	Councillor
Cr J. Caunt	Councillor
Cr G. Watters	Councillor
Cr H. McTaggart	Councillor
Cr A. McKeough	Councillor
Cr R. Hoseason-Smith	Councillor

Staff

Ian Fitzgerald JP	Acting Chief Executive Officer
Jarrod Walker	Manager of Works & Services
Peter Hutchinson	Manager of Finance & Corporate Services

Visitors

Josh Kirk	Greenfield Technical Services
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2.2 Absentees

Cr B. Walker	Councillor
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2.3 Leave of Absence previously approved

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

6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
7. **ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION**
8. **MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS**
9. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

9.1 Ordinary Meeting of Council held on 31 September 2019.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Resolution No. 01112019

MOVED: CR

SECONDED: CR

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 30th of October 2019 be confirmed as a true and correct record of proceedings.

CARRIED:

10. REPORTS OF OFFICERS

10.1 CRC Report



Printed at: 20/11/19

Page No: 1

Options: Year 19/20, From Month 04, To Month 04, By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

SHIRE OF UPPER GASCOYNE

General Ledger Detail Trial Balance

(frmGLTrialBalance)

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
	CRC INC\ 10841310	Commission Centrelink : CRC	-5,103.73	0.00	-5,103.73
	CRC INC\ 10841330	Transport Commission: CRC	-148.85	-132.67	-281.52
	CRC INC\ 10841340	Postal Agency Commission: CRC	-1,476.19	-754.01	-2,230.20
	CRC INC\ 10841360	Income from Events Held	105.00	0.00	105.00
	CRC INC\ 10841380	Postal Agency Sales	-254.27	-68.83	-323.10
	CRC INC\ 10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,045.39	-112.86	-1,158.25
	CRC INC\ 10842600	CRC Income Misc.	-222.10	-30.00	-252.10
Total	CRC INCOME		<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>
Total for division	GEN		<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>
Grand Total			<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>

	2019.2020 TOTAL	2018.2019 TOTAL	Oct-19	Oct-18	October Difference
Aus Government Info/Roads	904	4391	32	154	-122
Government Access Point	9	46	2	14	-12
Department of Human Services	28	104	6	31	-25
Department of Transport	36	83	14	10	4
Computer/Internet Access	19	33	2	1	1
Faxes	0	10	0	1	-1
General Tourism Information	200	148	23	17	6
Phonebook Purchases	0	5	0	0	0
Community Seminars	1	0	1	0	1
Gassy Gossip yearly subscription	3	1	0	0	0
Training/Courses	4	0	2	0	2
Hot Office Bookings	4	13	1	1	0
Library	18	61	9	6	3
Video Conference/Telehealth	3	5	0	0	0
Book Sales	42	73	2	6	-4
Photocopying/Printing/Scanning/Emailing	15	19	2	1	1
Laminating/Binding	0	0	0	0	0
CRC Merchandise Sales	196	359	12	52	-40
Community Events	6	10	2	0	2
Gassy Gossip Advertisement	27	9	0	0	0

TOURIST

We are still having tourists coming through the Junction, the hot weather seems to be attracting mostly European visitors at moment.

MELBOURNE CUP

There was a good attendance at this year's Melbourne Cup function which was held at the Tavern. Mrs Betty Fletcher took out the best dressed lady and cleaned up on most of the sweeps also. Ian took out best dressed for the males and Amanda took out best hat. Cherie, Robyn and Diane received a gift voucher each for always helping Fred out in last minute situations.

GASSY GROOVERS

Friday 6 December at 6PM there will be a free dance workshop taken by Liz Newton Dance Academy & dance party for the children on at the Junction Pavilion. Party food and refreshments are provided.

DoT REMOTE SERVICING TEAM

Rae and Bethwyn came last week and did some licencing with the locals, congratulations, we have another new community member on their "P" plates now.

10.2 Manager of Works and Services Report

General:

The new depot machinery shed is completed and the new town maintenance storage shed should be erected by the end of November. Both sheds will improve our storage and working space within the depot and also protect our assets from the elements. Unfortunately we have run a little over budget due to having to relocate the machinery shed pad as there were water mains running through that particular part of the depot.



Figure 1: new machinery shed

The town footpath revitalisation project is all but complete. New sections of path were installed on the western end of Scott Street and across to the pub side of Smith Street. Some damaged sections were replaced on Scott and Gregory Street. Hopefully this will put us in a good place for seeking future funding so we can eventually have footpaths all around town, down to the airstrip and Woodgamia Community.

Pink Stumps cricket match was held by the Gascoyne junction Remote Community School, it was a big success and raised over \$2000 for the Glen McGrath Foundation. The pub held a movie night organised by the Shire on the same night which topped off a great day had by all.

Greenfields have been engaged to get the ball rolling with our alternative town reticulation water source project. We are approaching this with a two pronged attack by first securing a water supply directly from the river while scoping a more permanent and reliable system that could possibly be drawn from further afield from ground water. At this stage we are seeking approvals from relevant land owners for access/consent to drill for water and river bank disturbance permits. This is a time consuming process that may take up to 6-12 months before we can even begin works. If and once we gain approvals we can then firm up a location and design a system that is fit for purpose.

Maintenance grading:

Thomas and Ian have completed maintenance grading in our north eastern side of the shire and are currently working their way back towards Gascoyne Junction before the Christmas shutdown. Thomas is working his way down Ullawarra/Eudamullah roads while Ian will complete the Cobra Dairy Creek road before heading to Pimbee and the Callagiddy Winderie road.

Construction Crew:

Re-sheeting has finally commenced on the Ullawarra Road. We suffered quite a few setbacks with turkey nest issues and breakdowns shared by contractors and the shire equipment. These issues have set us back approximately one full swing and as such we decided to close that section of road to the general public until we could resume works. We had laid out a considerable amount of gravel along the road edge and while it was well signed, as per our traffic management plan, we felt it was in the shire's and the public's safest interest to close it for that time. We intend to complete approximately 5km of sheeting before Christmas and will complete the remaining works in the New Year.

The crew will shut down for Christmas on the 21st December and return to work on the 28th January 2020.

Equipment:

We have had several small breakdowns of late but also have seized this time to knock over some outstanding maintenance issues. Max from DND Mechanical spent a couple of busy weeks in town carrying out repairs for the shire and local businesses. Max will return before Christmas to knock over a few more repairs and complete any remaining defects over the Christmas shutdown along with Lance from Westrac.

10.3 ACEO Report

Carnarvon Rangelands Biosecurity Association

I attended the CRBA and Gascoyne Catchments Council AGM's in Coral Bay on the 15th November. Both meetings were well attended and gave me a better understanding of the issues being faced and the actions in place to try and address these matters.

Occupational Safety and Health

Staff have commenced work with Local Government Insurance Services (LGIS) to improve our occupational safety and health documentation. The staff work to safe work practices but there is little or no documentation to support this. Unfortunately, like most things these days, there is a need for everything to be in writing. Over the next few months we will work to develop documented safe working practices/procedures that staff are happy to sign off on and will help meet Council's obligations as an employer. LGIS have provided a number of resources and examples we can use as templates to help us achieve tier one status.

Building Inspections

To assist staff to understand the maintenance requirements on the housing owned by Council and also the facilities at the Junction Tavern and Caravan Park an independent assessment by a property inspector will be carried out in the coming weeks. There is no detail building condition report for the tavern and caravan park that can be located with the lease document and a property condition report will inform both Council and the lessee plus set a benchmark for future reviews. The shire property condition reports will assist Council in budgeting for any repairs or on-going maintenance.

Stephen Michael Foundation

Representatives from the Stephen Michael Foundation visited the shire and the school during the month. The Foundation works with communities that have limited access to sports and leadership programs for children and youth. They hope to be able to bring some structured sporting activities to Gascoyne Junction for all children to benefit from including those living on stations. The project is in early stages of planning but could potentially involve skill training sessions and then a mini carnival once a term and involve children from Buringurrah and Carnarvon to help boost participant numbers and give the children the chance to team with different people. Sports would include football, basketball and potentially tennis and netball.

Pink Stumps Day

I was asked to umpire the annual Pink Stumps cricket match which was a great day and a very successful fund-raiser. There are some very talented young cricketers who showed their ability whilst also have a bit of fun. Vince Catania was unable to repeat his victory of 2018 but has already promised to return in 2020.

LEMC

I attended a LEMC Meeting on 19th November. After the normal meeting those in attendance worked through 2 potential hazards as part of a State Risk Project Workshop. The 2 hazards identified were Flood and Animal Biosecurity (Foot & Mouth). Using a Consequence Table the group worked through a range of particular issues identifying their likelihood and impact on the shire and community. To be eligible to apply for funding for further planning or potential mitigation work there is a requirement to complete at least 2 elements of the State Risk Project. A report will be prepared from the work undertaken and will be available for a future LEMC Meeting.

Gwoonwardu Mia

The official re-opening of the Gwoonwardu Mia Centre was held on 7th November with a large number in attendance. The Centre was officially opened by the Hon. Alannah McTiernan with the Hon. David Templeman also present. The recently elected Shire Presidents of Carnarvon and Exmouth were there and indicated a strong desire to work together as a region for each to potentially benefit. A meeting has been proposed for 29 November when the Councils will be in Carnarvon for a Gascoyne Zone Meeting and a Regional Road Group Meeting.

Drought Communities Program

Councillor Hammarquist, Councillor Watters and myself attended a meeting in Meekatharra with the Federal Drought Minister David Littleproud and several local politicians where a number of programs that may assist our pastoralists and the Shire were outlined including:

- a) Regional Investment Fund – availability of loans that are interest and repayment free for 2 years for pastoralists and small business
- b) Potential for the Shire to receive \$1 million to spend on approved infrastructure projects
- c) Building Better Regions Fund – special round of funding for drought impacted Shires
- d) Roads to Recovery – looking at bringing forward 1 years allocation to be spent on roads
- e) Funding to assist families with children going to private boarding colleges for their education

The Federal Government has requested the WA State Government step up and assist as well with things like freight subsidies for fodder, potentially paying the rates of those pastoralists and small businesses in drought impacted shires.

There are no Shires currently declared drought impacted in WA but the Minister hopes to have that addressed and guidelines rolled out in the very near future with funding flowing through in early 2020. We are encouraged to submit an application to the Building Better Regions Fund – the next round closes on 19th December

Grants

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
10/09/2019	13/09/2019	Solar Power – Junction Tourist Park	RED	GDC	\$152,500	\$463,208	Unsuccessful
22/10/2019	12/11/2019	Gascoyne Junction airport runway reseal	Remote Airstrip Upgrade Program	Federal – Dept. Infrastructure, Transport, Cities & regional Development	\$65,453	\$130,907	Pending

OFFICERS RECOMMENDATION / COUNCIL RESOLUTION – 02112019

MOVED: CR

SECONDED: CR

That Council receive the CRC Report, Manager of Works and Acting Chief Executive Officers Reports.

CARRIED:

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Amanda Leighton - SCSO
DATE:	1 st November 2019
Matters for Consideration:	
To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 27 th November as attached – see Appendix 1	
Comments:	
The list of accounts is for the month of October 2019.	
Background:	
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.

Statutory Environment:

Local Government (Financial Management Regulations) 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications:

Nil

Financial Implications:

2019/20 Budget

Strategic Implications:

Civic Leadership – To responsibly manage Council's financial resources to ensure optimum value for money and sustainable asset management.

Risk:

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

- Capital Disposals and Acquisitions
- Trust Fund

see [Appendix 2](#)

Comments:

The Statement of Financial Activity is for the month of October 2019.

Background:

Under the Local Government (Financial Management Regulations 1996), a monthly Statement of Financial Activity must be submitted to an Ordinary Council meeting within 2 months 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.

Statutory Environment:

Local Government Act 1995 – Section 6.4

Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Civic Leadership – To responsibly manage Council’s financial resources to ensure optimum value for money and sustainable asset management.

Risk:

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

Consultation:

Nil

Officer's Recommendation:	Voting requirement: Simple Majority
<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 31st of October 2019.</i>	
Council Decision: 04112019	
MOVED:	SECONDED:
<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 31st of October 2019.</i>	
CARRIED:	

10.5 DELEGATION REVIEW	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	14 November 2019
Matters for Consideration:	
To review the existing delegations register as provided in Appendix 3 .	
Background:	
<p>Section 5.42 of the Local Government Act 1995 provides that a local government may delegate the exercise of some of its powers and duties to the Chief Executive Officer. Section 5.43 sets out those powers and duties which may not be delegated. Section 5.46(1) requires the CEO to keep a register of all delegations and section 5.46 (2) of the Act provides that delegations be reviewed at least once every financial year.</p> <p>The Department of Local Government has put out guidelines to try and help Councils in determining which powers and duties to delegate. The Act is unfortunately a bit vague in the determination of the difference in the use of the term 'the local government' and the Council.</p> <p>The guidelines list various sections of the Act and recommend whether the power or duty should not be delegated, be carried out by 'acting through' its officer/s, or delegated to the CEO who may then on delegate to an officer.</p> <p>The local government may set conditions or limits on any delegation.</p> <p>Where a local government adopts policy which in fact delegates any power or duty to the CEO, these delegations must be listed in the register of delegations.</p>	
Comments:	
The previous Delegation Register was adopted by Council at the June 2018 meeting, therefore the delegations require review this calendar year.	

The previous delegation register has been slightly reformatted and reviewed to ensure that the correct statutory references are noted in the delegations.

As a part of the review of the delegations any sub-delegation has been identified to help inform Council and to also ensure that there is only one document that requires review reducing potential for any oversight. Staff with delegations will be advised of their delegations and responsibilities associated with such delegation.

Statutory Environment:

Delegation of some powers and duties to CEO

5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and this power of delegation.

*Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Risk:

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 Officers Recommendation

Consultation:

Department of Local Government

Officer's Recommendation:	Voting requirement: Absolute Majority
That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in Appendix 3 of this Agenda.	
Council Decision 05112019	
MOVED:	SECONDED:
That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in Appendix 3 of this Agenda.	
CARRIED:	

10.6 LGIS SURPLUS DISTRIBUTION	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	24 October 2019
Matters for Consideration:	
Council to resolve how to receive its surplus distribution from Local Government Insurance Services for the 2018/19 financial year. Appendix 4 refers.	
Background:	
Each year Local Government Insurance Services reviews their financial position and assesses what, if any, surplus funds may be available for distribution to their members. In 2017/18 the distribution amount was \$9,037 and this was taken as a credit towards insurance premiums for the 2019/20 financial year.	
Comments:	
<p>Local Government Insurance Services (LGIS) through the WA Local Government Association (WALGA) have advised the amount payable to the Shire of Upper Gascoyne from the 2018/19 surplus is \$13,639.</p> <p>In previous years the manner in which the surplus was received by the shires has been determined by the administration. For the current distribution LGIS is requiring a decision of Council to be provided to support the manner of distribution. The three options available are:</p> <ol style="list-style-type: none"> Receive an immediate refund via an electronic transfer to a nominated bank account Opt for the surplus to be retained by LGIS and be used to help offset the insurance premiums for 2020/21 	

- c) Opt for LGIS to hold the funds to be used to offset future risk mitigation services “purchased” from LGIS.

Staff are currently working with LGIS on occupational safety, health and risk policies and procedures. This service is currently provided as a member service at no additional cost. On this basis option (c) above is not supported.

The holding of the surplus to be used to offset next year’s premiums is an option which would assist in forming the 2020/21 annual budget.

The recommended option is to request the surplus be paid this financial year the author is of the belief that funds due in a year should be received that year and not deferred. As is the case most years there are things that are excluded from the budget as funds don’t allow or issues arise during the year that require attention and therefore funding. At present the administration is beginning to have issues with the main computer server. It had been hoped to defer this and provide for a replacement in the 2020/21 budget but a failure of the server would cause major disruptions to the shires operations. A quotation has been requested on replacing the server and an indicative cost of \$15,000 has been suggested by our IT support company. A formal quote still has to be provided as they work to find the best software options to suit our needs. The surplus distribution from LGIS would go a long way towards meeting the costs of the replacement server.

Statutory Environment:	
Local Government Act 1995	
Local Government (Financial Management) Regulations 1996	
Policy Implications:	
Nil	
Financial Implications:	
The funds are unbudgeted income that will be available for Council to allocate.	
Strategic Implications:	
Civic Leadership – Objective 4 – To provide good governance to the Shire of Upper Gascoyne through detailed and professional administration.	
Consultation:	
Nil	
Officer’s Recommendation:	Voting requirement: Simple Majority
<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Advise LGIS/WALGA that their preferred option is to have the 2018/19 surplus distribution of \$13,639 paid to a nominated bank account this financial year, and 2. Allocate the funds towards the cost of replacing the main computer server in the administration office 	
Council Decision 06112019	
MOVED:	SECONDED:

That Council:

1. Advise LGIS/WALGA that their preferred option is to have the 2018/19 surplus distribution of \$13,639 paid to a nominated bank account this financial year, and
2. Allocate the funds towards the cost of replacing the main computer server in the administration office

CARRIED:

10.7 POLICY MANUAL REVIEW – MINOR UPDATES

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	19 November 2019
Matters for Consideration:	
Council to adopt revised Policy 2.6 Purchasing and Policy 4.1 Staff Vehicles as detailed in Appendix 5 .	
Background:	
Council adopted a review of the full Policy Manual in May 2019.	
Comments:	
<p>As a result of informal discussions with the auditors and a recent incident a review of Council's Purchasing Policy and the Staff Vehicles Policy have been reviewed.</p> <p>Policies with slight amendments are presented to Council for consideration.</p> <p>Purchasing Policy – a section outlining the delegated purchasing authority amount as per the Delegations Register has been included. This provides the Purchasing Policy with a clear definition of the individual amounts an officer can approve.</p> <p>Staff Vehicles Policy – due to some confusion as to what use staff of shire vehicles other than for official business a section has been added too the policy that defines what use of shire vehicles staff are permitted without express permission of the Chief Executive Officer or Manager Works and Services.</p> <p>The amendments do not alter the intent of the policies but are intended to provide clarity.</p>	
Statutory Environment:	
Local Government Act 1995	
Policy Implications:	
Insert the amended policies into the Shire of Upper Gascoyne Policy Manual	

Financial Implications:	
Nil	
Strategic Implications:	
Civic Leadership – Objective 4 – To provide good governance to the Shire of Upper Gascoyne through detailed and professional administration.	
Consultation:	
Nil	
Officer's Recommendation:	Voting requirement: Simple Majority
<p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Adopt the amended Purchasing Policy and Staff Vehicles Policy as detailed in Appendix 5 of the agenda; and</i> <i>2. Insert the amended policies into the Shire of Upper Gascoyne's Policy Manual</i> 	
Council Decision 07112019	
MOVED:	SECONDED:
<p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Adopt the amended Purchasing Policy and Staff Vehicles Policy as detailed in Appendix 5 of the agenda; and</i> <i>2. Insert the amended policies into the Shire of Upper Gascoyne's Policy Manual</i> 	
CARRIED:	

10.8 2018 / 2019 ANNUAL REPORT	
APPLICANT:	Shire of upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	18 November 2019
Matters for Consideration:	
To accept the annual report for the financial year ending June 30, 2019 containing the auditor's report for the financial year as provided in Appendix 2 – as contained in the Audit Committee Agenda .	
Background:	
Section 5.53 requires the local government prepare an annual report for each financial year.	

Among other things, the annual report should contain the auditor's report for the financial year.

Section 5.54 provides that the local government accept the annual report by no later than 31 December after that financial year.

The CEO must give local public notice of the availability of the report as soon as practical after the report is accepted.

An independent Audit as required under section 7.9 of the Local Government Act 1995 was carried out by the Office of the Auditor General.

Comments:

A copy of the Annual Report for the 2018/19 financial year together with the auditor's report are attached to the Audit Committee agenda and the matter will be considered at that meeting for recommendation to Council.

The Auditor has given the Shire a clean bill of health with no adverse findings or areas for improvement.

Statutory Environment:

Local Government Act 1995 – Division 3 – Conduct of Audit

Audit to be conducted

7.9 (1) an auditor is required to examine the accounts and annual report submitted for audit and, by the 31st December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –

- (a) The mayor or president; and
- (b) The CEO, of the local government; and
- (c) The Minister.

Policy Implications:

Nil

Financial Implications:

Council has made an appropriate allowance for the costs associated with Auditing as required under the Local Government Act 1995.

