



MINUTES

28th of August 2019

ORDINARY COUNCIL MEETING

Ordinary meeting
of Council held on Wednesday 28th of August 2019
at the Gascoyne Junction Shire Offices commencing at 8.50am



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 "John McCleary", is positioned above the printed name.

John McCleary, JP
CHIEF EXECUTIVE OFFICER

SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION SHIRE
OFFICES ON WEDNESDAY 28th of August 2019 AT 8.50am

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at 8.50am.

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

2.1 Councillors

Cr D Hammarquist, JP	Councillor	Shire President
Cr J. Caunt	Councillor	Deputy Shire President
Cr A McKeough	Councillor	
Cr G. Watters	Councillor	
Cr H. McTaggart	Councillor	
Cr B. Walker	Councillor	

Staff

John McCleary	Chief Executive Officer
Jarrod Walker	Manager of Works & Services (8.50am – 11.45am)
Peter Hutchinson	Manager of Finance & Corporate Services
Ian Fitzgerald	Acting CEO

Visitors

Josh Kirk	Greenfields Technical Services (8.50am – 9.35am)
Nigel Sercombe	Parks and Wildlife Services (8.55am – 10.45am)

2.2 Absentees

Cr. R.J. Collins

2.3 Leave of Absence previously approved

Nil

3. APPLICATION FOR LEAVE OF ABSENCE

Item No 01082019

MOVED CR G. WATTERS

SECONDED CR H. MCTAGGART

That Councillor McKeough be granted leave for the September Ordinary Council Meeting

Carried 6/0

4. PUBLIC QUESTION TIME

4.1 Questions on Notice

Nil

4.2 Questions without Notice

Nil

5. DISCLOSURE OF INTEREST

John McCleary (CEO) – Item No 10.9 & 11.1
Ian Fitzgerald (ACEO) – Item No 11.2

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Josh Kirk – Greenfields Technical Services provided the Council with an update on the WANDRRA works.

The Meeting adjourned for morning tea 9.35am
The meeting reconvened at 9.55am

Nigel Sercombe - Parks and Wildlife Services provided Council with an up-date on the Kennedy Range loop road project and the new State Government National Park initiative.

7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION

The Shire President welcomed Mr Ian Fitzgerald to the Shire and to the position of Acting CEO.

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

- 11.1 CEO APPLICATION FOR SPECIAL LEAVE
- 11.2 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER
- 11.3 CEO RECOGNITION OF SERVICE

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

- 9.1 Ordinary Meeting of Council held on 17th of July 2019 and the Audit Committee meeting held on the 28th of August 2019.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Resolution No. 02082019

MOVED: CR A. MCKEOUGH

SECONDED: CR B. WALKER

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 17th of July 2019 and the Audit Committee Minutes for the meeting held on the 28th of August 2019 be confirmed as a true and correct record of proceedings.

CARRIED: 6/0

10. REPORTS OF OFFICERS

10.1 CRC Report



Printed at: 12/08/19

Page No: 1

Options: Year 19/20, From Month 01, To Month 01, By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING), 1 GENERAL FUND

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	0.00	-5,103.73	-5,103.73
CRC INC	10841330	Transport Commission: CRC	0.00	-77.37	-77.37
CRC INC	10841340	Postal Agency Commission: CRC	0.00	-726.73	-726.73
CRC INC	10841360	Income from Events Held	0.00	105.00	105.00
CRC INC	10841380	Postal Agency Sales	0.00	-73.11	-73.11
CRC INC	10841390	Sales: Books/Maps/Souvenirs/Sundries	0.00	-402.22	-402.22
CRC INC	10842600	CRC Income Misc.	0.00	-135.74	-135.74
Total	CRC INCOME		<u>0.00</u>	<u>-6,413.90</u>	<u>-6,413.90</u>
Total for division	GEN		<u>0.00</u>	<u>-6,413.90</u>	<u>-6,413.90</u>
Grand Total			<u>0.00</u>	<u>-6,413.90</u>	<u>-6,413.90</u>