Strategic Implications:

Nil

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Absolute Majority

That Council:

1. *Adopts the Annual Financial Report, Annual Report together with Auditors Management Letter for the period 1st July 2018 to 30th June 2019.*
2. *Sets Thursday 19th December 2019 as the date of the Annual Meeting of Electors*

Council Decision 08112019**MOVED: CR SECONDED:***That Council:*

1. *Adopts the Annual Financial Report, Annual Report together with Auditors Management Letter for the period 1st July 2018 to 30th June 2019.*
2. *Sets Thursday 19th December 2019 as the date of the Annual Meeting of Electors*

CARRIED:**10.9 SMALL RATES WRITE-OFF**

APPLICANT:

Shire of Upper Gascoyne

DISCLOSURE OF INTEREST:

Nil

AUTHOR:

Peter Hutchinson – Finance Manager

DATE:

18 November 2019

Matters for Consideration:

Write off small rates balances of \$35 or less.

Background:

From time to time rate payers are late in paying their rates which can result in small amounts of interest being applied to the rate assessment. Given the relatively insignificant amounts of interest it is often not worth the time and effort to collect and will often lead to unnecessary animosity from rate payers.

For Emergency Services Levy (ESL) balances of more than \$2 the relevant minister needs to approve the write off.

Comments:

This is general housekeeping and does not have a material impact on the financial statements or budgeted rates revenue.

With the ESL balances of more than \$2 I will assess the likelihood of recovery on individual assessments and make an application to the relevant minister at a later date.

Statutory Environment:

Local Government Act 1995

Fire and Emergency Services Act 1998

Fire and Emergency Services Regulations 1998

Policy Implications:

Nil

Financial Implications:

A small write off for assessments with balances under \$35 will result in a reduction of rate revenue for 2019/20 of less than \$200 which is immaterial.

Strategic Implications:

Nil

Risk:

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)
Non-Compliance with Legislation and standards and local government policies.	Unlikely (2)	Insignificant (1)	Medium (3-3)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officers Recommendation
Accounting judgements or estimates that prove to be wrong.	Unlikely (2)	Insignificant (1)	Medium (3-3)	Failure to provide adequate provision for write-offs.	Accept Officers Recommendation

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Absolute Majority

That council:

1. *Write off rates balances of \$35 or less on outstanding assessments.*
2. *Write off Emergency Services Levy and penalty interest balances of less than \$2 on outstanding assessments.*

Council Decision: 09112019

MOVED:

SECONDED:

That council:

3. *Write off rates balances of \$35 or less on outstanding assessments.*
4. *Write off Emergency Services Levy and penalty interest balances of less than \$2 on outstanding assessments.*

CARRIED:

11. MATTERS BEHIND CLOSED DOORS

Nil

12. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

14. ELECTED MEMBERS REPORTS

14.1 Councillor Hammarquist

14.2 Councillor G. Watters

14.3 Councillor J. Caunt

14.4 Councillor B. Walker

14.5 Councillor H. McTaggart

14.6 Councillor A. McKeough

14.7 Councillor R Hoseason-Smith

15. STATUS OF COUNCIL RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
10042019	Formation of a Tourism Working Group	This is still being worked on, I need to establish the terms of reference prior to advertising for members.	Open	CEO
10082019	Asset Preservation Model	Letter forwarded to Minister for Local Government and Grants Commission. To be presented to next Grants Commission meeting.	Open	CEO

16. MEETING CLOSURE

The President thanked those present for attending the meeting and declared the meeting closed at ___pm.

APPENDIX 1

(List of Accounts for October 2019)

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Greenfield Technical Services					
EFT11225	02/10/2019	Preparation of the eQuotes document with the appropriate scope and relevant specifications, •Responding to any queries during the quotation period, •Evaluating the quotes against the qualitative criteria and price considerations, and •Preparing an evaluation report for your review and approval.	1		4,620.00
INV 1181	22/08/2019	Undertake an inspection of the Gascoyne Junction Airstrip and prepare a report for a re-seal program 99	1	1,980.00	
INV 1206	10/09/2019	• Preparation of the eQuotes document with the appropriate scope and relevant specifications, , • Responding to any queries during the quotation period, , • Evaluating the quotes against the qualitative criteria and price considerations, and , • Preparing an evaluation report for your review and approval. ,	1	2,640.00	
Aagri Equipment					
EFT11226	02/10/2019	John Deere Tractor Parts John Deere Mwer Deck Parts Sabre1500 Slasher Parts	1		1,479.87
INV 1859601	21/08/2019	John Deere Tractor Parts, John Deere Mwer Deck Parts, Sabre1500 Slasher Parts	1	1,479.87	
Simon Joseph Adamson					
EFT11227	02/10/2019	Perform Dogging Duties at \$427.50 / Day Plus Gst As Per Contract	1		6,583.50
INV 27/09/2019	27/09/2019	Perform Dogging Duties at \$427.50 / Day Plus Gst, As Per Contract - 14 days Edumula 3rd - 5th and 17th - 27th September 2019	1	6,583.50	
Affordable Removals					
EFT11228	02/10/2019	Relocation of CEO from GJ to Brunswick	1		4,500.00
INV 3756	10/09/2019	Relocation of CEO from GJ to Brunswick	1	4,500.00	
Carnarvon Timber & Hardware					
EFT11229	02/10/2019	9 x House hold gas Bottles 2 x 9 Kg Gas Bottles	1		1,900.73
INV 10621917	23/09/2019	9 x House hold gas Bottles, 2 x 9 Kg Gas Bottles, 2 x Packets of Reciprocator Metal Cutting Blades, 2 x Packets of Reciprocator Wood Cutting Blades	1	1,522.56	
INV 10622034	24/09/2019	Form Ply, CCA and Tape as Per Email	1	378.17	
Carnarvon Growers Association Inc					
EFT11230	02/10/2019	5 x 25mm Telescopic Joiners 5 x Strainght 25mm Joiners 5 x 25mm to 20mm Reducers 5 x HR25T 25mm Solinoids 1 x Pk 360 Pro Spray Spikes 1 x Role of 6mm Black Dripper Hose 1 x Pk of Cable Ties	1		539.06
INV INV-34375825/09/2019		5 x 25mm Telescopic Joiners, 5 x Strainght 25mm Joiners, 5 x 25mm to 20mm Reducers, 5 x HR25T 25mm Solinoids, 1 x Pk 360 Pro Spray Spikes, 1 x Role of 6mm Black Dripper Hose, 1 x Pk of Cable Ties, 5 x 25mm Telescopic Joiners, 5 x Strainght 25mm Joiners, 5 x 25mm to 20mm Reducers, 5 x HR25T 25mm Solinoids, 1 x Pk 360 Pro Spray Spikes, 1 x Role of 6mm Black Dripper Hose, 1 x Pk of Cable Ties	1	539.06	
Eastern Gascoyne Race Club					
EFT11231	02/10/2019	Donation for the 2019 Landor Races	1		4,400.00
INV 00000114	16/09/2019	Donation for the 2019 Landor Races	1	4,400.00	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Autopro					
EFT11232	02/10/2019	3/8"fuel hose - Dameon to Pick up from store	1		47.42
INV 2008515	06/09/2019	3/8"fuel hose - Dameon to Pick up from store	1	47.42	
Junction Contracting Services					
EFT11233	02/10/2019	Water Cart Hire- C'von Mullewa new seal	1		45,507.00
INV 00001541	26/09/2019	w/cart hire- repiar blowouts	1	9,982.50	
INV 00001540	26/09/2019	Water Cart Hire- C'von Mullewa new seal	1	31,036.50	
INV 00001542	26/09/2019	labour hire- roller driver	1	4,488.00	
Melanda Management					
EFT11234	02/10/2019	Band Performance for OAM Evening 20/09/2019	1		1,980.00
INV 0002BJ	23/09/2019	Band Performance for OAM Evening 20/09/2019	1	1,980.00	
Toll Transport Pty Ltd					
EFT11235	02/10/2019	35% Standing Order for Works Freight	1		33.19
INV 0909-MWB:08/09/2019		Standing Order for Signage Freight	1	33.19	
Quadrio Earthmoving Pty Ltd					
EFT11240	03/10/2019	WANDRRA #3 works per RFT 04-18/19 - AGN821	1		312,097.50
INV 00010875	03/10/2019	WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821	1	312,097.50	
Rock On					
EFT11241	04/10/2019	Craft Sales August/September 2019	1		314.00
INV CRAFT SAI30/09/2019		Craft Sales August/September 2019	1	314.00	
Maxine Beaton					
EFT11242	04/10/2019	Craft Sales August/September 2019	1		36.00
INV CRAFT SAI30/09/2019		Craft Sales August/September 2019	1	36.00	
Isolated Childrens' Parents Association					
EFT11243	04/10/2019	CRAFT SALES AUG/SEP 2019	1		60.00
INV CRAFT SAI30/09/2019		CRAFT SALES AUG/SEP 2019	1	60.00	
Junction Race Club					
EFT11244	04/10/2019	Craft Sales August/September 2019	1		90.00
INV CRAFT SAI30/09/2019		Craft Sales August/September 2019	1	90.00	
Linda's Books					
EFT11245	04/10/2019	CRAFT SALES AUG/SEP 2019	1		26.99
INV CRAFT SAI30/09/2019		CRAFT SALES AUG/SEP 2019	1	26.99	
Nella's Preserves					

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Nella's Preserves					
EFT11246	04/10/2019	Craft Sales Aug/Sep 2019	1		82.50
INV CRAFT SAI30/09/2019		CRAFT SALES AUG/SEP 2019	1	82.50	
Genevieve Robinson					
EFT11247	04/10/2019	CRAFT SALES AUG/SEP 2019	1		4.00
INV CRAFT SAI30/09/2019		CRAFT SALES AUG/SEP 2019	1	4.00	
Commonwealth Mastercard					
EFT11248	01/10/2019	Purchase and installation of spotlights and UHF radio to new CEO Vehicle	1		2,578.24
INV 1162871138	30/08/2019	Annual Subscription to Dropbox (next renewal date 27/08/2020)	1	184.99	
INV 2424182002	30/08/2019	Pre-paid credit for Acting Chief Executive Officer mobile phone #0488367168	1	150.00	
INV INV-68352-	09/09/2019	2 replacement spot devices for Dogger 1 & Dogger 2	1	478.00	
INV 40362782-1	11/09/2019	Accommodation for Ian Fitzgerald - Geraldton 11/09/2019	1	143.10	
INV 76258546-1	11/09/2019	Accommodation for John McCleary - Geraldton 11/09/2019	1	143.10	
INV 1972897792	12/09/2019	Monthly iCloud Storage fee for Works Manager phone	1	1.49	
INV 34161	13/09/2019	Purchase and installation of spotlights and UHF radio to new CEO Vehicle	1	1,219.95	
INV 14092019	14/09/2019	Supplies for CEO Pool, Rubber seal for CEO Vehicle	1	90.87	
INV 1342915604	22/09/2019	HEMA Offroad maps App	1	99.99	
INV 2019092500	25/09/2019	Class 1 RAV Oversize Period Permit for GU506	1	50.00	
INV 104194288	26/09/2019	Change of plates for P103 (updated from 1GVY593 TO GU85)	1	16.75	
Department of Transport (AGENT CHARGES)					
EFT11249	01/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC on 26th September 2019	1		16.75
INV 16485	26/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on 26th September 2019	1	16.75	
Department of Transport (AGENT CHARGES)					
EFT11250	03/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC for the 1st October	1		507.25
INV 16492, 1649	01/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC for the 1st October 2019	1	507.25	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11251	07/10/2019	XPOS Phone Card Sales on 02/10/2019	1		19.20
INV 16498	02/10/2019	XPOS Phone Card Sales on 02/10/2019	1	19.20	
Greenfield Technical Services					
EFT11252	09/10/2019	WANDRRA AGN 821 - Supertendent & Supervision Services per RFQ 05 2018.19	1		36,115.20

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Greenfield Technical Services					
INV 1230	07/10/2019	WANDRRA AGN 821 - Supertendent & Supervision Services per RFQ 05 2018.19	1	36,115.20	
Greenfield Technical Services					
EFT11253	09/10/2019	WANDRRA AGN781 Superintendent & Supervision Services	1		27,744.75
INV 1213	14/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	27,744.75	
Department of Transport (AGENT CHARGES)					
EFT11254	09/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC	1		149.50
INV 16507	07/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC 07/10/2019	1	149.50	
Horizon Power					
EFT11255	10/10/2019	Meter no.2158118604 - LOT 68 GREGORY STREET - PAVILION	1		8,908.36
INV 04/10/2019	04/10/2019	Meter no. 2158118604 - LOT 68 GREGORY STREET - PAVILION, , Meter no. 2157104717 - UNIT 13 /LOT 1 SMITH STREET - Airport Lights, , Meter no. 2158118533 - 6 SCOTT STREET - CRC, , Meter no. 2158112965 - LOT 17 GREGORY STREET - CHIEF EXECUTIVE OFFICER, Meter no. 2158113152 - LOT 19 GREGORY STREET - WORKS SUPERVISOR , , Meter no. 2148100917 - Lot 23 Gregory Street - FINANCE MANAGER, , , Meter no. 2148101025 - Lot 52 Hatch Street - FINANCE OFFICER, , Meter no. 2157104817 - 15 Gregory Street (Lot 45) - TOWN SUPERVISOR, , Meter no. 2158114035 - LOT 47 HATCH STREET - DUPLEX NORTH, , Meter no. 2158118614 - LOT 48 HATCH STREET - DUPLEX SOUTH, , Meter no. 2158118609 - LOT 49 HATCH STREET - HATCH STREET 3 B/R HOUSE, , Meter no. 2158118541 - 731 SCOTT STREET - POLICE STATION/ARCHIVE STORAGE, , Meter no. 2158118605 - 2 SCOTT STREET - PUBLIC TOILETS (25%), , Meter no. 2158118605 - 2 SCOTT STREET - DIESEL BOWSER (75%), , Meter no. 2158118535 - 4 SCOTT STREET - OFFICE, , Meter no. 2158118534 - 5 Scott St - DEPOT, , Meter no. 2158118613 - 21 Gregroy Street - Customer Service Officer , , Meter no. 2158118606 - 1 Mullewa-Carnarvon Road - PUMP, , Meter no. 2158118536 - Lot 39 GREGORY STREET - CRC STAFF , , Meter no. 2158118531 - 2 Gregory Street - OLD CARAVAN PARK, , Meter no. 2158112968 - Lot 40 GREGORY STREET - WORKS STAFF,	1	8,908.36	
Telstra Corporation Ltd					
EFT11256	10/10/2019	CEO Mobile Phone - Calls and Data 0417 107 446	1		1,331.54
INV 20/09/2019	20/09/2019	CEO Mobile Phone - Calls and Data 0417 107 446, Shire Office - Internet 0417 094 300, Works Supervisor - Calls and Data 0437 168 892, Town Foreman - Calls and Data 0409 636 940	1	858.72	
INV 28/09/2019	28/09/2019	Satellite Phone Charges for 0147144097 - Frank Drayton for Month of September 2019, Satellite Phone Charges for 0147150811 - John McCleary for Month of September 2019, Satellite Phone Charges for 0147151936 - Dameon Whitby for Month of September 2019, Satellite Phone Charges for 0147165864 - Thomas Fletcher for Month of September 2019, Satellite Phone Charges for 0147142926 - Ian Goulding for Month of September 2019, Satellite Phone Charges for 0147152896 - Leeson for Month of September 2019	1	472.82	
Quadrio Earthmoving Pty Ltd					
EFT11257	10/10/2019	WANDRRA #3 works per RFT 04-18/19 - AGN821	1		182,578.00

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Quadrio Earthmoving Pty Ltd					
INV 00010884	10/10/2019	WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821, WANDRRA #3 works per RFT 04-18/19 - AGN821	1	182,578.00	
Greenfield Technical Services					
EFT11258	10/10/2019	WANDRRA AGN781 Superintendent & Supervision Services	1		11,126.50
INV 1225	30/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	9,509.50	
INV 1218	30/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	1,617.00	
Rsm Australia Pty Ltd					
EFT11259	11/10/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021 FOR MONTH OF: September 2019	1		7,916.70
INV 290023753	26/09/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021, FOR MONTH OF: September 2019	1	7,916.70	
Kott Gunning Lawyers					
EFT11260	11/10/2019	Settlement fees for sale of Lot 53 Hatch Street (Lot 53 on plan 210273) CT 2222/174 to Clive Price	1		190.76
INV 243269	26/09/2019	Settlement fees for sale of Lot 53 Hatch Street (Lot 53 on plan 210273) CT 2222/174 to Clive Price	1	190.76	
Dust Up Projects					
EFT11261	11/10/2019	35% Share of Standing Purchase Order for Works Freight - For Period 16/09/2019 - 30/09/2019	1		1,377.40
INV 1154	02/10/2019	35% Share of Standing Purchase Order for Works Freight - For Period 16/09/2019 - 30/09/2019, 40% Share of Standing Purchase Order for Parts and Repairs Freight - For Period 16/09/2019 - 30/09/2019, 15% Share of Standing Purchase Order for Admin Freight - For Period 16/09/2019 - 30/09/2019	1	1,377.40	
Afgrl Equipment					
EFT11262	11/10/2019	air and oil, filters as per quote#344415	1		2,393.10
INV 1865965	19/09/2019	air and oil, filters as per quote#344415	1	2,393.10	
Australia Post					
EFT11263	11/10/2019	Australia Post outgoing mail and agency supplies for 01/09/2019 - 30/09/2019	1		260.72
INV 1008960702	03/10/2019	Australia Post outgoing mail and agency supplies for 01/09/2019 - 30/09/2019, Australia Post outgoing mail and agency supplies for 01/09/2019 - 30/09/2019	1	260.72	
Boc Limited					
EFT11264	11/10/2019	Quarterly Container Service Charge for period 01/10/2019 - 31/12/2019	1		175.47
INV 4023793602	28/09/2019	Quarterly Container Service Charge for Oxygen Industrial G, Quarterly Container Service Charge for Dissolved Acetylene E Size, Quarterly Container Service Charge for Dissolved Acetylene G Size	1	175.47	
Carnarvon Growers Association Inc					
EFT11265	11/10/2019	SP5A-12 1.1kW submersible pump	1		1,207.14
INV INV-34347518	09/2019	SP5A-12 1.1kW submersible pump	1	1,207.14	
Carnarvon Pest Control					
EFT11266	11/10/2019	6 Monthly Pest Control Treatment	1		2,898.50

Date: 01/11/2019
Time: 9:29:51AM

SHIRE OF UPPER GASCOYNE
List of Accounts Paid for October 2019

USER: Finance
PAGE: 7

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
<hr/>					
Geraldton Fuel Company T/as Refuel Australia					
INV 01327866	02/10/2019	budgeted fuel and oil purchases for 19/20 - 7502.00Ltr Diesel for Depot Tank	1	11,200.49	
<hr/>					
Autopro					
EFT11273	11/10/2019	RYCO Z787A oil filter	1		498.14
INV 2008762	12/09/2019	RYCO Z787A oil filter, 151-1800 fuel filter	1	498.14	
<hr/>					
LGIS					
EFT11274	11/10/2019	LGIS Property policy 000083 - 2nd Instalment	1		77,909.15

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
LGIS					
INV 100-136213	30/09/2019	Shire Office LGIS Property policy 000083 - 2nd Instalment, Works Depot LGIS Property policy 000083 - 2nd Instalment, Works Depot Yard Various Equipment Items Property policy 000083 - 2nd Instalment, Works Depot Signage Shed Property policy 000083 - 2nd Instalment, Works Depot Store Property policy 000083 - 2nd Instalment, Works Depot Garage Property policy 000083 - 2nd Instalment, Works Depot Fencing Property policy 000083 - 2nd Instalment, Works Depot Water Tank Property policy 000083 - 2nd Instalment, Works Depot Wash Down Bay Property policy 000083 - 2nd Instalment, Works Depot Loading Ramp Property policy 000083 - 2nd Instalment, Museum Building Property policy 000083 - 2nd Instalment, Old Police Building Property policy 000083 - 2nd Instalment, Poly Tank 32,000 Litre Property policy 000083 - 2nd Instalment, Public Toilet Property policy 000083 - 2nd Instalment, Dwelling Property policy 000083 - 2nd Instalment, Dwelling, Swimming Pool and Carport Property policy 000083 - 2nd Instalment, Dwelling, Swimming Pool and Carport Property policy 000083 - 2nd Instalment, Dwelling and Shed Property policy 000083 - 2nd Instalment, Dwelling and Shed Property policy 000083 - 2nd Instalment, Dwelling and Shed Property policy 000083 - 2nd Instalment, Dwelling and Shed Property policy 000083 - 2nd Instalment, Dwelling, Prefabricated 3 Bedroom Lot 49 Hatrch Street and Shed Property policy 000083 - 2nd Instalment, Dwelling, Prefabricated Dupex Lot 48 Hatrch Street and Shed Property policy 000083 - 2nd Instalment, Dwelling, Prefabricated 4-man Camp Caravan Park policy 000083 - 2nd Instalment, Dwelling, Prefabricated 4-man Camp Caravan Park policy 000083 - 2nd Instalment, Camp Kitchen and Laundry Caravan Park policy 000083 - 2nd Instalment, Federation Park Pavilion policy 000083 - 2nd Instalment, Federation Park Detatched Garage policy 000083 - 2nd Instalment, Federation Park Reticulation policy 000083 - 2nd Instalment, Federation Park Picnic Table policy 000083 - 2nd Instalment, Federation Park BBQ policy 000083 - 2nd Instalment, Federation Park Water Tank policy 000083 - 2nd Instalment, Federation Park Pizza Oven policy 000083 - 2nd Instalment, Federation Park Gazebo policy 000083 - 2nd Instalment, Federation Park AFL Goal Posts policy 000083 - 2nd Instalment, Federation Park Flood Light (Pedestrain) policy 000083 - 2nd Instalment, Federation Park Water Tanks 3 x 9,000 litres policy 000083 - 2nd Instalment, Federation Park Water Tanks 4 x 32,000,000 litres policy 000083 - 2nd Instalment, Federation Park Tennis Courts policy 000083 - 2nd Instalment, Federation Park Flood Lights (Tennis Courts) policy 000083 - 2nd Instalment, Federation Park Shelter policy 000083 - 2nd Instalment, Federation Park Fencing policy 000083 - 2nd Instalment, Federation Park Tourist information Bay x 2 policy 000083 - 2nd Instalment, Airstrip sealed surface Pimbee Road policy 000083 - 2nd Instalment, Airstrip fence and grid Pimbee Road policy 000083 - 2nd Instalment, Airstrip automated lighting system Pimbee Road policy 000083 - 2nd Instalment, Airstrip communications Hut Pimbee Road policy 000083 - 2nd Instalment, Airstrip Windsock Pimbee Road policy 000083 - 2nd Instalment, Airstrip PAL System Pimbee Road policy 000083 - 2nd Instalment, Demountable Fence Sections policy 000083 - 2nd Instalment, Fuel Tank and Stand incl. 4,500 litres diesel Gifford Creek Station policy 000083 - 2nd Instalment, Fuel Tank and Stand incl. 2,500 litres diesel Glenburgh Station policy 000083 - 2nd Instalment, Fuel Tank and Stand incl. 4,500 litres diesel Landor Station policy 000083 - 2nd Instalment, Fuel Tank and Stand incl. 4,500 litres diesel Mt Augustus Station policy 000083 - 2nd Instalment, Community Resource Centre Building	1	59,221.15	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
LGIS					
		policy 000083 - 2nd Instalment, Ex Nursing Post (Depot Crib Room) policy 000083 - 2nd Instalment, Yarning Spot Tourist Information Bay policy 000083 - 2nd Instalment, Administration Communication Ariel policy 000083 - 2nd Instalment, Administration Water Tankl policy 000083 - 2nd Instalment, Administration Reticulation policy 000083 - 2nd Instalment, Administration Bollard Lighting policy 000083 - 2nd Instalment, Administration Flood Lighting (in ground) policy 000083 - 2nd Instalment, Administration Flood Lighting (above ground) policy 000083 - 2nd Instalment, Townsite fencing steel mesh policy 000083 - 2nd Instalment, Tavern Roadhouse policy 000083 - 2nd Instalment, Fuel Facility per Griffin Valuation policy 000083 - 2nd Instalment, Caravan Park Building Managers Residence policy 000083 - 2nd Instalment, Caravan Park Building back pakers policy 000083 - 2nd Instalment, Caravan Park Building Camp Kitchen policy 000083 - 2nd Instalment, Caravan Park Building Ablution Block/Laundry policy 000083 - 2nd Instalment, Caravan Park Building 1 bedroom cabin Thomas policy 000083 - 2nd Instalment, Caravan Park Building 2 bedroom cabin Gascoyne policy 000083 - 2nd Instalment, Caravan Park Building 2 bedroom cabin Gascoyne policy 000083 - 2nd Instalment, Caravan Park Building 1 bedroom cabin Daurie policy 000083 - 2nd Instalment, Caravan Park Building 4 Ensuits policy 000083 - 2nd Instalment, Camp Trailer Contents (GU971/2) P50 policy 000083 - 2nd Instalment, Accommodation Unit (GU971/2) P50 policy 000083 - 2nd Instalment, Ablution Unit (GU971/2) P50 policy 000083 - 2nd Instalment, Fuel in Trailer Tank: 4000 (GU971/2) P50 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU981) P52 policy 000083 - 2nd Instalment, Accommodation Unit (GU981) P52 policy 000083 - 2nd Instalment, Fuel in trailer tank (GU981) P52 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU982) P53 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU982) P53 policy 000083 - 2nd Instalment, Fuel in trailer 4000 (GU982) P53 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU983) P54 policy 000083 - 2nd Instalment, Accommodation Unit (GU983) P54 policy 000083 - 2nd Instalment, Fuel in trailer tank: 4000 (GU983) P54 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU1004/5) P58 policy 000083 - 2nd Instalment, Fuel in trailer Tank: 4000 (GU1004/5) P58 policy 000083 - 2nd Instalment, Camp Trailer Contents (GU10375) P79 policy 000083 - 2nd Instalment, Accommodation Unit (GU10375) P79 policy 000083 - 2nd Instalment, Fuel in Trailer Tank: 4000 (GU10375) P79 policy 000083 - 2nd Instalment, Reticulation policy 000083 - 2nd Instalment, Tank 14000 Litre Poly Water x4 policy 000083 - 2nd Instalment, Swimming Pool 5 x 12 metre in ground pool policy 000083 - 2nd Instalment, Pool Fencing - Palisade policy 000083 - 2nd Instalment, Steel BoundaryFencing policy 000083 - 2nd Instalment, Pool Shade Shelter Property Policy 000083 - 2nd Instalment, Play Equipment Shade Shelter Property Policy 000083 - 2nd Instalment, Ruberised Soft fall Property Policy 000083 - 2nd Instalment, Caravan Bays Property Policy 000083 - 2nd Instalment, Lighting Property Policy 000083 - 2nd Instalment, Fire Main Property Policy 000083 - 2nd Instalment, Shade Shelter Playground Property Policy 000083 - 2nd Instalment, Roads and Hardstand including kirbing and drainage Property Policy 000083 - 2nd Instalment, Diesel driven 200Kva stand by generator Property Policy 000083 - 2nd Instalment, Modular House Redgate Property Policy 000083 - 2nd Instalment, Modular House Redgate Property Policy 000083 - 2nd Instalment, Electric and solar operated town bore Property Policy 000083 - 2nd			

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
LGIS					
		Instalment, Pavilion Gym Property Policy 000083 - 2nd Instalment, Pavilion Donga (4 berth accommodation Property Policy 000083 - 2nd Instalment, Pavilion Donga (Craft Room) Property Policy 000083 - 2nd Instalment, Depot Sea Container (Records Room) Property Policy 000083 - 2nd Instalment, Pavilion Donga Shade Structure Property Policy 000083 - 2nd Instalment, Intergrated Play equipment Property Policy 000083 - 2nd Instalment, Climbing Spider Property Policy 000083 - 2nd Instalment, Triple doughnut swing set Property Policy 000083 - 2nd Instalment, Intergrated play equipment Property Policy 000083 - 2nd Instalment, Intergrated play equipment - 2 play areas Property Policy 000083 - 2nd Instalment, Gascoyne River Bridge Property Policy 000083 - 2nd Instalment, Miscellaneous Structures and Equipment Property Policy 000083 - 2nd Instalment, Loss of Gross Revenue &/or Rent \$25,000 per annum Property Policy 000083 - 2nd Instalment, Additional Increased Cost of working Property Policy 000083 - 2nd Instalment, Indemnity Period (minimum 12 months) Property Policy 000083 - 2nd Instalment, Indemnity Period (minimum 12 months) Property Policy 000083 - 2nd Instalment, Ex Nursing Post Shelter (DFES Shed) Property Policy 000083 - 2nd Instalment			
INV 100-136162	30/09/2019	Liability Cover Instalment 2, Liability Cover Instalment 2, Liability Cover Instalment 2, Liability Cover Instalment 2	1	9,125.18	
INV 100-136423	02/10/2019	Scheme Contributions Credit note 2019/20 - 2nd Instalment	1	-4,970.11	
INV 100-136454	07/10/2019	LGIS Workcare policy 000081 - 2nd Instalment, LGIS Workcare policy 000081 - 2nd Instalment, LGIS Workcare policy 000081 - 2nd Instalment	1	14,532.93	
Midwest Contracting					
EFT11275	11/10/2019	grader hire (wet) Maintenance grading from Gascoyne Junction to Kennedy Range Access road	1		24,073.50
INV 00000551	23/09/2019	grader hire (wet), Maintenance grading from Gascoyne Junction to Kennedy Range Access road	1	24,073.50	
Perfect Computer Solutions Pty Ltd					
EFT11276	11/10/2019	IT Consulting for period 23/09/2019 - 24/09/2019	1		255.00
INV 24981	26/09/2019	Monthly Fee for Disaster Recovery (September), Monthly Fee for Disaster Recovery (September) and IT Services for 23rd & 24th September 2019	1	255.00	
Philip Swain					
EFT11277	11/10/2019	2019/20 Contract EHO costs	1		4,089.84
INV 200902	27/09/2019	2019/20 Contract EHO costs - For period 1/05/2019 - 27/09/2019	1	4,089.84	
R & L Couriers					
EFT11278	11/10/2019	Freight for period 10/09/2019 - 17/09/2019	1		72.60
INV 00009443	30/09/2019	Parts Freight -, Connote 67919 & 67676 - Bunnings 10/09/2019 & 17/09/2019, Works Freight -, CRC Freight -	1	72.60	
Talis Consultants					
EFT11279	11/10/2019	Over payment on invoice 1277	1		630.84
INV 1277	10/10/2019	Over payment on invoice 1277	1	630.84	
Toll Transport Pty Ltd					
EFT11280	11/10/2019	Standing Order for Freight - 9th and 14th September 2019	1		1,257.23

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Toll Transport Pty Ltd					
INV 0910-MWB	15/09/2019	40% Standing Order for Parts Freight - 8914240939 Westrac, Con note: 8977265125 - Weathersafe 14/09/2019, 10% Standing Order for CRC Freight	1	1,257.23	
Tropics Hardware					
EFT11281	11/10/2019	Tape FatMax Reel Fibreglass	1		249.75
INV 457000	13/09/2019	Tape FatMax Reel Fibreglass, Measuring wheel Stanley	1	249.75	
Wheatbelt Steel Pty Ltd					
EFT11282	11/10/2019	Supply, deliver, erect 40x18x4.9m Open Front Machinery Shed as per quote Ref# 6339/1	1		42,020.00
INV 101374	04/10/2019	Supply, deliver, erect 40x18x4.9m Open Front Machinery Shed as per quote Ref# 6339/1 - Payment for completion of Fabrication	1	42,020.00	
Westrac Pty Ltd					
EFT11283	11/10/2019	2500hr service	1		2,984.51
INV SI 1438466	12/09/2019	2500hr service	1	2,984.51	
Wide Span Sheds Pty Ltd					
EFT11284	11/10/2019	Supply 15m x 8m Shed as quoted 50% 1st Payment for - 25% for Plans and 25% to start Manufacturing	1		7,475.00
INV WSS19314623	09/2019	Supply 15m x 8m Shed as quoted, 50% 1st Payment for - 25% for Plans and 25% to start Manufacturing	1	7,475.00	
Department of Transport (AGENT CHARGES)					
EFT11285	11/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC	1		27.70
INV 16522	09/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on the 9th October 2019	1	27.70	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11286	14/10/2019	XPOS Phone Card Sales on 7th and 8th October 2019	1		76.80
INV 16511, 1651-08	10/2019	XPOS Phone Card Sales on 7th and 8th October 2019	1	76.80	
Department of Transport (AGENT CHARGES)					
EFT11287	14/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC	1		219.10
INV 16526	10/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on the 10th October 2019	1	219.10	
Greenfield Technical Services					
EFT11288	15/10/2019	WANDRRA AGN781 Superintendent & Supervision Services	1		10,687.11
INV 1226	30/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	10,687.11	
Red Dust Holdings					
EFT11289	15/10/2019	WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18	1		117,074.10
INV 00003150	01/09/2019	WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18	1	29,120.85	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Child Support Agency					
EFT11297	18/10/2019	Payroll deductions	1		362.83
INV DEDUCTIO	16/10/2019	Payroll Deduction for Nathaniel John Rogers 16/10/2019		362.83	
Elders Ltd					
EFT11298	18/10/2019	Mesh Bags (orange onion style) 1080 x 6 Bottles	1		643.50
INV EE 72406	09/10/2019	Mesh Bags (orange onion style), 1080 x 6 Bottles	1	643.50	
Geraldton Fuel Company T/as Refuel Australia					
EFT11299	18/10/2019	budgeted fuel and oil purchases for 19/20	1		9,901.40
INV 01331714	07/10/2019	budgeted fuel and oil purchases for 19/20 - 6673 L of Diesel for Depot	1	9,901.40	
2082 Albany Highway Pty Ltd T/A - Gascoyne Junction Pub & Toruist Park					
EFT11300	18/10/2019	15 x Morning Tea for September 20th Council Meeting	1		799.00
INV 6475	20/09/2019	Greg Watters Accomodation one bedroom cabin check in 19/09/2019	1	162.00	
INV 20092019	20/09/2019	15 x Morning Tea for September 20th Council Meeting, Lunch for September 20th Meeting,	1	457.00	
INV 6103	20/09/2019	Phil Swain accommodation ensuit cabin	1	180.00	
Junction Contracting Services					
EFT11301	18/10/2019	supply 24 grid appraoch abutment slabs	1		27,678.75
INV 00001543	08/10/2019	supply 24 grid appraoch abutment slabs	1	16,896.00	
INV 1546	08/10/2019	w/cart hire- shed pad	1	1,980.00	
INV 1544	08/10/2019	Water Cart Hire- C'von Mullewa new seal	1	1,996.50	
INV 1545	08/10/2019	Water Cart Hire- C'von Mullewa new seal	1	6,806.25	
Mt Augustus Tourist Park					
EFT11302	18/10/2019	Phil Swain accommodation 21/09/2019	1		176.00
INV 1017	22/09/2019	Phil Swain accommodation 21/09/2019	1	176.00	
Norwest Refrigeration Services					
EFT11303	18/10/2019	Supply and Install 2 x New A/C's	1		7,098.50
INV `00033518	10/10/2019	Service 10 Split System A/C's, Service 8 Split System A/C's, Service 2 Split System A/C's, Service 4 x Evap Systems, Service 7 Split System A/C's, Service 6 Split System A/C's, Service 2 Split System A/C's, Service 3 Split System A/C's, Service 4 Split System A/C's, Service 4 Split System A/C's, Service 4 Split System A/C's, Service 6 Split System A/C's, Service 5 Split System A/C's, Service 3 Split System A/C's	1	2,593.50	
INV 00033517	10/10/2019	Supply and Install 2 x New A/C's	1	4,505.00	
Perfect Computer Solutions Pty Ltd					
EFT11304	18/10/2019	2019/20 IT Consulting Services	1		1,625.00
INV 25019	10/10/2019	2019/20 IT Consulting Services - HP Z240 Computer (SN: 4CE84508MF)	1	1,625.00	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Westrac Pty Ltd					
INV 1800012525	22/10/2019	140M Grader as per Westrac Quote# 54215 As per WALGA T&C's NPN 2.15, Trade in P68 (140M Grader)	1	368,839.90	
Red Dust Holdings					
EFT11313	24/10/2019	WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18	1		29,629.60
INV 0003165	01/10/2019	WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18	1	16,816.80	
INV 00003164	01/10/2019	WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18, WANDRRA #2 (AGN781) Contract works per tender RFT 03-17/18	1	12,812.80	
Rsm Australia Pty Ltd					
EFT11314	24/10/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021 FOR MONTH OF: October 2019	1		7,916.70
INV 290023853	14/10/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021, FOR MONTH OF: October 2019	1	7,916.70	
St John Ambulance Australia - Belmont Branch					
EFT11315	24/10/2019	Assorted Items for the Community First Aid Medical Box	1		56.79
INV CYINV000517/10/2019		Mask Resuscitation Pocket c/w One Way Valve Laerdal, Blanket Thermal Accident Emergency, Dressing Non Adherent 100 x 100mm SJA, Mask Oxygen Therapy Adult Hudson, Mask Oxygen Therapy Child Hudson	1	56.79	
Simon Joseph Adamson					
EFT11316	24/10/2019	Perform Dogging Duties at \$427.50 / Day Plus Gst - As Per Contract	1		5,643.00
INV 20191020	20/10/2019	Dogging performed between 7th and 20th October for 12 days Perform Dogging Duties at \$427.50 / Day Plus Gst, As Per Contract	1	5,643.00	
Boral Construction Materials Group Ltd trading as Boral Resources Pty Ltd					
EFT11317	24/10/2019	RFQ 04 19-20 Bitumen Supply, Spray and Cover including Seal design and Agregate Supply	1		423,414.22
INV AWWPS00226/09/2019		RFQ 04 19-20 Bitumen Supply, Spray and Cover including Seal design and Agregate Supply, , RFQ 04 19-20 Bitumen Supply, Mobilisation,	1	423,414.22	
Beaurepaires					
EFT11318	24/10/2019	Tyres for P104	1		845.54
INV 6410993387	17/10/2019	Tyres for P104	1	845.54	
Carnarvon Timber & Hardware					
EFT11319	24/10/2019	Fly Nets as discussed with Robyn	1		384.75
INV 10624573	15/10/2019	Fly Nets as discussed with Robyn, Neta Retractable Hose Reel 25m	1	384.75	
Elders Ltd					
EFT11320	24/10/2019	Mesh Bags (orange onion style) 1080 x 6 Bottles	1		295.00
INV EE 72504	14/10/2019	Mesh Bags (orange onion style), 1080 x 6 Bottles	1	295.00	
Everywhere Travel					
EFT11321	24/10/2019	Accomodation and Flights for Amanda Leighton and Cherie Walker to attend the KABC Tidy Towns Awards	1		1,284.00
INV I000015867	18/10/2019	Accomodation and Flights for Amanda Leighton and Cherie Walker to attend the KABC Tidy Towns Awards	1	1,284.00	
Fitz Gerald Strategies					
EFT11322	24/10/2019	Attending to HR matters concering CEO contractual entitlements	1		399.75

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Tech Cloud Enterprises					
INV 1410	15/10/2019	Hosting Services:Web Hosting Plan (1 year subscription)	1	120.00	
Toll Transport Pty Ltd					
EFT11333	24/10/2019	35% Standing Order for Works Freight	1		28.17
INV 0912-MWB:29/09/2019		10% Standing Order for CRC Freight - 8963918141 PCS	1	28.17	
Westrac Pty Ltd					
EFT11334	24/10/2019	9000hr service	1		11,654.29
INV SI 1441524	26/09/2019	9000hr service	1	2,615.26	
INV SI 1441537	26/09/2019	6000hr service	1	6,519.01	
INV SI 1441512	26/09/2019	500hr service	1	2,520.02	
Horizon Power					
EFT11335	24/10/2019	Standing Purchase Order for 2018/2019 - Street Lighting for Month of September 2019	1		251.59
INV 21 003 9355	01/10/2019	Standing Purchase Order for 2018/2019 - Street Lighting for Month of September 2019	1	251.59	
Pivotel Satellite Pty Ltd					
EFT11336	24/10/2019	Satelite phone for Works Supervisor for period of October 2019	1		20.97
INV 2718620	15/10/2019	Satelite phone for Works Supervisor for period of October 2019	1	20.97	
Telstra Corporation Ltd					
EFT11337	24/10/2019	0899430509 - Office Phone	1		709.35
INV P 694 074 5	09/10/2019	0899430509 - Office Phone, 08 9943 0625 EFTPOS, , 08 9943 0880 Office phone, , 08 9943 0988 Office phone, , 08 9943 0507 Faxline, , 08 9943 0650 Fax Stream, , 0476 829 559 CEO iPad, , 08 9943 0557 CRC - Transport Dial Up, , 0458 074 228 CRC WiFi, , 08 9943 0516 Lot 45 Gregory St, , 08 9943 0560 Duplex Nth, , 08 9943 0640 CEO Home, , 08 9943 0840 Lot 21 Gregory St, , 08 9943 0972 Works home, , 5534663360 Small Business User - Works, , Pavilion Operating Costs GEN	1	709.35	
Activ8me					
EFT11338	25/10/2019	Standing PO for Shire Office Internet	1		129.95
INV 1746120	13/10/2019	Standing PO for Shire Office Internet	1	129.95	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11339	28/10/2019	XPOS Phone Card Sales on 22nd October 2019	1		28.80
INV 16598	22/10/2019	XPOS Phone Card Sales on 22nd October 2019	1	28.80	
Department of Transport (AGENT CHARGES)					
EFT11340	28/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC on 24th October 2019	1		27.70
INV 16608	24/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on 24th October 2019	1	27.70	
Messages On Hold					