	2019.2020 TOTAL	2018.2019 TOTAL	Jul-19	Jul-18	Difference
Aus Government Info/Roads	438	4391	438	189	249
Government Access Point	3	46	3	2	1
Department of Human Services	8	104	8	5	3
Department of Transport	5	83	5	7	-2
Computer/Internet Access	4	33	4	3	1
Faxes	0	10	0	2	-2
General Tourism Information	86	148	86	26	60
Phonebook Purchases	0	5	0	0	0
Community Seminars	0	0	0	0	0
Gassy Gossip yearly subscription	2	1	2	1	1
Training/Courses	0	0	0	0	0
Hot Office Bookings	2	13	2	1	1
Library	3	61	3	15	-12
Video Conference	1	5	1	1	0
Book Sales	26	73	26	16	10
Photocopying/Printing/Scanning/Emailing	4	19	4	5	-1
Laminating/Binding	0	0	0	0	0
CRC Merchandise Sales	89	359	89	55	34
Community Events	1	10	1	1	0
Gassy Gossip Advertisement	0	9	0	3	-3

SCHOOL VISIT

On Friday 2 August, the kindy to Year One students from Gascoyne Junction Remote Community School came over to visit the CRC, Museum and Council office. As part of their visit we made up show bags for students and gave the group small talks on our daily tasks and showed them what is available at the CRC to borrow when they visit with their parents, before they continued on their excursion to the Roadhouse for an ice-cream.

MULTICULTURAL DAY

Students and staff at Gascoyne Junction Remote Community School are organising a community event, to celebrate cultures around the world. As part of the school curriculum, students are learning about how people live in other parts of the world, where they live, what food they eat, their music, arts etc.

The Multicultural Day community event will be held on Friday, September 6th at the Junction Roadhouse and Tourist Park, between the times of 10:00a.m and 2:00p.m. The event will consist of activities, displays, music, cultural games and more. A Multicultural Lunch will be provided at 12:30p.m. At a cost of \$10.00 for adults and \$5.00 for children. The Multicultural Day is open to everyone.

DEPARTMENT OF HUMAN SERVICES

Vicki Callow from the Remote Service Team Service Officer from Geraldton visited the CRC on the Tuesday 6 August to assist any clients that need help with problems they may be having using the new equipment and updates and renewals of cards needed for personal documents.

DEPARTMENT OF TRANSPORT

Tuesday 13 August, Rae and Karen from the Department of Transport Remote Licencing Team from Geraldton visited the CRC. They were here from 11:00pm to 1pm for any assistance needed by community

members regarding registrations and driver's licence renewals, vehicle transfers and driving assessments etc., before continuing on to the Burringurrah Community.

10.2 Manager of Works and Services Report

General

It is hard to believe we are at the end of August already, the Junction races are over and the Landor races are in sight. Once again the shire donated the use of our one of our graders, fire truck and rubbish truck to assist with the Junction races. This year, the Landor Race Club will also take us up on the offer to use the rubbish truck and I plan to have a grader in the area to lend a hand if called upon. These two events are a credit to the organisers and define our district.

Blanche and I enjoyed a few weeks off to attend Jox and Anna's wedding in Germany. It was an awesome wedding and an honour to attend. Our time in Europe was a whirl wind and great chance to see how the other side of the world live. But it wasn't long before we were back home and to back to reality. Turns out 'jetlag' is actually a thing... a hangover without the party!

While I was away Dave kept an eye on things as we prepared for the Carnarvon Mullewa bitumen project.

Good news, we are finalists in the 2019 Tidy Towns Western Australia competition under the General Appearance category. We are up against Bunbury, Esperance, Exmouth, Shire of Manjimup, and Nullagine. Fingers crossed we have a well-deserved win.

The new street signs featuring a life like bull shape are installed and the main street banner poles are in. There has been some good feedback regarding the signs and they have added some colour to town. The street banners are being produced and should arrive soon.



Figure 1: New style street signs.

Northern Goldfields have completed the repair works on the Edmund/Cobra Gifford Creek roads. Once again NGE did a great job and our roads are back in the original state. While up there signing off on their

work I did a road inspection on Ullawarra and Cobra Dairy Creek roads. Ullawarra road has clearly seen a lot of traffic since are repairs in May, this might indicate a pretty good tourist season.

It is with the greatest sadness that we have learnt of John's latest battle in his fight with melanoma. John you are not alone in this, as always we are a team through the good times and the pus and pain. I am immensely proud of the way John has tackled this beast head on, he has tirelessly worked the whole way through and he is not giving up. I am not alone when I say that we are right behind John on this one. John's contribution to this community is outstanding and can be seen everywhere.

Maintenance graders

Ian Golding has been working along the Carey Downs road before moving onto the Gilroyd Rd. Once grading is completed there he will work his way towards Glenburgh, Dalgety and Landor. Ian is doing a good job and has slotted right in with the crew.

Both Thomas and Dameon are working on the bitumen project until October, as such we only have one maintenance grader at the moment. So, I have enlisted the help of a grader from Quadrio to grade the Landor Meeka and Landor Mt Augustus roads to the race track in time for the races. I have also asked Midwest Contracting to grade from Gascoyne Junction to the Kennedy range access road.

Construction Crew

As mentioned, work is well under way on the bitumen project 30km's east of town. To date we have reconstructed 6kms of existing subgrade and began carting in the new base course. At the time of writing, Polycom will be onsite to assist in the application of the stabilising additive and we will begin laying in the base course pavement. We have utilised the WALGA Preferred Supplier portal to seek quotes for the supply and delivery of bitumen services which will ready for application by mid-October. We are pushing hard to complete construction works so we can seal the entire 6km length. Once the seal is complete we will tidy up the batters and drains and remove the detour.



Figure 2: Flood ways boxed out and Sub grade ready for new base course

Equipment

The new CAT multi tyred roller arrived on the 14th August and was put straight to work. The new machine was welcomed by the crew and will prove to be an important asset to the team. The new Ford Ranger space cab has also made an appearance and managed to make the trip from Perth unscathed with John McCleary as the pilot. The new grader is still on track to arrive at the end of October.



Figure 3: New CAT multi roller and Ford Ranger

10.3 CEO Report

The month of July / August has been a roller coaster to say the very least, I have experienced the highs and lows of life in general. As previously advised, my Oncologist has advised that I have 6 months to live as the treatment for the Melanoma did not work. That being said I sought a second opinion from another Oncologist and have been advised that in his opinion there are alternative treatments available that I should avail myself too. Far from me to argue I have decided that it is better to go down fighting than to just roll over and accept my fate. Unfortunately it will mean that I will need to leave Gascoyne Junction so I am closer to the hospital and my family whilst I fight this curse. If all goes well then at some time I can return to work. At the time of writing this I will be in Perth on Thursday the 21st and Friday the 22nd I am planning to come home on the Friday but will need to wait for the new Oncologist's direction, unfortunately this could mean that I miss this meeting, if that's the case I do apologise.

I have appointed Mr Ian Fitzgerald to the Acting CEO's position, pending Council authorisation, Ian brings a wealth of Local Government knowledge to the position and I am sure he will add value to our organisation. Ian is a past CEO for the Shires of Ravensthorpe and Sandstone, he has experience being in the bush and the vagrancies of such. Ian has had good experience with the WANDRRA process so will be in position to react if we get further events.

Councillors Caunt, McKeough and myself attended the WALGA convention in Perth, this was an eye opener for Councillor Caunt; he was dead on his digital vote key pad. It was great to see Alys take centre stage when she was awarded her Diploma in Local Government, this is a great achievement for her personally and for our Shire. I managed to meet with representatives from DPIRD and the Department of Water, I raised the Kennedy Loop Road and alternative water supply issues with them. I also had the

opportunity to meet with the Minister for Local Government and gave him the benefit of my thoughts on what he could do as the Minister to improve the Local Government sector.

We had Jarrod away for two weeks where he was off sunning himself in Germany, Sweden and Italy. Sean and Cherie drew the short straw and looked after Dustin and Bridie. Obviously this was a well-deserved break for Jarrod and Blanche, it is very important to have a balance between work life and personal life otherwise burn out occurs and this can cause problems.

Have been busy preparing various grant applications for submission. We have just about got the airstrip reseal application ready, the RED grant is taking shape (Tourist Park Solar Power) and the BBRF (Old Caravan Park redevelopment) is also moving along. We have submitted two projects under the Black Spot program, only the Shire of Exmouth and the Shire of Upper Gascoyne have made applications under this program despite all four Local Governments having two projects each that were identified in the recent Safety Audit that was provided by Main Roads. We have now signed off on WANDRRA # 4 for a total of \$11.1M; this is slightly down on our original estimate due to some revision requested by Ernie Reynolds from Main Roads.

I am advised that Robbro and Red Dust have now completed their works with the WANDRRA # 2 works with only Quadrio left to complete their contracted works. Once Quadrio have completed this they will move onto the WANDRRA # 3 works. We are now in a position where we can go to the market and seek tenders for the works and project management for WANDRRA # 4. It is my advice that we only run a maximum of two contractors at any one time as running three contractors at the same time causes cash flow concern.