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Messages On Hold					
EFT11341	29/10/2019	Provision for programming for period 26/10/2019 - 25/01/2020	1		264.99
INV INV296771	26/10/2019	Provision for programming, Provision for programming	1	264.99	
Department of Transport (AGENT CHARGES)					
EFT11342	29/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC 25.10.19	1		216.80
INV 16616	25/10/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC 25.10.19	1	216.80	
SUPER DIRECTIONS FUND					
DD7878.1	02/10/2019	Superannuation contributions	1		238.26
INV SUPER	02/10/2019	Super. for Nathaniel John Rogers 0819620 02/10/2019	1	238.26	
Wa Super					
DD7878.2	02/10/2019	Superannuation contributions	1		6,133.82
INV DEDUCTIO	02/10/2019	Payroll Deduction for Leeson Richard Dorey 02/10/2019, Payroll Deduction for Jarrod Lachlan Walker 02/10/2019, Payroll Deduction for Dameon Dwayne Whitby 02/10/2019, Payroll Deduction for Ian Douglas Golding 02/10/2019	1	872.54	
INV DEDUCTIO	02/10/2019	Payroll Deduction for Thomas George Fletcher 02/10/2019	1	300.00	
INV DEDUCTIO	02/10/2019	Payroll Deduction for Peter John Hutchinson 02/10/2019	1	328.49	
INV SUPER	02/10/2019	Super. for Robyn May Perry 248627 02/10/2019, Super. for Leeson Richard Dorey 021481 02/10/2019, Super. for Leeson Richard Dorey 021481 02/10/2019, Super. for Thomas George Fletcher 025999 02/10/2019, Super. for Thomas George Fletcher 025999 02/10/2019, Super. for Wayne Panting 00000 02/10/2019, Super. for Jarrod Lachlan Walker 263069 02/10/2019, Super. for Jarrod Lachlan Walker 263069 02/10/2019, Super. for John Leslie McCleary 239825 02/10/2019, Super. for Dameon Dwayne Whitby 221749 02/10/2019, Super. for Dameon Dwayne Whitby 221749 02/10/2019, Super. for Peter John Hutchinson 258982 02/10/2019, Super. for Peter John Hutchinson 258982 02/10/2019, Super. for Francis Xavier Drayton 10027178 02/10/2019, Super. for Ian Basil Fitzgerald 003752 02/10/2019	1	4,632.79	
BT Business Super					
DD7878.3	02/10/2019	Superannuation contributions	1		675.01
INV DEDUCTIO	02/10/2019	Payroll Deduction for David John Higgs 02/10/2019	1	173.08	
INV SUPER	02/10/2019	Super. for David John Higgs 6000012284127 02/10/2019, Super. for David John Higgs 6000012284127 02/10/2019	1	501.93	
CBH Sunsuper					
DD7878.4	02/10/2019	Superannuation contributions	1		418.27
INV DEDUCTIO	02/10/2019	Payroll Deduction for Cherie Walker 02/10/2019	1	144.23	
INV SUPER	02/10/2019	Super. for Cherie Walker 902432443 02/10/2019	1	274.04	
My North Super					
DD7878.5	02/10/2019	Superannuation contributions	1		341.63
INV SUPER	02/10/2019	Super. for Amanda Jane Leighton 14679526 02/10/2019	1	341.63	
SUNSUPER					

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
SUNSUPER					
DD7878.6	02/10/2019	Superannuation contributions	1		144.23
INV SUPER	02/10/2019	Super. for Cherie Walker 902432443 02/10/2019	1	144.23	
Australian Super					
DD7878.7	02/10/2019	Superannuation contributions	1		188.74
INV SUPER	02/10/2019	Super. for Alison Watson 702403355 02/10/2019	1	188.74	
AMP Flexible Super					
DD7878.8	02/10/2019	Superannuation contributions	1		526.35
INV SUPER	02/10/2019	Super. for Ian Douglas Golding 953593995 02/10/2019, Super. for Ian Douglas Golding 953593995 02/10/2019	1	526.35	
Wa Super					
DD7880.1	02/10/2019	Superannuation contributions	1		18.22
INV REVERSAL	02/10/2019	Reversal of Super. for Ian Basil Fitzgerald 003752 02/10/2019	1	18.22	
Wa Super					
DD7890.2	02/10/2019	Payroll deductions	1		18.22
INV DEDUCTIO	02/10/2019	Payroll Deduction for Ian Basil Fitzgerald 02/10/2019	1	18.22	
SUPER DIRECTIONS FUND					
DD7953.1	16/10/2019	Superannuation contributions	1		238.26
INV SUPER	16/10/2019	Super. for Nathaniel John Rogers 0819620 16/10/2019	1	238.26	
Wa Super					
DD7953.2	16/10/2019	Superannuation contributions	1		8,172.82
INV DEDUCTIO	16/10/2019	Payroll Deduction for Leeson Richard Dorey 16/10/2019, Payroll Deduction for Jarrod Lachlan Walker 16/10/2019, Payroll Deduction for Dameon Dwayne Whitby 16/10/2019, Payroll Deduction for Ian Douglas Golding 16/10/2019, Payroll Deduction for Ian Basil Fitzgerald 16/10/2019	1	1,876.08	
INV DEDUCTIO	16/10/2019	Payroll Deduction for Thomas George Fletcher 16/10/2019	1	300.00	
INV DEDUCTIO	16/10/2019	Payroll Deduction for Peter John Hutchinson 16/10/2019	1	293.36	
INV SUPER	16/10/2019	Super. for Robyn May Perry 248627 16/10/2019, Super. for Leeson Richard Dorey 021481 16/10/2019, Super. for Leeson Richard Dorey 021481 16/10/2019, Super. for Thomas George Fletcher 025999 16/10/2019, Super. for Thomas George Fletcher 025999 16/10/2019, Super. for Jarrod Lachlan Walker 263069 16/10/2019, Super. for Jarrod Lachlan Walker 263069 16/10/2019, Super. for John Leslie McCleary 239825 16/10/2019, Super. for John Leslie McCleary 239825 16/10/2019, Super. for Dameon Dwayne Whitby 221749 16/10/2019, Super. for Dameon Dwayne Whitby 221749 16/10/2019, Super. for Peter John Hutchinson 258982 16/10/2019, Super. for Peter John Hutchinson 258982 16/10/2019, Super. for Francis Xavier Drayton 10027178 16/10/2019, Super. for Ian Basil Fitzgerald 003752 16/10/2019, Super. for Ian Basil Fitzgerald 003752 16/10/2019	1	5,703.38	
BT Business Super					
DD7953.3	16/10/2019	Superannuation contributions	1		866.50

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
BT Business Super					
INV DEDUCTIO	16/10/2019	Payroll Deduction for David John Higgs 16/10/2019	1	196.99	
INV SUPER	16/10/2019	Super. for David John Higgs 6000012284127 16/10/2019, Super. for David John Higgs 6000012284127 16/10/2019, Super. for Rebecca Higgs 112558101 16/10/2019, Super. for Rebecca Higgs 112558101 16/10/2019	1	669.51	
CBH Sunsuper					
DD7953.4	16/10/2019	Superannuation contributions	1		418.27
INV DEDUCTIO	16/10/2019	Payroll Deduction for Cherie Walker 16/10/2019	1	144.23	
INV SUPER	16/10/2019	Super. for Cherie Walker 902432443 16/10/2019	1	274.04	
My North Super					
DD7953.5	16/10/2019	Superannuation contributions	1		360.51
INV SUPER	16/10/2019	Super. for Amanda Jane Leighton 14679526 16/10/2019	1	360.51	
SUNSUPER					
DD7953.6	16/10/2019	Superannuation contributions	1		144.23
INV SUPER	16/10/2019	Super. for Cherie Walker 902432443 16/10/2019	1	144.23	
Australian Super					
DD7953.7	16/10/2019	Superannuation contributions	1		62.63
INV SUPER	16/10/2019	Super. for Alison Watson 702403355 16/10/2019	1	62.63	
AMP Flexible Super					
DD7953.8	16/10/2019	Superannuation contributions	1		526.35
INV SUPER	16/10/2019	Super. for Ian Douglas Golding 953593995 16/10/2019, Super. for Ian Douglas Golding 953593995 16/10/2019	1	526.35	
Wa Super					
DD7982.1	16/10/2019	Superannuation contributions	1		321.79
INV SUPER	29/10/2019	Super. for John Leslie McCleary 239825 29/10/2019, Super. for John Leslie McCleary 239825 29/10/2019	1	321.79	
SUPER DIRECTIONS FUND					
DD7992.1	30/10/2019	Superannuation contributions	1		238.26
INV SUPER	30/10/2019	Super. for Nathaniel John Rogers 0819620 30/10/2019	1	238.26	
Wa Super					
DD7992.2	30/10/2019	Superannuation contributions	1		10,867.53
INV DEDUCTIO	30/10/2019	Payroll Deduction for Leeson Richard Dorey 30/10/2019, Payroll Deduction for Jarrod Lachlan Walker 30/10/2019, Payroll Deduction for Dameon Dwayne Whitby 30/10/2019, Payroll Deduction for Ian Douglas Golding 30/10/2019, Payroll Deduction for Ian Basil Fitzgerald 30/10/2019	1	1,151.38	
INV DEDUCTIO	30/10/2019	Payroll Deduction for Thomas George Fletcher 30/10/2019	1	300.00	
INV DEDUCTIO	30/10/2019	Payroll Deduction for Peter John Hutchinson 30/10/2019	1	293.36	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Wa Super					
INV SUPER	30/10/2019	Super. for Robyn May Perry 248627 30/10/2019, Super. for Leeson Richard Dorey 021481 30/10/2019, Super. for Leeson Richard Dorey 021481 30/10/2019, Super. for Thomas George Fletcher 025999 30/10/2019, Super. for Thomas George Fletcher 025999 30/10/2019, Super. for Jarrod Lachlan Walker 263069 30/10/2019, Super. for Jarrod Lachlan Walker 263069 30/10/2019, Super. for John Leslie McCleary 239825 30/10/2019, Super. for John Leslie McCleary 239825 30/10/2019, Super. for Dameon Dwayne Whitby 221749 30/10/2019, Super. for Dameon Dwayne Whitby 221749 30/10/2019, Super. for Peter John Hutchinson 258982 30/10/2019, Super. for Peter John Hutchinson 258982 30/10/2019, Super. for Francis Xavier Drayton 10027178 30/10/2019, Super. for Ian Basil Fitzgerald 003752 30/10/2019, Super. for Ian Basil Fitzgerald 003752 30/10/2019	1	9,122.79	
BT Business Super					
DD7992.3	30/10/2019	Superannuation contributions	1		675.01
INV DEDUCTIO	30/10/2019	Payroll Deduction for David John Higgs 30/10/2019	1	173.08	
INV SUPER	30/10/2019	Super. for David John Higgs 6000012284127 30/10/2019, Super. for David John Higgs 6000012284127 30/10/2019	1	501.93	
CBH Sunsuper					
DD7992.4	30/10/2019	Superannuation contributions	1		418.27
INV DEDUCTIO	30/10/2019	Payroll Deduction for Cherie Walker 30/10/2019	1	144.23	
INV SUPER	30/10/2019	Super. for Cherie Walker 902432443 30/10/2019	1	274.04	
My North Super					
DD7992.5	30/10/2019	Superannuation contributions	1		341.63
INV SUPER	30/10/2019	Super. for Amanda Jane Leighton 14679526 30/10/2019	1	341.63	
SUNSUPER					
DD7992.6	30/10/2019	Superannuation contributions	1		144.23
INV SUPER	30/10/2019	Super. for Cherie Walker 902432443 30/10/2019	1	144.23	
Australian Super					
DD7992.7	30/10/2019	Superannuation contributions	1		171.34
INV SUPER	30/10/2019	Super. for Alison Watson 702403355 30/10/2019	1	171.34	
AMP Flexible Super					
DD7992.8	30/10/2019	Superannuation contributions	1		526.35
INV SUPER	30/10/2019	Super. for Ian Douglas Golding 953593995 30/10/2019, Super. for Ian Douglas Golding 953593995 30/10/2019	1	526.35	

Date: 01/11/2019
Time: 9:29:51AM

SHIRE OF UPPER GASCOYNE
List of Accounts Paid for October 2019

USER: Finance
PAGE: 23

Cheque /EFT	Name	Bank	INV	
No	Date	Code	Amount	Amount

TOTAL INVOICES BY PAYMENT TYPE

Direct Debit / BPAY	33,196.73
EFT	2,060,154.72

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	2,093,351.45
TOTAL		2,093,351.45
TOTAL CREDIT NOTES		0.00
TOTAL PAYMENTS LESS CREDIT NOTES		2,093,351.45

APPENDIX 2

(Monthly Financial Report for October 2019)



Shire of Upper Gascoyne

Lot 4 Scott Street

Gascoyne Junction WA 6705

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www.uppergascoyne.wa.gov.au

SHIRE OF UPPER GASCOYNE

MONTHLY FINANCIAL REPORT

For the Period Ending 31 October 2019

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 31 October 2019
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RSM Australia Pty Ltd

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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

Date 13th November 2019

RSM Australia Pty Ltd
Chartered Accountants

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 October 2019
EXECUTIVE SUMMARY

Report Purpose

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

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3. Data is displayed as Year to Date (YTD) where applicable.

Statement of Financial Activity by Reporting Program

Is presented on page 4 and shows a surplus as at 31 October 2019 of \$4,485,496.

Items of Significance

The material variance adopted by the Shire of Upper Gascoyne for the 2019/20 year is \$25,000 or 10%, whichever is greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. The remaining items considered to be of material variance are disclosed in Note 2.

Significant Revenue and Expenditure

	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Significant Projects				
Carnarvon Mullewa / Bitumin / Reconstruction	97%	943,684	501,298	914,138
Indigenous Access Roads Landor / Mt Augustus	0%	450,000	-	-
R2R Ullawarra Construction	0%	470,455	-	-
Flood Damage Reconstruction	15%	21,628,217	7,209,400	3,342,011
	18%	23,492,356	7,710,698	4,256,149
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	27%	23,276,153	7,779,134	6,226,163
Non-operating Grants, Subsidies and Contributions	48%	1,719,575	608,998	824,436
	28%	24,995,728	8,388,132	7,050,599
Rates Levied				
	112%	346,852	365,961	390,155

% - Compares current YTD actuals to the Annual Budget

Financial Position

Account	Collected / Completed %	Prior Year 31 Oct 18 \$	Current Year 31 Oct 19 \$
Adjusted Net Current Assets	386%	1,160,590	4,485,496
Cash and Equivalent - Unrestricted	239%	1,821,803	4,349,554
Cash and Equivalent - Restricted	84%	1,528,981	1,280,959
Receivables - Rates	233%	118,614	276,275
Receivables - Other	47%	119,528	56,642
Payables	35%	992,118	347,872

% - Compares current YTD actuals to prior year actuals

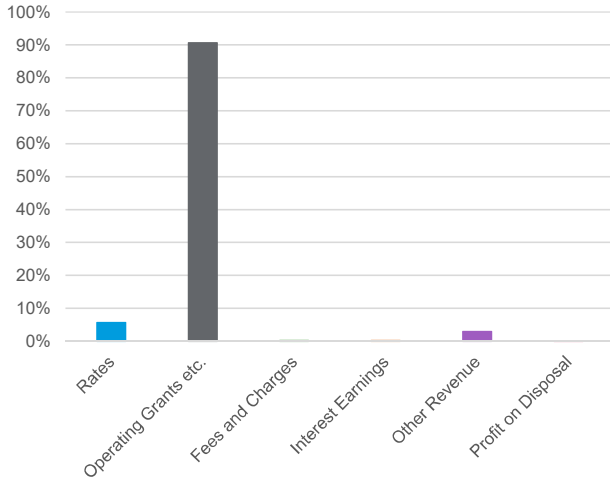
Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

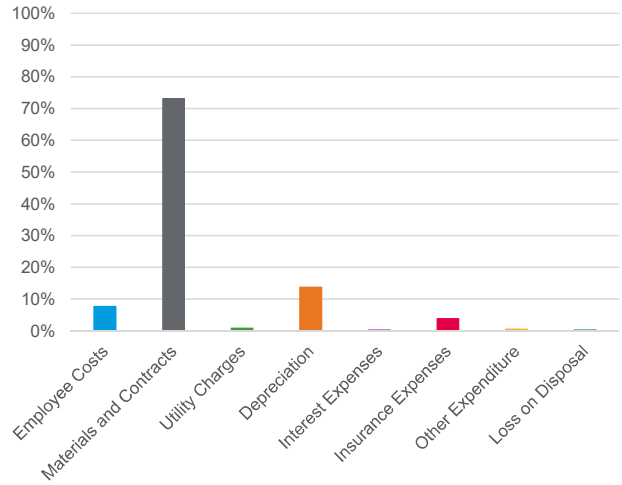
Prepared by: Glenn Boyes
Reviewed by: Travis Bate
Date prepared: 13 Nov 19

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 31 October 2019
SUMMARY GRAPHS

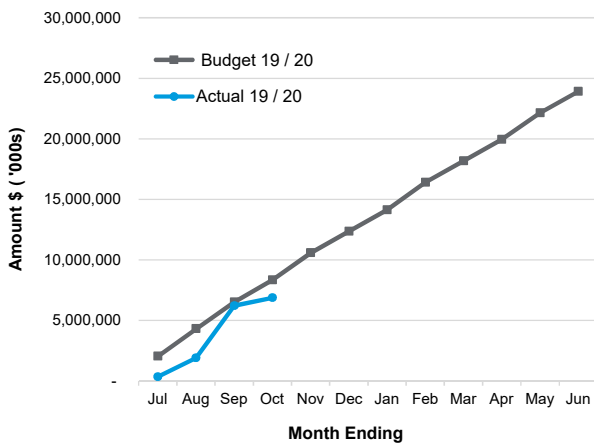
Operating Income



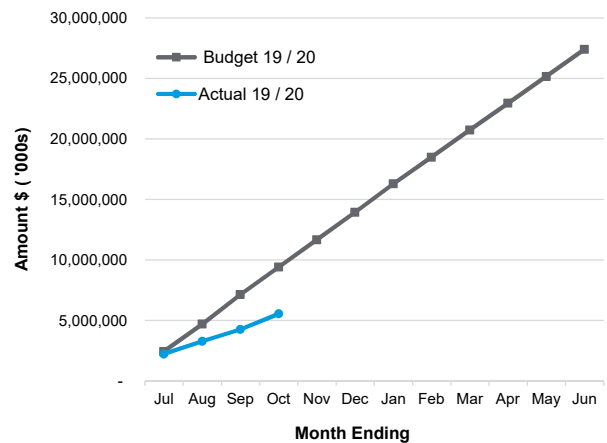
Operating Expenditure



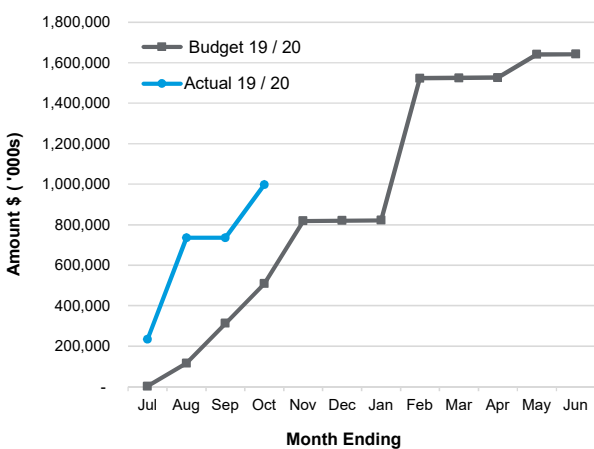
Budget Operating Revenues -v- Actual (Refer Note 2)