We are still working with Hastings to establish a transport route; at this stage it is proposed for the Shire to undertake testing on the Meekatharra to Landor and Landor to Gifford Creek sections of road. It is my understanding that Hastings have had another meeting with Hastings however I am not privy to the outcomes of this discussion as Roy is currently away on holiday for the next six weeks. However; I have no issue with doing the testing on our roads on the basis that Hastings makes payment to us up front prior to any works being undertaken.

As you are all aware Council elections are fast approaching, for those Councillors that are going to renominate please work with Amanda to ensure that you undertake the pre-requisite training and prepare a profile. Also check that you are on the roll.

We have received our Interim Audit Management Letter from the Auditor General, we had a couple of small areas requiring some attention however in the overall context of this new auditing approach we did remarkably well, credit needs to go to Peter Hutchinson and my overall team, again we are punching well above our weight, the Auditors did comment to me that the standard and quality of our books was of the highest order.

I have received notification from Councillor Ross Collins that he may not be able to attend the next two Council Meetings and that he would not be seeking to re-nominate for the upcoming Council Elections. It is hoped that Ross can attend this meeting; however, in the event he does not make it I would like to offer my most sincere thanks for his contribution to the Council and also the support he has provided me apart from the "Captain Obvious" comments.

On a staffing front we have lost the services of Mathew Holland (CESM) and he has been replaced by Mr Warren Hatt.

Status of Grants

Grants

We are currently getting grants ready under the BBRF for the caravan park redevelopment, solar for the Junction Tourist Park (RED's) and airstrip reseal (Remote Airstrip Upgrade Program (RAU) grant)

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
14/032019	16/03/2018	Expression of Interest Wild Dog Control	Communities Environmental Plan	Federal – Dept of the Environment and Energy	\$20,000	\$245,000	Pending

OFFICERS RECOMMENDATION / COUNCIL RESOLUTION - 03082019

MOVED: CR J. CAUNT

SECONDED: CR H. MCTAGGART

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

CARRIED: 6/0

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: None

AUTHOR: Peter Hutchinson – Finance Manager

DATE: 19 August 2019

Matters for Consideration:

To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday the 28th of August 2019 as attached – see [Appendix 1](#)

Comments:

The list of accounts is for the month of July 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.

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Simple Majority

That Council endorse the payments for the period 1st of July 2019 through to the 31st of July 2019 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

Municipal Fund Bank EFTs (10846 to 10973)	\$2,113,042.67
Payroll	\$104,469.99
BPAY/Direct Debit	\$16,430.43
Total	\$2,233,943.09

Council Decision:04082019

MOVED: CR A. MCKEOUGH

SECONDED: CR H. MCTAGGART

That Council endorse the payments for the period 1st of July 2019 through to the 31st of July 2019 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

Municipal Fund Bank EFTs (10846 to 10973)	\$2,113,042.67
Payroll	\$104,469.99
BPAY/Direct Debit	\$16,430.43
Total	\$2,233,943.09

CARRIED: 6/0

10.5 MONTHLY FINANCIAL STATEMENT

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: None

AUTHOR: Peter Hutchinson – Finance Manager

DATE: 19 August 2019

Matters for consideration:

The Statement of Financial Activity for the period ended 31st of July 2019, include the following reports:

- Statement of Financial Activity
- Significant Accounting Policies
- Graphical Representation – Source Statement of Financial Activity
- Net Current Funding Position
- Cash and Investments
- Major Variances
- Budget Amendments
- Receivables
- Grants and Contributions
- Cash Backed Reserve
- Capital Disposals and Acquisitions
- Trust Fund

see [Appendix 2](#)

Comments:

The Statement of Financial Activity is for the month of July 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.	
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 July 2019.</i>	
Council Decision: 05082019	
<p>MOVED: CR H. MCTAGGART SECONDED: CR G. WATTERS</p> <p>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 31st of July 2019.</p> <p>CARRIED: 6/0</p>	

10.6 2019/20 ANNUAL BUDGET	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	19 August 2019
Matters for Consideration:	
The 2019/20 Annual Budget is presented for Council’s formal adoption as presented in Appendix 3 .	
Background:	
Council has discussed the 2019/20- Draft Annual Budget at the ordinary meeting of Council held in May and July 2019.	
Comments:	
<p>The annual budget is the principal management tool which is used during the financial year to monitor financial performance and provide sound reporting to Council through the monthly Financial Activity Statements and the Annual Statement of Accounts.</p> <p>I am confident that this annual budget will be a strong management tool for Shire operations during the coming financial year.</p>	

Differential Rates were discussed at the ordinary meeting of Council held in June 2018 and have been submitted for approval by the Minister. The differential rates have now been approved by the Minister.

Rate in the Dollar

Gross Rental Valuation – Residential/Industrial/Commercial	8.7241 cents in the dollar
Unimproved Valuation – Rural	4.6865 cents in the dollar
Unimproved Valuation – Mining Tenements	13.9300 cents in the dollar

Minimum Rates

Gross Rental Valuation – General	Minimum \$200.00
Unimproved Valuation – Rural	Minimum \$412.00
Unimproved Valuation – Mining Tenement	Minimum \$450.00

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

The annual budget sets the details and parameters for income and expenditure for the financial year. These rates have been discussed with council and advertised as required.

Strategic Implications:

The Budget has been developed in accordance with the Shire’s Community Strategic Plan.

The budget will allow Council to work towards the projects identified in the Forward Capital Works Plan as well as continuing to provide a high level of services and facilities to our community and visitors to our community.

Consultation:

Council
Contract Accountant – RSM
Shire Staff

Officers Recommendation

Voting Requirement: Various

Voting Requirement: Absolute Majority

MOVED: CR

SECONDED: CR

Part A – Adoption of 2019-20 Annual Budget

That pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the 2019-2020 Statutory Budget as attached at **Appendix 3**

CARRIED:

Voting Requirement: Absolute Majority

MOVED: CR

SECONDED: CR

Part B - Imposition of General and Minimum Rates, Instalment Payment Arrangements, Charges and Interest.

Pursuant to section 6.45 of the Local Government Act 1995, that the rates and charges specified hereunder and in the attached budget document be imposed on all rateable property within the district of the Shire of Upper Gascoyne for the 2019-2020 financial period.

Rate in the Dollar

Gross Rental Valuation – Residential/Industrial/Commercial	8.7141 cents in the dollar
Unimproved Valuation – Rural	4.6865 cents in the dollar
Unimproved Valuation – Mining Tenements	13.9300 cents in the dollar

Minimum Rates

Gross Rental Valuation – General	Minimum \$200.00
Unimproved Valuation – Rural	Minimum \$412.00
Unimproved Valuation – Mining Tenement	Minimum \$450.00

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996 Council adopts a charge of \$15 for the four instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the ratepayer has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full and by instalments:

- 1st instalment & Full payment due 17 October 2019
- 2nd instalment due 17 December 2019
- 3rd instalment due 17 February 2020
- 4th instalment due 17 April 2020

Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% to be imposed on all outstanding rates and services charges and costs of proceedings to recover such charges that remain unpaid after 18 October 2018 or in the case of instalment options, on all outstanding rate amounts after the due date for payment of the instalment.

CARRIED:

Voting Requirement: Simple Majority

MOVED: CR

SECONDED: CR

Part C – Material Variance Reporting for 2019-2020

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial

activity in 2019-2020 for reporting material variances shall be 10% or \$25,000, whichever is the greater.

CARRIED:

Council Decision 06082019

Voting Requirement: Absolute Majority

MOVED: CR H. MCTAGGART SECONDED: CR B. WALKER

Part A – Adoption of 2019-20 Annual Budget

That pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the 2019-2020 Statutory Budget as attached at **Appendix 3**

CARRIED: 6/0

Voting Requirement: Absolute Majority

MOVED: CR A. MCKEOUGH SECONDED: CR G.WATTERS

Part B - Imposition of General and Minimum Rates, Instalment Payment Arrangements, Charges and Interest.

Pursuant to section 6.45 of the Local Government Act 1995, that the rates and charges specified hereunder and in the attached budget document be imposed on all rateable property within the district of the Shire of Upper Gascoyne for the 2019-2020 financial period.

Rate in the Dollar

Gross Rental Valuation – Residential/Industrial/Commercial	8.7141 cents in the dollar
Unimproved Valuation – Rural	4.6865 cents in the dollar
Unimproved Valuation – Mining Tenements	13.9300 cents in the dollar

Minimum Rates

Gross Rental Valuation – General	Minimum \$200.00
Unimproved Valuation – Rural	Minimum \$412.00
Unimproved Valuation – Mining Tenement	Minimum \$450.00

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996 Council adopts a charge of \$15 for the four instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the ratepayer has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full and by instalments:

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- 2nd instalment due 17 December 2019
- 3rd instalment due 17 February 2020
- 4th instalment due 17 April 2020

Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% to be imposed on all outstanding rates and services charges and costs of proceedings to recover such charges that remain unpaid after 18 October 2018 or in the case of instalment options, on all outstanding rate amounts after the due date for payment of the instalment.