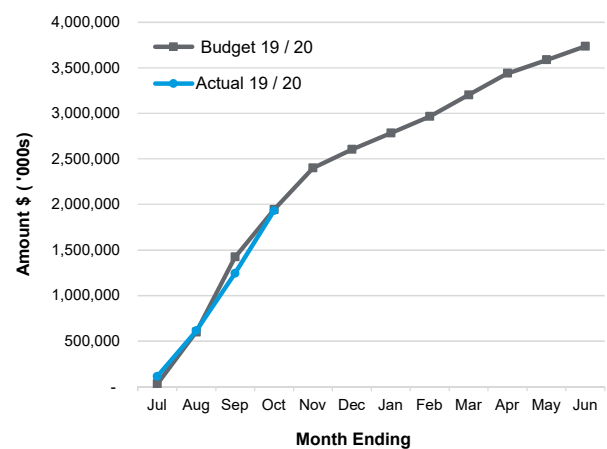
Budget Operating Expenses -v- Actual (Refer Note 2)



Budget Capital Revenues -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



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 October 2019
NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var* (b) - (a) \$	Var* (b) - (a) / (a) %	Var
Opening Funding Surplus / (Deficit)	3	3,001,557	3,001,557	2,983,680			
Revenue from Operating Activities							
Rates	10	346,852	365,961	390,155	24,194	6.61%	
Operating Grants, Subsidies and Contributions	12(a)	23,276,153	7,779,134	6,226,163	(1,552,971)	(19.96%)	▼
Fees and Charges		31,547	18,046	17,433	(613)	(3.40%)	
Interest Earnings		30,304	10,461	19,338	8,877	84.86%	
Other Revenue		180,850	165,809	206,104	40,295	24.30%	▲
Profit on Disposal of Assets	8	46,940	-	12,860	12,860		
		23,912,646	8,339,411	6,872,053			
Expenditure from Operating Activities							
Employee Costs		(1,221,296)	(372,228)	(425,015)	(52,787)	(14.18%)	▼
Materials and Contracts		(23,276,015)	(7,930,482)	(4,062,043)	3,868,439	48.78%	▲
Utility Charges		(142,543)	(47,440)	(42,563)	4,877	10.28%	
Depreciation on Non-current Assets		(2,335,130)	(779,404)	(761,521)	17,883	2.29%	
Interest Expenses		(121,359)	(46,792)	(13,946)	32,846	70.20%	▲
Insurance Expenses		(232,563)	(214,680)	(210,349)	4,331	2.02%	
Other Expenditure		(73,273)	(25,941)	(27,728)	(1,787)	(6.89%)	
Loss on Disposal of Assets	8	(5,000)	(5,000)	(17,986)	(12,986)	(259.72%)	
		(27,407,179)	(9,421,967)	(5,561,151)			
Excluded Non-cash Operating Activities							
Depreciation and Amortisation		2,335,130	779,404	761,521			
(Profit) / Loss on Asset Disposal		(41,940)	5,000	5,126			
Carrying Value of Land Sold		-	-	2,500			
Movement in Employee Provision and Reserve		892	-	615			
Net Amount provided from Operating Activities		(1,200,451)	(298,152)	2,080,664			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12(b)	1,719,575	608,998	824,436	215,438	35.38%	▲
Proceeds from Disposal of Assets	8	175,000	175,000	172,455	(2,545)	(1.45%)	
Land and Buildings	9(a)	(180,000)	(172,498)	(141,864)	30,634	17.76%	▲
Plant and Equipment	9(b)	(736,000)	(736,000)	(743,737)	(7,737)	(1.05%)	
Furniture and Equipment		-	-	-	-		
Infrastructure Assets - Roads	9(c)	(2,222,181)	(1,199,829)	(1,045,698)	154,132	12.85%	▲
Infrastructure Assets - Other	9(d)	(677,317)	(209,688)	(1,930)	207,758	99.08%	▲
Net Amount provided from Investing Activities		(1,920,923)	(1,534,017)	(936,339)			
Financing Activities							
Proceeds from New Debentures	11	-	-	-	-		
Transfer from Reserves	7	780,000	-	480,000	480,000		▲
Repayment of Debentures	11	(73,642)	-	(36,444)	(36,444)		▲
Transfer to Reserves	7	(588,114)	-	(86,065)	(86,065)		▲
Net Amount provided from Financing Activities		118,244	-	357,491			
Closing Funding Surplus / (Deficit)	3	(1,573)	1,169,388	4,485,496			

* - Indicates a variance between YTD Budget and YTD Actual data as per the adopted materiality threshold. 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 October 2019
REPORTING PROGRAM

	Note	Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var* (b) - (a) \$	Var* (b) - (a) / (a) %	Var
Opening Funding Surplus / (Deficit)	3	3,001,557	3,001,557	2,983,680			
Revenue from Operating Activities							
Governance		1,000	332	45,083	44,751	13479.26%	▲
General Purpose Funding - Rates	10	346,852	365,961	390,155	24,194	6.61%	
General Purpose Funding - Other		1,433,141	362,074	363,433	1,359	0.38%	
Law, Order and Public Safety		149,538	76,181	78,994	2,813	3.69%	
Health		1,000	332	-	(332)	(100.00%)	
Education and Welfare		119,800	43,320	13,044	(30,276)	(69.89%)	▼
Housing		-	-	-	-		
Community Amenities		4,400	4,400	4,200	(200)	(4.55%)	
Recreation and Culture		15,500	3,914	3,087	(827)	(21.14%)	
Transport		21,749,715	7,449,249	5,920,408	(1,528,841)	(20.52%)	▼
Economic Services		26,700	8,888	31,735	22,847	257.06%	
Other Property and Services		65,000	24,760	21,915	(2,845)	(11.49%)	
		23,912,646	8,339,411	6,872,053			
Expenditure from Operating Activities							
Governance		(539,251)	(271,001)	(198,216)	72,785	26.86%	▲
General Purpose Funding		(231,208)	(81,913)	(54,277)	27,636	33.74%	▲
Law, Order and Public Safety		(396,596)	(153,290)	(181,876)	(28,586)	(18.65%)	▼
Health		(26,753)	(8,896)	(8,563)	333	3.74%	
Education and Welfare		(255,822)	(86,680)	(93,557)	(6,877)	(7.93%)	
Housing		(396,765)	(144,875)	(138,518)	6,357	4.39%	
Community Amenities		(134,602)	(45,144)	(37,282)	7,862	17.42%	
Recreation and Culture		(253,443)	(88,668)	(95,633)	(6,965)	(7.86%)	
Transport		(24,762,858)	(8,456,732)	(4,623,355)	3,833,377	45.33%	▲
Economic Services		(363,038)	(120,988)	(122,534)	(1,546)	(1.28%)	
Other Property and Services		(46,843)	36,220	(7,339)	(43,559)	120.26%	▲
		(27,407,179)	(9,421,967)	(5,561,151)			
Excluded Non-cash Operating Activities							
Depreciation and Amortisation		2,335,130	779,404	761,521			
(Profit) / Loss on Asset Disposal	8	(41,940)	5,000	5,126			
Carrying Value of Land Sold		-	-	2,500			
Movement in Non-current Leave Provisions		892	-	615			
Net Amount provided from Operating Activities		(1,200,451)	(298,152)	2,080,664			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12(b)	1,719,575	608,998	824,436	215,438	35.38%	▲
Proceeds from Disposal of Assets	8	175,000	175,000	172,455	(2,545)	(1.45%)	
Land and Buildings	9(a)	(180,000)	(172,498)	(141,864)	30,634	17.76%	▲
Plant and Equipment	9(b)	(736,000)	(736,000)	(743,737)	(7,737)	(1.05%)	
Furniture and Equipment		-	-	-	-		
Infrastructure Assets - Roads	9(c)	(2,222,181)	(1,199,829)	(1,045,698)	154,132	12.85%	▲
Infrastructure Assets - Other	9(d)	(677,317)	(209,688)	(1,930)	207,758	99.08%	▲
Net Amount provided from Investing Activities		(1,920,923)	(1,534,017)	(936,339)			
Financing Activities							
Proceeds from New Debentures	11	-	-	-	-		
Transfer from Reserves	7	780,000	-	480,000	480,000		▲
Repayment of Debentures	11	(73,642)	-	(36,444)	(36,444)		▲
Transfer to Reserves	7	(588,114)	-	(86,065)	(86,065)		▲
Net Amount provided from Financing Activities		118,244	-	357,491			
Closing Funding Surplus / (Deficit)	3	(1,573)	1,169,388	4,485,496			

* - Indicates a variance between YTD Budget and YTD Actual data as per the adopted materiality threshold. 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 October 2019
 CAPITAL ACQUISITIONS AND FUNDING

Asset Group	Note	Annual Budget (d) \$	YTD Actual New / Upgrade (a) \$	YTD Actual Renewal (b) \$	YTD Actual Total (c) = (a) + (b) \$	Variance (d) - (c) \$
Land and Buildings	9(a)	180,000	141,864	-	141,864	(38,136)
Plant and Equipment	9(b)	736,000	-	743,737	743,737	7,737
Furniture and Equipment		-	-	-	-	-
Infrastructure Assets - Roads	9(c)	2,222,181	-	1,045,698	1,045,698	(1,176,484)
Infrastructure Assets - Other	9(d)	677,317	1,930	-	1,930	(675,387)
Total Capital Expenditure		3,815,498	143,795	1,789,435	1,933,229	(1,882,269)
Capital Acquisitions Funded by:						
Capital Grants and Contributions		1,719,575			824,436	
Borrowings		-			-	
Other (Disposals and C/Fwd)		225,000			(5,126)	
Council Contribution - From Reserves		480,000			480,000	
Council Contribution - Operations		1,390,923			633,920	
Total Capital Acquisitions Funding		3,815,498			1,933,229	

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 5.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of 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 receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) 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 of completion and the estimated costs necessary to make the 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 Council's intentions to release for sale.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets

All assets are initially recognised at cost. 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 local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Killili Bridge	100 years
Footpaths - slab	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) 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. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Borrowing Costs

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.

(n) Provisions

Provisions are recognised when: The council 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.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(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

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

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. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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.

(q) Program Classifications (Function / Activity)

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

GOVERNANCE

Members expenses or "Governance Costs" are an additional cost burden of local government which are not incurred by other organisations. In addition there are some administrative costs relating to tasks to assist Councillors and, in a general sense, ratepayers.

GENERAL PURPOSE FUNDING

Includes revenue from the raising of rates and from Government Financial Assistance Grants.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention and animal control including Dogging.

HEALTH

Monitoring and control of health standards within the community.

EDUCATION AND WELFARE

Includes operations of the Community Resource Centre and the Pavilion.

HOUSING

Maintenance of staff accommodation.

COMMUNITY AMENITIES

Rubbish collection services, operation of tip, noise control, administration of the town planning scheme.

RECREATION AND CULTURE

Maintenance of a hall, recreation centre, oval, various reserves, parks and gardens and operation of a Council library. Includes operations of the Tourism Precinct.

TRANSPORT

Construction and maintenance of roads, drainage works, footpaths, parking facilities and traffic signs. Maintenance of an aerodrome and cleaning of streets.

ECONOMIC SERVICES

Tourism, pest control services and implementation of building controls.

OTHER PROPERTY AND SERVICES

Collation of Works employment and Plant Operation Expenses for reallocation to specific projects.

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

2. EXPLANATION OF MATERIAL VARIANCES

(a) Operating Revenues / Sources

	31 Oct 19		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
General Purpose Funding	753,587	728,035	4%	25,552	24,194 2,585 (7,065) 5,817 21	Rates (Mining) income ahead of budget. Rates instalment interest ahead of budget due to higher take up of instalment option. FAG general payments under budget. Interest on reserve accounts tracking under budget - timing of deposit maturities. Minor items.
Governance	45,083	332	13479%	44,751	4,736 40,015 -	Sundry income tracking above budget - LGIS credit note. Insurance reimbursements - CEO salary continuance payments. Minor items.
Law, Order, Public Safety	78,994	76,181	4%	2,813	3,131 (318)	DFES operating grant tracking ahead of budget. Minor items.
Health	-	332	(100%)	(332)	(332)	Minor items.
Education and Welfare	13,044	43,320	(70%)	(30,276)	(32,000) 1,724	Timing - CRC operating grant. Minor items.
Housing	-	-	0%	-	-	No housing income.
Community Amenities	4,200	4,400	(5%)	(200)	(200)	Minor items.
Recreation and Culture	3,087	3,914	(21%)	(827)	(1,063) 236	Oval reimbursements tracking under budget. Minor items.
Transport	5,920,408	7,449,249	(21%)	(1,528,841)	(3,265) (11,167) (1,512,489) 6,902 (10,609) 1,786	FAGS roads under budget. Hastings reimbursements under budget - Negotiations occurring between Talis/Hastings. WANDRRA timing issues of works and recoups. Private works income above budget - Shire of Ashburton grading of Ullawarra Road. Losses on traded in plant and equipment. Minor items.
Economic Services	31,735	8,888	257%	22,847	21,848 999	Provision of rent/outgoings write off not raised. Minor items.
Other Property and Services	21,915	24,760	(11%)	(2,845)	(3,070) 225	Diesel fuel rebates tracking under budget. Timing with Oct rebated still being processed after EOM raised. Minor items.
Revenues / Sources Total	6,872,053	8,339,411	(18%)	(1,467,358)		

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

2. EXPLANATION OF MATERIAL VARIANCES (Continued)
(b) (Expenses) / (Applications)

	31 Oct 19 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
				Favourable / (Unfavourable)		
General Purpose Funding	(54,277)	(81,913)	34%	27,636	4,665 13,645 (7,347) 15,850 824	Debt collection costs - no actions taken yet. Overdraft interest tracking under budget - 20% WANDRRA received in advance from AGN 821 and AGN 863. Admin allocations tracking above budget. Timing - WATC loan payments and 2018/19 accrual adjustment. Minor items.
Governance	(198,216)	(271,001)	27%	72,785	11,000 5,315 (5,049) 20,000 (11,021) (47,339) 13,130 17,825 66,127 2,797	Election costs - Invoice to be received. Insurance (Council Members) tracking under budget. Sundry costs council tracking over budget - OEM function. Under total budget for year so may run off. Timing - Integrated planning costs - desktop review of plans still to be done. Overheads tracking over budget. Wages/Salary admin tracking over budget. Incurring salaries for two CEOs. Majority offset by increase in insurance reimbursements. Insurances admin tracking under budget. Timing - Audit costs to be received. Admin costs redistributed (Overheads) Minor items.
Law, Order, Public Safety	(181,876)	(153,290)	(19%)	(28,586)	(31,290) 2,079 625	Timing - Dogging program expenses. Aerial baiting expenses received earlier than budgeted. Also extra costs incurred with racks. Accounts under budget for year but will monitor any excesses. Wild pig expenditure under budget. Minor items.
Health	(8,563)	(8,896)	4%	333	1,861 (1,528)	Community medical tracking under budget. Minor items.
Education and Welfare	(93,557)	(86,680)	(8%)	(6,877)	1,675 (7,347) (4,556) 3,351	CRC printing and consumables tracking under budget. Admin overheads tracking over budget. Community events shire labour tracking over budget. Minor items.
Housing	(138,518)	(144,875)	4%	6,357	12,155 (2,614) (3,184)	Staff housing repairs and maintenance tracking under budget. Staff housing utilities and insurance tracking over budget. Minor items.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

2. EXPLANATION OF MATERIAL VARIANCES (Continued)
(b) (Expenses) / (Applications)

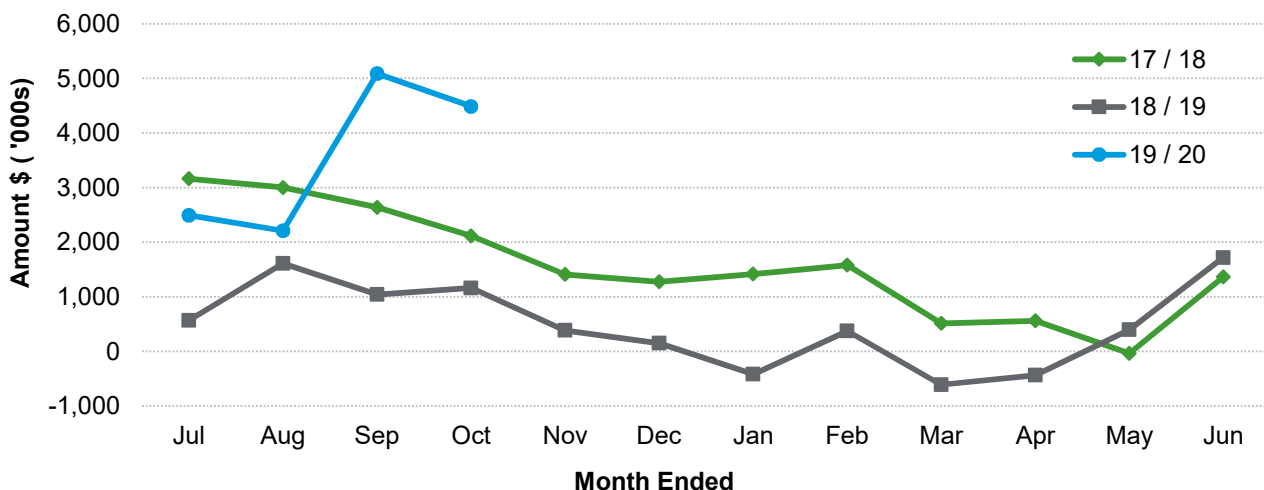
	31 Oct 19		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
					Favourable / (Unfavourable)	
Community Amenities	(37,282)	(45,144)	17%	7,862	(1,143) 1,660 7,937 (592)	Rubbish collection costs tracking over budget. No septic pumping costs incurred yet. Public toilet costs tracking under budget - Renovation works to occur. Minor items.
Recreation & Culture	(95,633)	(88,668)	(8%)	(6,965)	2,999 (2,028) (7,347) (588)	Oval maintenance tracking under budget. Timing of community donations. Admin overheads tracking over budget. Minor items.
Transport	(4,623,355)	(8,456,732)	45%	3,833,377	(23,744) (11,622) 20,000 7,806 (5,752) 3,867,389 (12,986) (3,079) (4,635)	Country road maintenance tracking over budget. Street maintenance tracking over budget - Signage/banner works done early in financial year. No transport consulting costs incurred. Workshop equipment tracking under budget. Timing - Water bore costs incurred at start of financial year. WANDRRA timing Losses on plant trade ins over budget. Airstrip operating costs over budget. Minor items.
Economic Services	(122,534)	(120,988)	(1%)	(1,546)	4,732 3,332 3,481 (15,534) 4,143 (1,701)	Sundry costs tourism promotion tracking under budget. Kennedy loop costs tracking under budget. GJ/Meeka bitumen studies costs tracking under budget. Timing - Tourist precinct insurance billed twice yearly but recovered from lessee monthly. Tourist precinct repairs and maintenance tracking under budget. Minor items.
Other Property and Services	(7,339)	36,220	120%	(43,559)	8,960 (18,381) 11,180 (11,021) (13,234) 3,832 (39,490) (10,657) 32,167 (16,984) 5,635 4,433	Wages/Super works supervision tracking under budget. Timing - works leaved taken during the year budgeted to occur Dec/Jan. Wages/Leave Pay/Allowances: EOY Accruals Admin overheads employees. Allocated Payroll Overheads Plant depreciation vs allocated depreciation. Allocated Plant Operating Costs Tyres and tubes tracking over budget. Parts and repairs tracking under budget - Summer shut down to occur. Fuel tracking over budget. Cutting edges tracking over budget but yearly requirement purchased in July. Minor items.
Expenses / Applications Total	(5,561,151)	(9,421,967)	41%	3,860,816		

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

3. NET CURRENT FUNDING POSITION

	Note	Current Month 31 Oct 19	Prior Year Closing 30 Jun 19	This Time Last Year 31 Oct 18
Current Assets		\$	\$	\$
Cash Unrestricted	4	1,319,248	1,585,457	1,821,803
Cash Restricted	4	1,280,959	1,674,894	1,528,981
Receivables - Rates	6(a)	276,275	48,059	118,614
Receivables - Other	6(b)	56,642	191,916	119,528
Interest / ATO Receivable		148,273	529	110,898
Provision for Doubtful Debts		(73,007)	(73,007)	(59,282)
Accrued Income		-	2,018,205	-
Inventories		143,656	144,245	101,428
Total Current Assets		3,152,046	5,590,298	3,741,970
Current Liabilities				
Sundry Creditors		(171,256)	(126,948)	(148,965)
Rates Received in Advance		(481)	(2,840)	-
Deposits and Bonds		(57,581)	(65,928)	(64,627)
GST Payable		(27,971)	-	(44,632)
PAYG Withholding Tax		(50,756)	-	(40,926)
Loan Liability	11	(37,198)	(73,642)	(35,706)
Accrued Expenses		-	(614,302)	-
Accrued Salaries and Wages		(2,630)	(13,368)	(14,976)
Overdraft	4	3,030,306	-	(642,286)
Total Payables		2,682,434	(897,027)	(992,118)
Provisions		(187,367)	(187,367)	(171,861)
Total Current Liabilities		2,495,068	(1,084,394)	(1,163,979)
Less: Cash Reserves	7	(1,280,959)	(1,674,894)	(1,528,981)
Less: Land Held for Resale		(7,500)	(10,000)	(12,000)
Add: Loan Principal (Current)	11	37,198	73,642	35,706
Add: Cash Backed Current Leave Reserve	7	89,643	89,028	87,874
Net Funding Position - Surplus / (Deficit)		4,485,496	2,983,680	1,160,590

Liquidity over the Year



SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

4. CASH AND EQUIVALENTS

	Unrestricted	Restricted	Trust	Total	Institution	Interest	Maturity
	\$	\$	\$	Amount		Rate	Date
				\$		%	
(a) Cash Deposits							
Cash on Hand	900			900	N/A	0.00	N/A
Municipal Fund	(10,097)			(10,097)	CBA	0.00	N/A
Online Saver	1,328,445			1,328,445	CBA	0.60	N/A
SUG Reserve Account (At Call)		316,092		316,092	CBA	0.65	N/A
SUG Trust Fund			-	-	CBA	0.00	N/A
WANDRRA Overdraft	3,030,306			3,030,306	CBA	0.00	N/A
(b) Term Deposits							
Fixed Term Deposit		503,661		503,661	CBA	1.12	04-Nov-19
Fixed Term Deposit		315,864		315,864	CBA	1.12	04-Nov-19
Fixed Term Deposit		145,342		145,342	CBA	1.12	04-Nov-19
Total Cash and Equivalents	4,349,554	1,280,959	-	5,630,513			

Comments / Notes

5. TRUST FUND

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

Description	Opening Balance 01 Jul 19	Amount Received	Amount Paid	Closing Balance 31 Oct 19
	\$	\$	\$	\$
	-	-	-	-
Total Funds in Trust	-	-	-	-

Comments / Notes

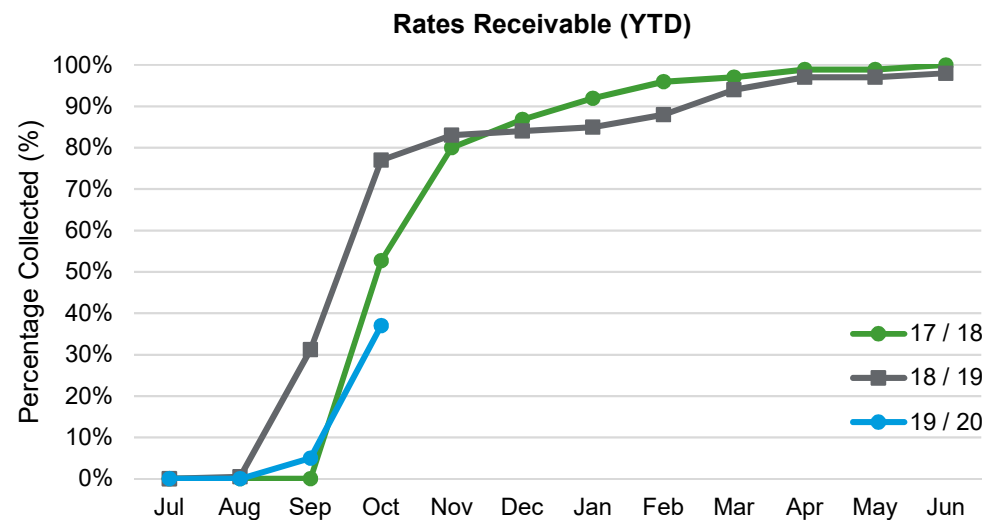
No Funds held in Trust at Reporting Date

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

6. RECEIVABLES

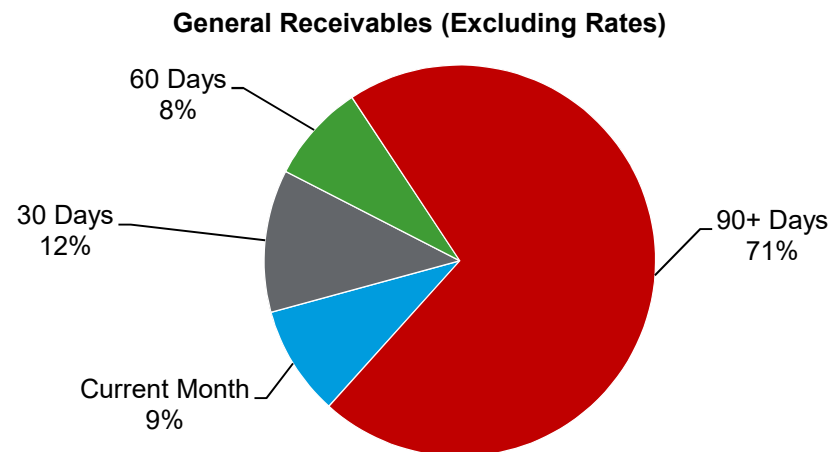
(a) Rates Receivable

	31 Oct 19
	\$
Rates Receivables	276,275
Rates Received in Advance	(481)
Total Rates Receivable Outstanding	275,794
Closing Balances - Prior Year	48,059
Rates Levied this Year	390,155
Closing Balances - Current Month	(276,275)
Total Rates Collected to Date	161,938
<i>Percentage Collected</i>	<i>37%</i>



(b) General Receivables

	31 Oct 19
	\$
Current Month	5,155
30 Days	6,672
60 Days	4,629
90+ Days	40,186
Total General Receivables Outstanding	56,642



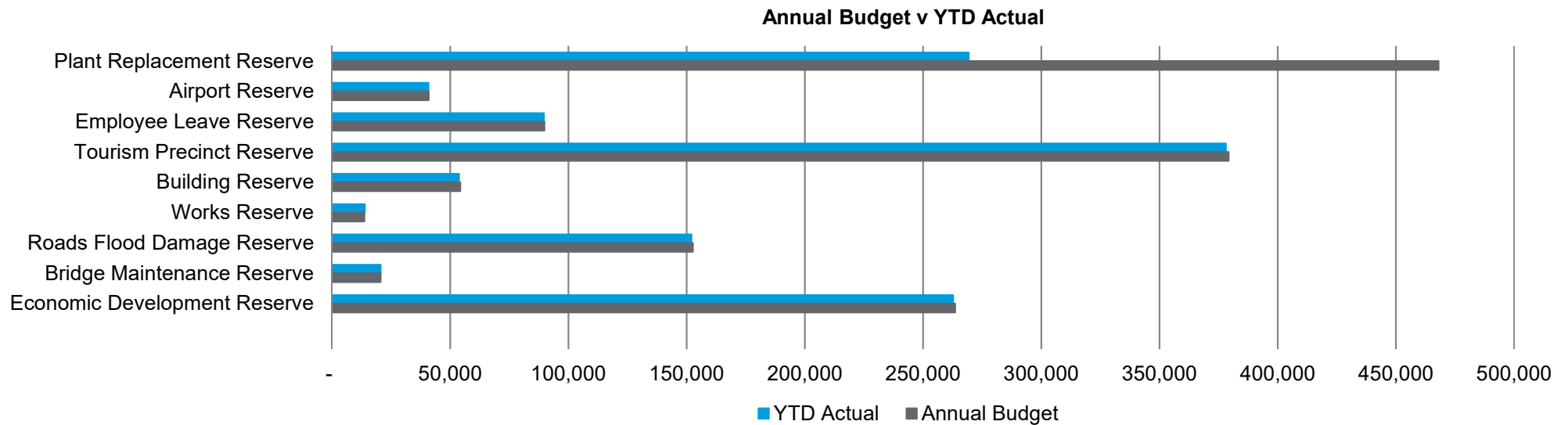
Comments / Notes

Amounts shown above include GST (where applicable)

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

7. CASH BACKED RESERVES

Reserve Name	Annual Budget				YTD Actual				Balance 31 Oct 19
	Balance 01 Jul 19	Transfers from	Interest Received	Transfer to	Balance 30 Jun 20	Transfers from	Interest Received	Transfer to	
	\$	\$	\$	\$	\$	\$	\$	\$	
Plant Replacement Reserve	744,656	(480,000)	6,051	197,360	468,067	(480,000)	4,641	-	269,297
Airport Reserve	40,539	-	408	-	40,947	-	280	-	40,819
Employee Leave Reserve	89,028	-	892	-	89,920	-	615	-	89,643
Tourism Precinct Reserve	375,475	(300,000)	3,765	300,000	379,240	-	2,593	-	378,068
Building Reserve	53,705	-	540	-	54,245	-	95	-	53,799
Works Reserve	13,598	-	136	-	13,734	-	370	-	13,968
Roads Flood Damage Reserve	76,545	-	1,141	75,000	152,686	-	529	75,000	152,073
Bridge Maintenance Reserve	20,412	-	204	-	20,616	-	141	-	20,553
Economic Development Reserve	260,936	-	2,617	-	263,553	-	1,802	-	262,738
Total Cash Backed Reserves	1,674,894	(780,000)	15,754	572,360	1,483,008	(480,000)	11,065	75,000	1,280,959



SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

8. DISPOSAL OF ASSETS

	Annual Budget				YTD Actual			
	WDV \$	Proceeds \$	Profit \$	(Loss) \$	WDV \$	Proceeds \$	Profit \$	(Loss) \$
Transport								
Plant and Equipment								
CAT140M Grader	96,618	120,000	23,382	-	144,986	127,000	-	(17,986)
Utility (Toyota) Dual Cab Landcruiser	31,442	55,000	23,558	-	32,595	45,455	12,860	-
Utility (Toyota) Super Cab Hilux	5,000	-	-	(5,000)	-	-	-	-
Total Disposal of Assets	133,060	175,000	46,940	(5,000)	177,581	172,455	12,860	(17,986)
Total Profit or (Loss)				41,940				(5,126)

Comments / Notes

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

9. CAPITAL ACQUISITIONS

	Annual Budget \$	YTD Budget \$	New / Upgrade \$	YTD Actual Renewal \$	Total \$	YTD Variance \$
(a) Land and Buildings						
Housing						
Bitumen for China Town Housing	15,000	7,498	1,473	-	1,473	6,025
	15,000	7,498	1,473	-	1,473	6,025
Transport						
Depot Infrastructure - Machinery Shed	130,000	130,000	127,497	-	127,497	2,503
Depot Infrastructure - Maintenance Shed	35,000	35,000	12,894	-	12,894	22,106
	165,000	165,000	140,391	-	140,391	24,609
Total Land and Buildings	180,000	172,498	141,864	-	141,864	30,634

	Annual Budget \$	YTD Budget \$	New / Upgrade \$	YTD Actual Renewal \$	Total \$	YTD Variance \$
(b) Plant and Equipment						
Transport						
Replacement Grader	455,000	455,000	-	462,309	462,309	(7,309)
Multi-tyre Roller	170,000	170,000	-	169,294	169,294	706
Ford Ranger Utility	61,000	61,000	-	64,948	64,948	(3,948)
Single Cab Ranger	50,000	50,000	-	47,186	47,186	2,814
	736,000	736,000	-	743,737	743,737	(7,737)
Total Plant and Equipment	736,000	736,000	-	743,737	743,737	(7,737)

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

9. CAPITAL ACQUISITIONS (Continued)

	Annual Budget \$	YTD Budget \$	New / Upgrade \$	YTD Actual Renewal \$	Total \$	YTD Variance \$
(c) Infrastructure - Roads						
Transport						
Carnarvon Mullewa / Bitumen / Reconstruction	943,684	943,680	-	943,683	943,683	(3)
Indigenous Access Roads Landor / Mt Augustus	300,000	-	-	-	-	-
R2R Ullawarra Construction	548,497	182,833	-	46,471	46,471	136,362
Landor Mt Augustus Realignment	210,000	-	-	-	-	-
Grids	100,000	33,324	-	22,520	22,520	10,804
Signage 19 / 20	120,000	39,992	-	32,916	32,916	7,076
Signage 18 / 19	-	-	-	107	107	(107)
	2,222,181	1,199,829	-	1,045,698	1,045,698	154,132
Total Infrastructure - Roads	2,222,181	1,199,829	-	1,045,698	1,045,698	154,132
(d) Other Infrastructure						
Recreation and Culture						
Pump Town Water Supply	170,000	84,998	-	-	-	84,998
Entry Statements into Town	25,000	14,994	1,030	-	1,030	13,964
War Memorial	35,000	-	-	-	-	-
Pavilion Infrastructure	136,417	45,464	-	-	-	45,464
BBQ's and Seating	10,000	3,332	-	-	-	3,332
	376,417	148,788	1,030	-	1,030	147,758
Economic Services						
Tourist Precinct Solar Project	300,000	60,000	-	-	-	60,000
Town Water Retic Project	900	900	901	-	901	(1)
	300,900	60,900	901	-	901	59,999
Total Infrastructure - Other	677,317	209,688	1,930	-	1,930	207,758
Total Capital Expenditure	3,815,498	2,318,015	143,795	1,789,435	1,933,229	384,786

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2019

10. RATING INFORMATION

	Rateable Value	Valuation	Number of Properties	Annual Budget Revenue	Rate Revenue	YTD Actual Interim Rates	Back Rates	Total Revenue
	\$	\$	#	\$	\$	\$	\$	\$
General Rates								
GRV Town	151,366	0.0872	20	13,205	12,847	-	-	12,847
UV Rural	1,452,139	0.0469	26	68,054	68,054	-	-	68,054
UV Mining	1,806,951	0.1393	91	251,708	262,882	12,727	-	275,609
Total General Rates				332,968	343,783	12,727	-	356,511
Minimum Rates								
GRV Town	1,045	200	3	600	800	-	-	800
UV Rural	23,895	412	12	4,944	4,944	-	-	4,944
UV Mining	77,724	450	61	27,450	27,900	-	-	27,900
Total Minimum Rates				32,994	33,644	-	-	33,644
Total General and Minimum Rates				365,962	377,427	12,727	-	390,155
Other Rate Revenue								
Discounts / Concessions				-				-
Rates Written Off				(20,000)				-
Interim and Back Rates				-				-
Specified Area Rates				-				-
Facilities Fees (Ex Gratia)				1,400				-
Total Rate Revenue				347,362				390,155
Administration Charges								
Interest Written Off				(1,000)				-
Administration Charges				490				1,365
Total Funds Raised from Rates				346,852				390,155

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

11. INFORMATION ON BORROWINGS

(a) Debenture Repayments

	01 Jul 19 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$
Housing								
Loan 29 Staff Housing	308,228	-	16,059	32,358	292,169	275,870	1,136	8,976
Economic Services								
Loan 28 Tourism Precinct	521,774	-	20,385	41,284	501,389	480,490	4,791	41,283
Total Repayments*	830,002	-	36,444	73,642	793,558	756,360	5,927	50,259

(b) New Debentures

Amount Borrowed \$	Institution	Loan Type	Term Years	Interest and Charges \$	Interest Rate %	Amount Used \$	Amount Unspent \$
				-		-	-

Comments / Notes

* - All debenture repayments were financed by general purpose revenue
 WATC - Western Australia Treasury Corporation
 No new debentures are expected to be raised this year.

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 August 2019

12. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Purpose Funding				
General Commission Grants	Government of WA	1,397,837	349,459	342,395
Law, Order and Public Safety				
Grant (DFES) Operating	DFES	2,541	635	3,766
Dogging Program Income	Dep. of Agriculture	135,000	67,500	67,500
Education and Welfare				
CRC Operating Grant	Dep. of Regional Dev.	96,000	32,000	-
Transport				
Roads Commission Grants	Government of WA	437,713	109,428	106,163
MRWA RRG Direct Grant	MRWA	222,000	222,000	223,786
Flood Damage Repairs	WANDRRA	20,920,062	6,973,352	5,460,864
Other Property and Services				
Diesel Fuel Rebate	ATO	65,000	24,760	21,690
Total Operating Grants, Subsidies and Contributions		23,276,153	7,779,134	6,226,163

(b) Non-operating Grants, Subsidies and Contributions

Transport				
Footpath / Curbing Revitalisation	Dep. of Transport	18,776	6,256	14,082
Grant Roads to Recovery	RTR	588,057	-	117,612
Landor / Mt Augustus Access Road	RTR	510,000	-	90,000
Carnarvon Mullewa Bitumen	RRG	602,742	602,742	602,742
Total Non-Operating Grants, Subsidies and Contributions		1,719,575	608,998	824,436
Total Grants, Subsidies and Contributions		24,995,728	8,388,132	7,050,599

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 31 October 2019

13. BUDGET AMENDMENTS

The following details the amendments made to the original budget since its adoption.

GL Code	Job Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Cash \$	Decrease in Cash \$	Running Balance \$
Adjustment to 1 July Opening Surplus				Opening Surplus / (Deficit)				-
122909		Grant Indigenous Access Roads Landor Mt Augustus	CD 05102019	Capital Income		60,000		60,000
012284	C3343	Indigenous Access Road Landor / Mt Augustus	CD 05102019	Capital Expenses		150,000		210,000
012284	C3347	Landor Mt Augustus Realignment	CD 05102019	Capital Expenses			(210,000)	-
122907		RRG Grant 1 - Carnarvon Mullewa (Pells Bitumin)	CD 06102019	Capital Income		17,550		17,550
012284	C3342	Carnarvon Mullewa East Bitumin / Reconstruction	CD 06102019	Capital Expenses		58,919		76,469
012284	C3344	Ullawarra Road Resheeting/Reconstruction	CD 06102019	Capital Expenses			(78,042)	(1,573)
Amended Budget Totals					-	286,469	(288,042)	(1,573)

APPENDIX 3

(Delegation Register)



SHIRE OF UPPER GASCOYNE

DELEGATED AUTHORITY REGISTER

2019 – 2020

**Adopted at the Ordinary Meeting of Council
held on the 27th of November 2019**

Date last reviewed by Council:

27/06/2018

REGISTER OF DELEGATIONS

The *Local Government Act 1995* (the Act) was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim was to enable local governments to provide good, open and accountable government to its people.

One of the changes was the degree of delegated authority available to be passed onto the Chief Executive Officer or a committee in order to manage the day-to-day operations of the Shire.

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by an absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- ✚ Any power or duty that requires a decision of an absolute majority or 75% majority of the local government,
- ✚ Accepting a tender that exceeds an amount set by the local government,
- ✚ Appointing an auditor,
- ✚ Acquiring or disposing of property valued at an amount higher than that determined by the local government,
- ✚ Any of the local government's powers under section 5.98, 5.99 and 5.100 of the Act,
- ✚ Borrowing money on behalf of the local government,
- ✚ Hearing or determining an objection of a kind referred to in section 9.5,
- ✚ Any power or duty that requires the approval of the Minister or the Governor, or
- ✚ Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his/her powers to another employee – this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if he/she desires.

A register of delegations (being this document) relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that he/she has been delegated, the Act requires him/her to keep necessary records of the exercise of the power or discharge of the duty. The written record is to contain:

- ✚ How the person exercised the power or discharged the duty;
- ✚ When the person exercised the power or discharged the duty; and
- ✚ The person or classes of person, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

The aim of this register of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the

1. Appointment of Acting CEO

Function to be performed	The Chief Executive Officer to appoint an Acting Chief Executive Officer.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation	That CEO appoint an Acting Chief Executive Officer
Conditions	Subject to: <ul style="list-style-type: none"> • Appointments being no longer than 35 working days; • Council Members to be advised of Acting Chief Executive Officer. • The CEO must be satisfied that the person appointed as Acting CEO is suitably qualified for the position (refer to section 5.36(2)(a) of the <i>Local Government Act</i>).
Statutory reference	<i>Local Government Act 1995</i> ; section 5.36 and section 5.41(g)

authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

2. Payments from the Municipal Fund and Trust Fund

Function to be performed	Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Finance and Corporate Services Manager Works and Services Senior Customer Services Officer Customer Service Officer
Delegation:	The Chief Executive Officer is delegated the power to make payments from the municipal fund, credit card or the trust fund, pursuant to the <i>Local Government (Financial Management) Regulations 1996, Regulation 12(1)</i> .
Conditions	Subject to the requirements of the <i>Local Government (Financial Management) Regulations 1996, Regulation 13</i> .