CARRIED: 6/0

Voting Requirement: Simple Majority

MOVED: CR A. MCKEOUGH

SECONDED: CR J. CAUNT

Part C – Material Variance Reporting for 2019-2020

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2019-2020 for reporting material variances shall be 10% or \$25,000, whichever is the greater.

CARRIED: 6/0

10.7 INCREASE PURCHASE ORDER FOR WANDRRA WORKS (QUADRIO CONTRACT)

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Peter Hutchinson – Finance Manager

DATE: 12 August 2019

Matters for Consideration:

Increase the cost of the works package for Quadrio Earthmoving for WANDRRA #2 (AGN 781) works. Originally awarded per Request For Tender RFT 03 17-18.

Background:

At the May 2018 meeting council made the following decision regarding the appointment of contractors to carry out WANDRRA works per AGN 781.

“Item No: 03052018

Confidential Item 11.2 – APPOINT CONTRACTORS TO CARRY OUT WANDRRA WORKS

MOVED: CR G. WATTERS

SECONDED: CR B. WALKER

That Council:

1. Instruct the Shire CEO to confirm in writing with Red Dust Holdings, Robbro and Quadrio Earthmoving that the nominated plant, equipment and resources within each tender are available

to commence works in accordance with the Shire's planned flood damage reinstatement work schedule;

2. Instruct the Shire CEO to confirm in writing with Red Dust Holdings, Robbro and Quadrio Earthmoving what the Local Content is; inclusive of what plant, machinery, services and labour that these Local Suppliers are going to provide; and

3. On the basis that each of the three contractors listed above confirms that the nominated plant, equipment and resources are available in accordance with the works schedule and that the Local Content is satisfactory to Council, then it is recommended to award RFT 03 17-18 as follows:

I. Work package 1 (east) to Quadrio Earthmoving for the estimated total cost of \$4,854,200.00+GST,

II. Work package 2 (north) to Red Dust Holdings for the estimated total cost of \$5,352,955.00+GST, and

III. Work package 3 (south) to Robbro for the estimated total cost of \$5,275,061.00+GST.

CARRIED 4/0"

Advice has been received from Josh Kirk of Greenfields who are the Shire appointed project managers the cost of Work package 1 for Quadrio Earthmoving is likely to exceed the original estimate by \$515,769.22+GST. This will bring the total package costs to \$5,369,969.22+GST.

Comments:

Increasing Quadrio Earthmoving Purchase Order will not result in exceeding the WANDRRA budget for package 3 or the total budget for the AGN 781 program.

Advice from Greenfields is this situation has occurred purely a function of how the tenders were evaluated. All contractors were evaluated on the same number of working days, an average number of days for the construction works was selected. Since Quadrio's hourly rates were less than other contractors, the total estimated cost of their tender (and subsequent contract) was less than the total amount of money allocated to package 3 AGN 781.

Statutory Environment:

Local Government (Functions and General) Regulations 21A states;

"Varying a contract for the supply of goods or services

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

(a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j)".

In this instance the scope of the contract has not changed i.e. the same roads and SLK's are being repaired but the costs estimates have increased.

Policy Implications:

Nil

Financial Implications:

Nil – The additional costs will be reimbursed by WANDRRA.

Strategic Implications:	
Nil	
Consultation:	
WALGA Procurement Services Josh Kirk – Greenfield Technical Services	
Officer's Recommendation:	Voting requirement: Simple Majority
<p><i>That council:</i></p> <ol style="list-style-type: none"> 1. Approve the variation in Works Package 1 (east) awarded to Quadrio Earthmoving per RFT 03 2018 from \$4,854,200.00+GST to \$5,369,969.22 and 2. Authorise the CEO to issue Quadrio Earthmoving with a Purchase Order for the varied amount of \$515,769.22+GST. 	
Council Decision 07082019	
MOVED: CR H. MCTAGGART	SECONDED: CR B. WALKER
<p><i>That council:</i></p> <ol style="list-style-type: none"> 1. Approve the variation in Works Package 1 (east) awarded to Quadrio Earthmoving per RFT 03 2018 from \$4,854,200.00+GST to \$5,369,969.22 and 2. Authorise the CEO to issue Quadrio Earthmoving with a Purchase Order for the varied amount of \$515,769.22+GST. <p>CARRIED: 6/0</p>	