Statutory reference	<i>Local Government (Financial Management) Regulations 1996, Regulation 12(1)(a).</i>
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3. Appointment of Contractors & Consultants

Function to be performed:	The Chief Executive Officer to appoint Consultants and Contractors to enable the proper administration of the Shire's business and operations.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to appoint consultants and contractors, including but not limited to architects, auctioneers, engineers, planners, quantity surveyors, solicitors, surveyors, valuers, selling and leasing agents, to enable the proper administration of the Shire's business and operations.
Conditions:	Subject to: <ul style="list-style-type: none"> • funding being available in the Budget; • The value of the contract shall not exceed \$150,000. • Quotations to be obtained, in accordance with Council Purchasing Policy.
Statutory reference:	<i>Local Government Act 1995, Sections 3.1, 3.18, 5.41(d) and 6.8.</i>

4. Obtaining Legal Advice

Function to be performed:	A local government may at times require legal advice or assistance.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to obtain legal advice and assistance to enable the proper administration of the Shire's business and operations and to provide advice to the Council, as required.
Conditions:	Subject to Council Policy

Statutory reference:	<i>Local Government Act 1995, Section 5.41(a), (b) and (d).</i>
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5. Preparation of the Annual Report

Function to be performed:	A local government is to prepare an annual report for each financial year.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to prepare an annual report for each financial year.
Conditions:	The Annual Report is to be submitted to the Council for adoption.
Statutory reference:	<i>Local Government Act 1995, Section 5.53.</i>

6. Making Payments to Employees in Addition to Contract or Award

Function to be performed:	A local government can approve of payments to employees in addition to their contract or Award.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to approve of making payment to employees in addition to their contract or Award.
Conditions:	Subject to: <ul style="list-style-type: none"> 1. Council Policy 2.2 2. Budget allocation.
Statutory reference:	<i>Local Government Act 1995, Sections 5.42 and 5.50.</i>

7. Amending the Rate Record

Function to be performed:	A local government is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Finance
Delegation:	The Chief Executive Officer is delegated the power to determine whether to amend the rate record for up to the preceding five years, pursuant to the <i>Local Government Act 1995</i> , Section 6.39(2) .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.39(2) .

8. Agreement as to Payment of Rates and Service Charges

Function to be performed:	A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, pursuant to the <i>Local Government Act 1995</i> , Section 6.49 .
Conditions:	Subject to: <ul style="list-style-type: none"> • the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following. • Council Policy 2.10 • The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.49 .

9. Rates or Service Charges Recoverable in Court

Function to be performed:	If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to determine that court action will be taken, pursuant to the <i>Local Government Act 1995</i> , Section 6.56(1) .
Conditions:	Council Policy 2.10
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.56(1) .

10. Require Lessee to Pay Rent in Satisfaction of Rates or Service Charge

Function to be performed:	If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that notice be given to the lessee requiring payment of the rates or service charges, pursuant to the <i>Local Government Act 1995</i> , Sections 6.60(2) and (3) .
Conditions:	Council Policy 2.1
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.60(2) (3) .

11. Recover Amount of Rates or Service Charge from Lessee as Debt

Function to be performed:	A local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to recover the amount of rate or service charge as a debt from the lessee if rent is not paid, pursuant to the <i>Local Government Act 1995</i> , Section 6.60(4) .
Conditions:	Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.60(4) .

12. Recovery of Debts (other than Rates or Service Charges)

Function to be performed:	If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to take action to recover any outstanding debts pursuant to the <i>Local Government Act 1995</i> , Section 6.10 .
Conditions:	Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.10 ; and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 5 .

13. Signing of Requisitions and Purchase Orders

Function to be performed:	A local government can sign Requisitions and Purchase Orders.										
Delegated by:	The Shire of Upper Gascoyne Council										
Delegated to:	Chief Executive Officer										
Sub-delegation to:	<table> <tr> <td>Manager of Works and Services:</td> <td>\$50,000</td> </tr> <tr> <td>Manager of Finance & Corporate Services:</td> <td>\$5,000</td> </tr> <tr> <td>Town Maintenance Supervisor:</td> <td>\$10,000</td> </tr> <tr> <td>Senior Customer Services Officer:</td> <td>\$5,000</td> </tr> <tr> <td>Customer Services Officer:</td> <td>\$3,000</td> </tr> </table>	Manager of Works and Services:	\$50,000	Manager of Finance & Corporate Services:	\$5,000	Town Maintenance Supervisor:	\$10,000	Senior Customer Services Officer:	\$5,000	Customer Services Officer:	\$3,000
Manager of Works and Services:	\$50,000										
Manager of Finance & Corporate Services:	\$5,000										
Town Maintenance Supervisor:	\$10,000										
Senior Customer Services Officer:	\$5,000										
Customer Services Officer:	\$3,000										
Delegation:	The Chief Executive Officer is delegated the power to sign Requisitions and Purchase Orders.										
Conditions:	<p>Limit as per Signing Authority determined by the CEO.</p> <p>In accordance with Council "Purchasing" Policy 2.7</p>										
Statutory reference:	<i>Local Government Act 1995, Section 3.1</i> ; Part 6 and <i>Local Government (Financial Management) Regulations 1996, Regulation 5.</i>										

14. Issue of Petty Cash Advances

Function to be performed:	A local government can issue Petty Cash Advances.			
Delegated by:	The Shire of Upper Gascoyne Council			
Delegated to:	Chief Executive Officer			
Sub-delegation to:	<table> <tr> <td>Manager Finance and Corporate Services</td> </tr> <tr> <td>Senior Customer Services Officer</td> </tr> <tr> <td>Customer Services Officer</td> </tr> </table>	Manager Finance and Corporate Services	Senior Customer Services Officer	Customer Services Officer
Manager Finance and Corporate Services				
Senior Customer Services Officer				
Customer Services Officer				
Delegation:	The Chief Executive Officer is delegated the authority to issue Petty Cash Advances.			
Conditions:	The acquittal of petty cash advances expended is to be supported by sufficient receipts/ information/documentation to prove the expenditure.			
Statutory reference:	<i>Local Government Act 1995, Section 3.1</i> ; Part 6, and <i>Local Government (Financial Management) Regulations 1996, Regulations 5 and 11.</i>			

15. Submission of Grants and Subsidy Applications

Function to be performed:	A local government can submit grant and subsidy applications.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	<ul style="list-style-type: none"> • Council's grant officer – at the request of the CEO • Council's Engineers – at the request of the CEO • Council's Accountants – at the request of the CEO • Staff as directed by the CEO
Delegation:	The Chief Executive Officer is delegated the authority to submit grant and subsidy applications.
Conditions:	That sufficient financial resources have been budgeted when the grant requires a co-contribution or there is provision in a reserve account or there grant is such that making application fits in the Strategic Community Plan.
Statutory reference:	<i>Local Government Act 1995, Section 3.1</i> ; and <i>Local Government (Financial Management) Regulations 1996, Regulation 5.</i>

16. Negotiating Terms and Conditions for Leases and Properties

Function to be performed:	A local government can negotiate Terms and Conditions for Leases and Properties.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the authority to negotiate Terms, Conditions and Assignment of Rent for Leases and Properties.
Conditions:	Finalised Terms and Conditions to be Approved by the Council as soon as practicable.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

18. Representing Local Government in Court

Function to be performed:	A local government shall, in writing, appoint persons to represent the local government in court.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to appoint a persons to represent the local government in court proceedings either generally or in a particular case.
Conditions:	The authorisation is to be recorded on the person's personnel file.
Statutory reference:	<i>Local Government Act 1995</i> , Section 9.29 (2) .

19. Dog Act 1976

Function to be performed	A local government may delegate to its Chief Executive Officer any power or duty of the local government under another provision of the <i>Dog Act 1976</i>
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	<p>Authorised Officer: Manager Works and Services Town Maintenance Supervisor</p> <p>Registration Officer: Manager Finance and Corporate Services Senior Customer services Officer Customer Services Officer CRC Co-ordinator</p>
Delegation:	That the Chief Executive Officer be delegated any power or duty under the <i>Dog Act 1976</i>
Conditions:	<ol style="list-style-type: none"> 1. The authority to appoint a person under Section 29(1), shall only be approved by the Chief Executive Officer. 2. The authority to declare a dog to be dangerous, pursuant to <i>Dog Act 1976 Section 33E</i>, shall only be approved by the Chief Executive Officer. 3. The authority to sign any Warrant to seize, detain and deal with any dog pursuant to <i>Dog Act 1976 Section 29 (5a)</i>, in accordance with Sections 33G or 39, shall only be approved by the Chief Executive Officer. 4. Withdrawal of an infringement can only be approved by the Chief Executive Officer.
Statutory reference:	<i>Dog Act 1976, Section 10AA</i>

20. Liquor Control Act 1988 – Issue of Certificates Under Section 39

Function to be performed:	An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the local government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue a certificate on behalf of the Shire of Upper Gascoyne, pursuant to the <i>Liquor Control Act 1988</i> , Section 39 .
Conditions:	Nil
Statutory reference:	<i>Liquor Control Act 1988</i> , Section 39 .

21. Liquor Control Act 1988 – Issue of Certificates Under Section 40

Function to be performed:	An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the authority responsible for planning matters in the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue a certificate on behalf of the City, pursuant to the <i>Liquor Control Act 1988</i> , Section 40 .
Conditions:	Nil
Statutory reference:	<i>Liquor Control Act 1988</i> , Section 40 .

22. Bush Fires Act 1954 – Powers and Duties

Function to be performed:	A local government is empowered with all powers, duties and functions under the <i>Bush Fires Act 1954</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to perform all powers, duties and functions of the <i>Bush Fires Act 1954</i> .
Conditions:	Excludes powers and duties that are prescribed in the Act with the requirement for a resolution by the local government.
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 48 .

23. Bush Fires Act 1954 – Firebreaks Around Properties

Function to be performed:	A local government can take measures for preventing a bush fire, including requesting firebreaks around properties.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Shire Appointed Contract Ranger
Delegation:	The Chief Executive Officer is delegated the power to take measures for preventing a bush fire, including requesting firebreaks around properties.
Conditions:	Nil
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 33 .

24. Bushfires Act 1954 – Prohibited Burning Times

Function to be performed:	A local government can determine to vary Prohibited Burning Times, in accordance with the <i>Bush Fires Act 1954</i> , Sections 17(7) and (8) , regarding: <ul style="list-style-type: none">• shortening, extending, suspending or reimposing a period of prohibited burning times; or• imposing a further period of prohibited burning times.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to: <ul style="list-style-type: none">• shorten, extend, suspend or reimpose a period of prohibited burning times; or• impose a further period of prohibited burning times.
Conditions:	Nil
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 17(10) .

25. Bush Fires Act 1954 – Prosecutions and Infringement Notices

Function to be performed:	A local government can consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to institute and carry out legal proceedings for alleged offences against the <i>Bush Fires Act 1954</i> , including the power to issue an Infringement Notice.
Conditions:	Chief Executive Officer to sign any Prosecution Notices. <i>Note: s59A(3) and Bush Fires (Infringements) Regulations 1958, Reg.4(a) provide that only the Shire President or the Chief Executive Officer may withdraw an infringement notice.</i>
Statutory reference:	<i>Bush Fires Act 1954, Section 59(3)</i> Prosecution of Offences and <i>Section 59A(2)</i> Alternative Procedure – Infringement Notices.

26. Food Act 2008 – Appointment of Authorised Persons

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of the <i>Food Act 2008</i> .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 9.10(1).</i> <i>Food Act 2008, Section 122, s.126 (2).</i>

27. Food Act 2008 – Appointment of Persons to Withdraw Infringement Notices

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the authority to withdraw an Infringement or grant an extension of time for payment pursuant to section 126 (6), (7) & (13) of the Act.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 9.10(1).</i> <i>Food Act 2008, S.126 (6), (7) & (13).</i>

28. Food Act 2008 – Registration of Food Businesses

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the power to sign and issue any registration approvals to operate a Food Business under the <i>Food Act 2008, s.110</i> .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 9.10(1).</i>

29. Health Act 1911 – Appointment of Deputy, Discharge of Powers and Duties

Function to be performed:	A local government may appoint and authorise any person to be its deputy under the <i>Health Act 1911</i> to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the power to be its <i>Health Act 1911</i> deputy to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Conditions:	The Chief Executive Officer, shall: (i) approve of all legal action and sign Prosecution Notices; and (ii) sign all Notices.
Statutory reference:	<i>Health Act 1911, Section 26.</i>

30. Approval of Building Permits

Function to be performed:	Approve Building Permits
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer / Building Surveyor
Delegation:	The CEO is delegated the authority to grant or refuse the issue of a building Permits in the prescribed form pursuant to <i>Building Act 2011</i> , Section 20, 22 & 127 .
Conditions:	Nil
Statutory reference:	<i>Building Act 2011</i> , Sections 20, 22 and 127 . Division 2 of Part 2. Divisions 1, 2 and 4 of Part 4.

31. Grant of Occupancy Permit, Building Approval Certificate, with or without conditions & extension of period of duration of Occupancy Permit or Building Approval Certificate.

Function to be performed:	Authority to issue occupancy permits, certificates of construction appliance, grant permits, issue building orders and notices and perform associated functions of a permit authority pursuant to the <i>Building Act 2011</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer / Building Surveyor
Delegation:	The officers are delegated the power to issue Certificates of Occupancy, Building Approval certificates and extensions of period of duration of Occupancy Permit or Building Approval Certificate in the prescribed form upon completion of buildings, pursuant to the <i>Building Act 2011</i> , Sections 58, 59, 62, 65 and 127 .
Conditions:	Nil
Statutory reference:	<i>Building Act 2011</i> , Sections 58, 59, 62, 65 and 127 .

32. Approve a Demolition Permit Other Than for Buildings Classified by the National Trust and Council's Heritage Register

Function to be performed:	To grant or refuse to approve applications for a Demolition Permit.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract EHO / Building Surveyor
Delegation:	The CEO is delegated authority to grant or refuse a Demolition Permit other than for buildings classified by the National Trust and Council's Heritage Register, pursuant to the <i>Building Act 2011</i> , Sections 21, 22 & 127 .
Conditions:	Nil
Statutory reference:	<i>Building Act 2011</i> , Sections 21, 22 and 127 .

33. Issue Building Orders

Function to be performed:	A Permit Authority may make an Order (a Building Order) in respect of one or more of the following - (a) particular building work; (b) particular demolition work; (c) a particular building or incidental structure, whether completed before or after commencement day.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Sections 110, 111 and 112 .
Conditions:	1. Chief Executive Officer to sign the Building Order. 2. Subject to Sub-Section 112(2)(b) being conditional as follows; <i>“The Order to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of the Building Act 2011, SHALL only be issued where the building is assessed to be in a state that is dangerous and which cannot be easily rectified”.</i>
Statutory reference:	<i>Building Act 2011</i> , Sections 110, 111 and 112 .

34. Revoke Building Orders

Function to be performed:	A Permit Authority may, by notice in writing, revoke a Building Order at any time and must serve each person to whom to order is directed with a copy of the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to revoke Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Section 117 .
Conditions:	Chief Executive Officer to sign the notice to revoke a Building Order.
Statutory reference:	<i>Building Act 2011</i> , Section 117 .

35. Issue Licence to Deposit Material on Street

Function to be performed:	No person shall deposit stones, bricks, lime, rubbish, timber, iron, or other materials on a street, way, or other public place, nor make an excavation on land abutting or adjoining a street, way, or other public place, unless authorised to do so by an Act or unless he has first obtained from the local government in whose district the street, way, public place, or land is situated a licence in writing for that purpose, nor unless, in the case of an excavation he has securely fenced off the place where it is to be made from the street, way, or other public place, nor unless he complies with the conditions, if any, of the licence.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer/ Building Surveyor Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to issue licenses for the deposit of materials on a street , way or other public place and to make an excavation on land abutting or adjoining a street, way, or other public place, pursuant to the <i>Local Government (Miscellaneous Provisions) Act 1960</i> ,
Conditions:	Nil

36. Appoint Authorised Persons (Swimming Pool Inspectors)

Function to be performed:	A local government may appoint an Authorised Person to carry out inspections of pools. An “ authorised person ” means a person with appropriate experience or qualifications authorised by the local government for the purposes of this section.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health Officer/ Building Surveyor
Delegation:	The Chief Executive Officer is delegated the power to appoint authorised persons for the purpose of inspecting private swimming pools and enforcing the provisions of the Act, pursuant to the <i>Building Regulations 2012</i> , Regulation 53(1).
Conditions:	The authorisations to be in writing and recorded on the appropriate file and the person’s personal file.
Statutory reference:	<i>Building Regulations 2012</i> , Regulation 53(1) .

37. Disturbing Local Government Land or Anything On It

Function to be performed:	A person who, without lawful authority interferes with the soil of, or anything on, land that is local government property; or takes anything from land that is local government property, commits an offence.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to interfere with soil or take anything from local government land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1) .

38. Obstructing A Public Thoroughfare

Function to be performed:	A person who, without lawful authority, places on a public thoroughfare anything that obstructs it commits an offence if the person fails to remove the obstruction when requested by the local government to do so, or if anything falls from land, or from anything on land, onto a public thoroughfare and obstructs it, a person who is the owner or occupier of the land commits an offence if the person fails to remove the obstruction when requested by the local government to do so.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to grant a permit to temporarily obstruct a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 6 (1) and Schedule 3.1, Division 2, Item 2</i> and <i>Local Government Act 1995, Section 3.25(1)(b)</i> .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 6(1)</i> .

39. Encroaching A Public Thoroughfare

Function to be performed:	A person who is the owner or occupier of land and, without lawful authority erects on the land a structure that encroaches upon a public thoroughfare; or permits a tree or other plant growing on the land to encroach upon a public thoroughfare, commits an offence if the person fails to remove the structure or plant, to the extent that it is encroaching, when requested by the local government to do so.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to allow the erection of a structure or permit a tree that encroaches a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1) .

40. Offences Relating to the Repair of Gates and Fences

Function to be performed:	<p>A person who is the owner or occupier of land commits an offence if any fence or gate that separates the land from a public thoroughfare is not kept in good repair.</p> <p>A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.</p>
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to provide a gate or other device across a public thoroughfare or serve a Notice to request the owner or occupier to repair a gate or fence, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 8(1) and Schedule 3.1, Division 2, Item 2</i> and <i>Local Government Act 1995, Section 3.25(1)(b)</i> .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 8(1) 9(1)</i>

41. Dangerous Excavation in or Near Public Thoroughfare

Function to be performed:	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to deem an excavation to be dangerous and to fill in or fence the excavation, or serve a Notice to request the owner or occupier to fill or securely fence the excavation, pursuant to the Local Government (Uniform Local Provisions) Regulations 1996 , Regulation 11(1) and Schedule 3.1, Division 2, Item 2 and Local Government Act 1995 , Section 3.25(1)(b).
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 11(1).</i>

42. Crossing from Public Thoroughfare to Private Land or Private Thoroughfare Without Approval

Function to be performed:	Upon application the local government may approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1)</i> .
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 14(2)</i> .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1)</i> .

43. Requirement to Construct and Repair a Crossover

Function to be performed:	A local government may give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. If the person fails to comply with the notice, the local government may construct or repair the crossing and recover 50% of the cost.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing if the person does not comply, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulations 13(1) and (2)</i> .
Conditions:	
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 13(1) and (2)</i> .

44. Private Works On, Over Or Under Public Places

Function to be performed:	A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 17</i> and <i>Local Government Act 1995, Section 3.25(1)(b)</i> .
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 14(2)</i> .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996, Regulation 17(3)</i> .

45. Offences Relating to Watercourses, Drains, Tunnels and Bridges

Function to be	A local government may grant permission to a person to, alter, obstruct, or interfere with, any watercourse, drain, tunnel, or
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performed:	bridge that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2) .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18(1) .

46. Offences Relating to the Protection of Thoroughfares from Water Damage

Function to be performed:	A local government may grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19 and <i>Local Government Act 1995</i> , Section 3.25(1)(b).
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2) .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19(1) .

47. Actions Against Persons in Relation to Wind Erosion and Sand Drifts

Function to be performed:	A local government may give a notice under this regulation to a person who is the owner or occupier of land, if the local government considers that clearing the land of vegetation may cause the land having a common boundary with land that comprises local government property to be adversely affected by wind erosion or sand drift.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to serve a Notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21(1) .

48. Unauthorised Works in a Street – Serving of Notices

Function to be performed:	A local government may serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
Conditions:	Chief Executive Officer to sign any Notices.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.1 .

49. Works in the Street

Function to be performed:	A local government may grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
Conditions:	<p>(i) That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.</p> <p>(ii) The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.</p> <p>(iii) If there are objections to the proposal, it be referred to the Council for determination.</p>
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

50. Reinstatements of Roads and Footpaths

Function to be performed:	A local government may grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings.
Conditions:	Subject to the lodgement of a bond for work performance and the payment of the cost of any re-instatement works.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

51. Approval of Works Orders to Public Utility Service Authorities

Function to be performed:	A local government may approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects.
Conditions:	That the works are associated with projects that have obtained the approval of the Council as necessary and are within the approved budget allocation.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

52. Approval of Design Projects

Function to be performed:	A local government may approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Building Surveyor/Contract Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the power to approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level.
Conditions:	That the detailed designs are consistent with the concept plans approved by the Council.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

53. Serving of Notices Requiring Certain Things to be Done by Owner or Occupier of Land

Function to be performed:	A local government may give a person a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> 1. prevent water from dripping or running from a building; 2. placing a number on a property to indicate an address; 3. repair a public thoroughfare; 4. ensure that land that adjoins a public thoroughfare is suitably enclosed; 5. ensure unsightly land is enclosed; 5A. ensure overgrown vegetation, rubbish or disused material is removed from land; 5B. ensure that graffiti is obliterated; 6. take measures to prevent movement of sand, rocks etc; 7. ensure that land adjoining a public thoroughfare is not overgrown; 8. removing a tree or part that is obstructing a thoroughfare; 9. ensuring that a tree that endangers any person is made safe (dangerous tree); 10. taking specified measures to prevent damage to the public or property from cyclonic activity; 11. remove bees that are a danger or nuisance; 12. ensure that unsightly dilapidated or dangerous fence is modified or repaired; 13. take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance; 14. make safe anything that is obstructing a private thoroughfare.
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.25 .

54. Additional Powers When Giving a Notice Under S.3.25 of the Act

Function to be	If a person who is given a notice under Section 3.25 of the Act
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performed:	fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to do anything that they consider necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995, Section 3.26.</i>

55. Performing Particular Things on Land which is not Local Government Property

Function to be	A local government may perform its general functions of the things
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performed:	prescribed in Schedule 3.2 of the Act on land, even though the land is not local government property and the local government does not have consent to do it.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> 1. Carry out works for the drainage of land. 2. Do earthworks or other works on land for preventing or reducing flooding. 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate. 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engage in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require. 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare. 6. Place on land signs to indicate the names of public thoroughfares. 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations. 8. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier.
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is essential to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995, Section 3.27.</i>

56. Power of Entry

Function to be performed:	The power of entry is conferred on a local government which is performing any function under the <i>Local Government Act 1995</i> .
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise persons with the powers of entry, when performing any function of the local government.
Conditions:	Record in the appropriate file
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.28 .

57. General Procedure for Entering Property

Function to be performed:	A person authorised by the local government may lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry.
Conditions:	Record in the appropriate file
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.31(2) .

58. Power to Remove and Impound Goods

Function to be performed:	An employee authorised by a local government may remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the
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	power.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise an employee of the local government to remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the power.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 3.39.</i>

59. Impounded – Non-Perishable Goods

Function to be performed:	Where any non-perishable goods have been removed and impounded, the local government is required to either: (a) institute a prosecution against the alleged defender; or (b) give the alleged offender notice that the goods may be collected from, specifying such hours.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to: (a) institute a prosecution against the alleged offender; or (b) give the alleged offender notice that the goods may be collected from, specifying such hours.
Conditions:	The Chief Executive Officer shall approve of all prosecutions and sign all Prosecution Notices.
Statutory reference:	<i>Local Government Act 1995, Section 3.39.</i>

60. Declaring a Vehicle to be an Abandoned Vehicle Wreck

Function to be performed:	If after seven days from the removal of a vehicle deemed to be an abandoned wreck the owner of the vehicle has not been identified or after seven days from the giving of a notice the owner has not
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	collected the vehicle the local government may declare that the vehicle is an abandoned vehicle wreck.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated authority to declare that a vehicle is an abandoned vehicle wreck under the <i>Local Government Act 1995</i> , Section 3.40A(4) .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.40A(4) .

61. Disposing of Confiscated Goods

Function to be performed:	A local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under <i>Local Government Act 1995</i> , Section 3.47(1) .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any goods that have been ordered to be confiscated subject to the <i>Local Government Act 1995</i> , Section 3.47(1) .
Conditions:	The sale or disposal of goods or vehicles is to be recorded in appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(1) .

62. Disposing of Uncollected Vehicles

Function to be performed:	A local government may sell or otherwise dispose of any vehicle that has not been collected within two months of a notice having been given under Section 3.40(3) or seven days of declaration

	being made that a vehicle is an abandoned vehicle wreck.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any vehicle not collected pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2) .
Conditions:	Details of the sale or disposal of uncollected vehicles is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(2) .

63. Disposing of Uncollected Impounded Goods

Function to be performed:	A local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in Section 3.47(2b) of the date a notice is given under the <i>Local Government Act 1995</i> , Sections 3.42(1)(b) or 3.44 .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any uncollected impounded goods pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2a) .
Conditions:	Details of the sale or disposal of uncollected impounded goods is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(2a) .

64. Disposal of Sick or Injured Impounded Animals

Function to be performed:	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass.
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to determine that a sick or injured impounded animal be destroyed pursuant to the <i>Local Government Act 1995</i> , Section 3.47A(1) .
Conditions:	The details of sick or injured animals disposed of are to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(1) .

65. Recovery of Impounding Expenses

Function to be performed:	If goods are removed and impounded under Section 3.39 and the offender is convicted, the local government may, if the goods are not sold, recover any expenses incurred in removing and impounded the goods and disposing of them.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that court action be taken to recover impounding expenses pursuant to the <i>Local Government Act 1995</i> , Section 3.48 .
Conditions:	The Chief Executive Officer shall approve of all legal action and sign all legal documents. The actions taken to recover impounding expenses are to be recorded in the appropriate record to meet legislative requirements.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.48 .

66. Closing Certain Thoroughfares to Vehicles (Not Exceeding 4 Weeks)

Function to be performed:	A local government may close a thoroughfare to vehicles wholly or partially, for a period not exceeding four weeks.
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Section 3.50(1) .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50(1) .

67. Closing Certain Thoroughfares to Vehicles (Exceeding 4 Weeks)

Function to be performed:	A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding four weeks.
Delegated by:	Nil
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Sections 3.50 .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Sections 3.50(1a) and 3.50(4) .

68. Closing Certain Thoroughfares to Vehicles (Revocation)

Function to be performed:	An order to close a thoroughfare may be revoked by the local government.
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to revoke an order to close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50(6) .
Conditions:	Details of the revocation of an order to close thoroughfares must be recorded in the appropriate register
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50(6) .

69. Partial Closure of Thoroughfare for Repairs and Maintenance

Function to be performed:	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Works and Services
Delegation:	The Chief Executive Officer is delegated the power to partially and temporarily close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50A .
Conditions:	<ul style="list-style-type: none"> • The road closure being limited to a minimum period as is practicable. • Access being maintained to properties. • Compliance with the Local Government Act 1995. <p>Details of the closure to be recorded on the appropriate record.</p>
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50A .

70. Power to Invest

Function to be performed:	Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be
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	invested in accordance with the <i>Trustees Act 1962</i> , Part III.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to invest money and establish investment internal control procedures, pursuant to the <i>Local Government Act 1995</i> , Section 6.14 and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19.
Conditions:	Subject to Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.14(1) ; and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19 .

71. Extension of Time for Objection to the Rate Record

Function to be performed:	A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager Finance and Corporate Services
Delegation:	The Chief Executive Officer is delegated the power to grant an extension to the time to make an objection, pursuant to the <i>Local Government Act 1995</i> , Section 6.76(4) .
Conditions:	An extension will only be granted for a maximum period of 30 days. The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.76(4) .

72. Consider Objection to the Rate Record

Function to be performed:	A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the <i>Local Government Act 1995</i> , Section 6.76(5) .
Conditions:	The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.76(5) .

73. Disposal of Surplus Plant, Equipment or Material

Function to be performed:	A local government can dispose of surplus plant, equipment or material
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to dispose of plant, equipment or material.
Conditions:	Refer to Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.1 .

74. Determining That Tenders Do Not Have to be Invited for the Supply of Goods and Services Function

Function to be	A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even
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performed:	though the consideration under the contract is, or is expected to be, worth more than \$150,000 if it has good reason to believe that, because of the unique nature of the goods or services required or for any other reasons, it is unlikely that there is more than one potential supplier.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000 .
Conditions:	The determination is to be supported by a detailed report. The determination is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995, Section 3.57(1); and Local Government (Functions and General) Regulations 1996, Regulation 11(2)(f).</i>

75. Tenders to be Invited for Certain Contracts

Function to be performed:	A local government is to publicly invite tenders before it enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than
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	\$150,000.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to publicly invite tenders before the Shire enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$150,000, pursuant to the <i>Local Government (Functions and General) Regulations 1996, Regulation 11(1)</i> and <i>Local Government Act 1995, Section 3.57(1)</i> .
Conditions:	<p>Tenders can only be invited for those goods and services identified in the Annual Budget, Plan for the Future or separately approved by the Council.</p> <p><i>Acceptance of the most advantageous tender is subject to the Regulations.</i></p> <p>The invitation to tender is to be entered into the Tender Register in the prescribed manner.</p>
Statutory reference:	<i>Local Government Act 1995, Section 3.57(1); and Local Government (Functions and General) Regulations 1996, Regulation 11(1).</i>

76. Minor Variation in Goods or Services

Function to be performed:	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in the contract for goods or services before the Shire enters the contract with the successful tenderer, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 20(1).
Conditions:	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.
Statutory reference:	<i>Local Government (Functions and General) Regulations 1996</i> , Regulation 20(1) .

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77. Seeking Expressions of Interest

Function to be performed:	If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may
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	seek expressions of interest with respect to the supply of the goods or services before entering the tender process.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to seek expressions of interest with respect to the supply of the goods or services before entering the tender process, pursuant to the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 21(1) .
Conditions:	Details of the express of interest sought must be recorded in the appropriate record and in the Tender Register as required by the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 .
Statutory reference:	<i>Local Government (Functions and General) Regulations 1996</i> , Regulation 21(1) .

78. Minor Amendments to Policies and Delegations

Function to be performed:	Minor amendments to existing policies and delegations
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	That the Chief Executive Officer be delegated authority to make administrative amendments to Delegations and Policies, due to any changes in name or title of an officer or committee, re-numbering, reformatting or similar administrative requirement.
Conditions:	Providing any such amendment does not constitute a major change of duties or responsibilities of an officer or committee affected.
Statutory reference:	Local Government act 1995 - 5.42

79. Complaints Officer

Function to be performed:	To investigate complaints against the Council.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	Appoints the CEO as the complaints officer for the Shire of Cue for the purposes of compliance with the <i>Local Government Act 1995 s. 5.120</i>
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995 s. 5.120</i>

80. Appointment of Authorised Officers

Function to be performed:	To appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions of the <i>Local Government</i>
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	<i>Act 1995.</i>
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	That the CEO be delegated the authority to appoint persons as authorised officers.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995 s3.24 Authorising persons under this subdivision (Subdivision 2 – Certain provisions about land) s9.10 Appointment of authorised persons</i>

81. Cat Act 2011 – Appointment of Authorised Officers

Function to be performed:	To appoint officer(s) to administer the <i>Cat Act 2011</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Authorised Officer: Manager of Works and Services Town Maintenance Supervisor Registration Officer: Manager of Finance and Corporate Services Senior Customer services Officer Customer Services Officer CRC Co-ordinator
Delegation:	The Chief Executive Officer is delegated authority to appoint Authorised Persons as required for the purposes of administering the requirements of the <i>Cat Act 2011</i> .
Conditions:	Nil
Statutory reference:	<i>Cat Act 2011 (s44 and s48)</i>

82. Road Traffic (Events on Roads) Regulations

Function to be performed:	Temporarily close roads in order to hold events.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> .
Conditions:	The Chief Executive Officer shall have regard to Section 3.50 of the <i>Local Government Act 1995</i> .
Statutory reference:	<i>Road Traffic (Events on Roads) Regulations 1991</i>

83. Local Government Elections & Other Polls

Function to be performed:	Fix a date for an extra – ordinary election
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	Council delegates its power to the Chief Executive Officer under Section 4.9(1)(b) of the <i>Local Government Act</i> to fix the day on which a poll is held for an extraordinary election if the Shire President has not already done so.
Conditions:	Compliance with the <i>Local Government (Elections) Regulations 1997</i> .
Statutory reference:	<i>Local Government Act 1995</i> Part 4.9

84. Insurance

Function to be performed:	Ensure that the Shire is adequately covered by insurance
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Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to enter into appropriate contracts of insurance on behalf of the Shire.
Conditions:	Nil
Statutory reference:	Local Government Act 1995 – S6.7(2)

85. Authority to instigate legal proceedings

Function to be performed	The Chief Executive Officer to instigate legal proceedings
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation	That CEO instigate legal proceedings under the following acts including the Acts Subsidiary Legislation: <ul style="list-style-type: none"> • <i>Local Government 1995</i> • <i>Building Act 2011</i> • <i>Planning & Development Act 2005</i> • <i>Cat Act 2011</i> • <i>Dog Act 1976</i> • <i>Health Act 1911</i> • <i>Bush Fires Act 1954</i> • <i>Food Act – 2008Local Government (Miscellaneous Provisions) Act 1960</i>
Conditions	Subject to prior report to council via electronic means.
Statutory reference	<i>Local Government Act 1995</i> ; section 5.42

86. Town Planning Schemes 1 & 2 Planning Determinations

Function to be performed	The Chief Executive Officer to determine matters pertaining to planning where they conform to Council Policy, the Town Planning
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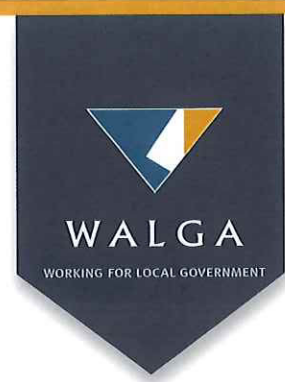
	Scheme and or Planning Codes.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Environmental Health / Building Officer
Delegation	<ol style="list-style-type: none"> 1) Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies, as outlined below; 2) Determination of planning applications for uses listed as 'P' within the Town Planning Scheme provided the application conforms with all Scheme requirements and standards and any adopted policy of Council; 3) Determination of planning applications involving the discretionary powers of the Residential Design Codes providing the consultation process outlined within the Codes is adhered to and no objections were received from surrounding landowners; 4) Refusal of planning applications where the proposed use is not permitted by the Town Planning Scheme or does not comply with the non-discretionary powers of the Residential Design Codes or a mandatory statutory requirement of the Schemes or adopted Council Policy; 5) Providing responses to subdivision applications referred from the WAPC where the application generally complies with the provisions of the relevant Town Planning Scheme and adopted Council Policy or an endorsed Subdivision Guide Plan; 6) Providing responses to subdivision applications referred from the WAPC where the application requires Council to apply discretion under the Town Planning Scheme provided no objections were received during the advertising period and compliance with the objectives stated within the Town Planning Scheme; 7) Determination of applications for home occupations, home businesses and home offices subject to compliance with Council's adopted policy with respect to such applications. Any proposed home occupation, which received objections during the public consultation, will be referred to Council for determination; 8) Endorse submitted Deposited Plans for final clearance of subdivisions provided all conditions any adopted policy of Council have been satisfactorily complied with; 9) Issuing of planning consents and vary setbacks where minor adjustments to building setbacks are in accordance with Council Policy, Town Planning Schemes and Residential

	<p>Design Codes;</p> <p>10) Applications for planning consent for extensions/alterations to nonconforming uses in accordance with Town Planning Scheme;</p> <p>11) Granting of planning approval with or without conditions under TPS 1 and 2 to development on a local reserve under the Scheme for the purpose for which it is reserved;</p> <p>12) Granting of planning approval with or without conditions under TPS 1 and 2 for land zoned Restricted, Additional or Special Use for the purpose specified;</p> <p>13) Determination of clearance of planning conditions imposed by planning approvals.</p>
Conditions	Nil
Statutory reference	<i>Local Government Act 1995</i> ; section 5.42

APPENDIX 4

(LGIS Surplus Distribution)

24 October 2019



Mr Ian Fitzgerald
Acting Chief Executive Officer
Shire of Upper Gascoyne
4 Scott St
GASCOYNE JUNCTION WA 6705

Dear Ian

LGIS 2019 Surplus Distribution

Further to my previous correspondence in August, I am pleased to advise that the LGIS 2018/19 results have now been finalised and a surplus distribution is available to Member Local Governments.

For the Shire of Upper Gascoyne, your share of the surplus is \$13,639.

Your Local Government can choose to receive its surplus distribution: as an immediate refund via electronic transfer; opt for LGIS to retain the funds to offset your contribution next year; or for LGIS to hold the amounts in trust for risk mitigation activities.

LGIS is a WALGA service, for which we partner with JLT, and which is governed by a sub-board to State Council. It was the decision of the LGIS board, endorsed by State Council, that each Local Government decide on how they wished to apply their surplus share by determination of Council to ensure that all Elected Members were involved in the process.

As such, please advise WALGA or your LGIS account manager once your Council decision has been formalised.

To revisit my previous advice, the surplus this year is a consequence of a lower than anticipated number of claims in Property and WorkCare; a better than expected performance in investments; and a reduced requirement of the capital needed to be carried by the Scheme.

As part of the surplus distribution process, LGIS representatives will meet with your executive team to further discuss the options. This meeting is also an opportunity to discuss how your Local Government can get the most out of your membership, including access to risk mitigation services.

In addition, representatives from WALGA and LGIS are also available to present to a meeting of your Council for a general briefing on your mutual scheme and how it works, which may be of particular interest to Elected Members who are new to the sector.

In closing, I would again take the opportunity to thank you for your continued support of this WALGA service and encourage all Elected Members to seek to have an understanding of this significant investment by their Council and the benefits delivered by the mutual scheme model.

Yours sincerely

Cr Lynne Craigie OAM
President

Shire of Upper Gascoyne

Local governments working together



Your surplus share 2019

\$13,639



2018 Surplus share
(received as 2019/20 contribution credit)

\$9,037



Your total Scheme surplus share to date

\$79,825



Your LGIS Scheme members equity

\$54,083

excludes GST

APPENDIX 5

(Policy Review)



SECTION TWO - FINANCE & AUDIT

DOCUMENT:	2.6 Purchasing Policy	REVIEW:	Annually
NAME:	DATE REVIEWED:	CHANGES/COMMENTS:	
John McCleary	18/03/2019	Minor changes – nothing material.	

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 \$150,000.

Contracts for the purchase of works, goods or services for values in excess of amounts above \$150,000 must be entered unto 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 \$4,999	No quotes required, purchasing officer to be satisfied that the price is fair and reasonable.
\$5,000 - \$19,999	Seek two quotations – either written or verbal.
\$20,000 - \$49,999	Seek two quotations, one written.
\$50,000 - \$99,999	Seek three written quotations.
\$100,000 - \$149,999	Seek three written quotations or use WALGA’s E’ Quote Portal.
\$150,000 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 minor 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.

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. The current approved delegations (2019/20) are:

Position	Approved Delegation
Chief Executive Officer	\$150,000 or as approved by Council
Manager Works and Services	\$50,000
Town Maintenance Supervisor	\$10,000
Manager Finance	\$5,000
Senior Customer Services Officer	\$5,000
Customer Services Officer	\$3,000

4.1 STAFF VEHICLES

Objective

To clarify the conditions of use for shire supplied vehicles by staff and Councillors 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 by an authorised service centre.

Types of use

Vehicle usage are 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 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 district and is utilising a rental car.

"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 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, partner or associate provided the officer is in the vehicle and has given permission for the other person to drive the vehicle and the other person has a valid Western Australian 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, whilst the vehicle is being driven by that officer / Councillor, their spouse or partner, will be responsible for any traffic infringements or parking fines received.
7. The vehicle is to be stored off the street, secure (locked) and where possible, under cover.

8. During office hours the vehicle is to be available for staff to utilise for business purposes, and, with the Officers 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 salary 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.

Vehicle Use by Officer

Chief Executive Officer – full unrestricted private use within Australia – as per employment contract including on annual leave

Manager Works Services – full unrestricted private use within Western Australia – as per employment contract including on annual leave

Town Maintenance Supervisor – commuter use only

Grader Operator – commuter use only

Construction Supervisor – commuter use only

Plant Operator – commuter use only

Town Gardener – commuter use only