10.8 WALGA PREFERRED SUPPLIER ARRANGEMENT FOR THE 2019/20 BITUMEN SEALING WORKS.	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Jarrod Walker – Works Manager
DATE:	13 August 2019
Matters for Consideration:	
Authorise CEO to award contract to the successful tenderer for the supply and delivery of bitumen seal for Regional Road Group project on Carnarvon Mullewa road.	
Background:	
<p>The Shire of Upper Gascoyne have nominated a 5-6km section of the Carnarvon Mullewa to be reconstructed with a new bitumen seal. This project is funded by Regional Road Group and will be completed between August and November 2019.</p> <p>The cost to supply and deliver the bitumen seal is expected to exceed \$150,000 and as per section 2.7 of our purchasing policy we are required to conduct a public tender process or WALGA Preferred Supplier undertaking.</p>	

As such we will conduct an eQuote through the WALGA Preferred Supplier portal rather than go to public tender.

Comments:

An eQuote undertaking allows us to seek tenders directly from selected suppliers with a written scope and specification without going to public tender. This process is easier and quicker as we do not need to adopt a selection criteria prior to seeking quotes.

Statutory Environment:

Shire of Upper Gascoyne Purchasing Policy Section 2.7

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

Reg. 14 (2a) If a local government —

(a) is required to invite a tender; or

(b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Simple Majority

That Council authorise the CEO to award a contract and issue a purchase order to the company that offers the 'best value for money' as submitted through the WALGA 'eQuotes' portal.

Council Decision 08082019

MOVED: A. MCKEOUGH

SECONDED: J. CAUNT

That Council authorise the CEO to award a contract and issue a purchase order to the company that offers the 'best value for money' as submitted through the WALGA 'eQuotes' portal.

CARRIED: 6/0

10.9 RELOCATION EXPENSES FOR THE CEO

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: John McCleary – CEO

AUTHOR: John McCleary – CEO

DATE: 19 August 2019

Matters for Consideration:

To approve the costs associated with the relocation of the CEO.

Background:

As Council is aware I need to relocate back to Bunbury to be closer to the major hospitals whilst I am getting treatment for Cancer.

Comments:

We have secured the services of an Acting CEO who will reside in my Gascoyne Junction home. I have made provision to leave the house mostly furnished so that the ACEO is self-sufficient without any extra cost to the Shire.

However, given the nature of this disease I cannot guarantee that I will return to work so I must take the more personal items back to my Brunswick House as it will be too much for my wife to organise if I don't make it through this. If I do recover I will bring it all back at my own expense.

I have received a quote from Affordable Removalists for the sum of \$4,500 to come to Gascoyne Junction and deliver the items to my Brunswick Home. Experience tells me that this is a very good price.

There is provision in the budget for staff relocation expenses – account 041058 (\$7,500) however, this was more for moving new staff to the area than for moving a staff member out. As such I am seeking Council endorsement for this to occur given my circumstances.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

2019/20 Budget

Strategic Implications:

Nil

Consultation:

Councillors – via email

Officer's Recommendation:	Voting requirement: Simple Majority
<i>That Council endorse the removal costs for the CEO (\$4,500) and that the costs are to be allocated to account 041058.</i>	
Council Decision 09082019	
MOVED: CR J.CAUNT	SECONDED: CR B. WALKER
That Council endorse the removal costs for the CEO (\$4,500) and that the costs are to be allocated to account 041058.	
CARRIED: 6/0	

10.10 ASSET PRESERVATION MODEL	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary
DATE:	19 August 2019
Matters for Consideration:	
To request the Minister for Local Government and/or the WA Grants Commission to place the Shire of Upper Gascoyne into a cost centre that reflects the geological / topographical and hydrological aspects of the Shire of Upper Gascoyne.	
Background:	
<p>As part of my strategic review of income streams that pertain to the Shire of Upper Gascoyne I examined the Asset Preservation Model (APM). This particular model has a direct impact on the Federal Assistance Grant and the Roads 2 Recovery Grant allocations. The APM is a very complex and difficult to understand model; however, an examination has revealed some anomalies that we can attempt to change. The model was established in 1991-92 for the purpose of distributing road funds.</p> <p>The National Principle relating to the allocation of the identified road component of the financial assistance grants under section 12 of the Commonwealth Local Government (Financial Assistance) Act 1995 is as follows:</p> <p><i>“The identified road component of the financial assistance grants should be allocated to local governing bodies as far as practicable on the basis of the relative needs of each local governing body for roads expenditure and to preserve its road assets. In assessing road needs, relevant considerations include length, type and usage of roads in each local governing area.”</i></p> <p>The following additional policies, developed in consultation with the National Office of Local Government, are also applied.</p> <ol style="list-style-type: none"> 1. <i>Seven percent of the funds will be reserved for special projects: two-thirds for bridges and one-third for roads serving Aboriginal Communities.</i> 	

2. *The remaining 93 per cent of funds will be distributed according to Asset Preservation Needs as determined by the Western Australian Model.*
3. *The Asset Preservation Needs will be adjusted to provide for minimum standards as determined by the Western Australian model.*
4. *All roads that are the responsibility of local government will be used in assessing asset preservation needs.*

The Commission pays special attention to road costs because the reliability of the Asset Preservation Model depends on realistic unit costs and work standards.

The State was divided into 21 regions to properly reflect the main cost differences within the State. These regions are defined in Appendix 2. They were identified using the Commission's disability factors, which take into account the effect of location, climate and terrain; and a report Environmental Regions of Australia which divided the State into regions based on climate, landform, lithology, soils etc.

The Shire of Upper Gascoyne are included in Region 16 which includes the following Shires:

Cue
 Laverton
 Leonora
 Meekatharra
 Menzies
 Mount Magnet
 Murchison
 Ngaanyatjarraku
 Sandstone
 Upper Gascoyne
 Wiluna
 Yalgoo

Comments:

After reviewing / comparing the above local governments and their geological, topographical and hydrological similarities with the Shire of Upper Gascoyne it is considered that these other Local Governments do not share the same or similar characteristics that the Shire of Upper Gascoyne demonstrate.

It is considered that the Shire of Upper Gascoyne shares similar characteristics to the Shires of Ashburton and East Pilbara. The Shire of East Pilbara have the Nullagine and Fortescue Rivers as well as the Ophthelia Ranges. The Shire of Ashburton have the Ashburton, Cane, Robe Rivers and the Hammersley, Collier, Capricorn and Chichester Ranges. We share the same types of country that are undulating due to the various ranges and river system that run through the Shire, including the Kennedy, Centipede, Minnierra, Walburgh, Kenneth Ranges, Mount Augustus national park and the Lyons, Wooramel and Gascoyne Rivers. The Shires have similar issues with limited access to gravel and water supplies as well as the climate being very similar. The cost for the supply of goods and services are similar as well as the costs associated with the employment of staff.

As such it is considered appropriate that the Shire belong to a region that comprises of Shires that share similar characteristics, in this case we should be placed into Region 19 with the Shire of East Pilbara and the Shire of Ashburton.

It is imperative that the SUG are placed into a group of Shires that share similar characteristics as it is these characteristics that influence the cost of preservation our road assets.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Consultation:

WA Grants Commission
WALGA
Various L/Gvt CEO's

Officer's Recommendation:

Voting requirement: Simple Majority

That Council support the CEO to write to the Minister of Local Government and the WA Grants Commission seeking to have the Shire of Upper Gascoyne removed from cost centre region 16 and be placed into cost centre region 19.

Council Decision 10082019

MOVED: CR G. WATTER

SECONDED: CR J. CAUNT

That Council authorise the CEO to write to the Minister of Local Government and the WA Local Government Grants Commission seeking to have the Shire of Upper Gascoyne removed from cost centre region 16 and be placed into cost centre region 19.

CARRIED: 6/0

The meeting adjourned for lunch at 12.25pm

The meeting reconvened at 1.25pm

11. MATTERS BEHIND CLOSED DOORS

Council Decision 11082019

MOVED: CR G. WATTERS

SECONDED: CR B. WALKER

That Council go behind closed doors to discuss confidential items in relation to Shire of Upper Gascoyne employees.

CARRIED: 6/0

11.1 CEO APPLICATION FOR SPECIAL LEAVE

Council Decision: 12082018

MOVED: CR G. WATTERS SECONDED: CR J. CAUNT

That Council authorises the CEO to be paid special leave with no accruals in accordance with the CEO's Contract of Employment.

CARRIED: 6/0

11.2 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Council Decision: 13082018

MOVED: CR A. MCKEOUGH SECONDED: CR B. WALKER

That the Council appoint Mr Ian Fitzgerald to the position as the Acting CEO of the Shire of Upper Gascoyne for a period that does not exceed 12 months commencing on 20th August 2019 with an annualised salary of \$180,000 paid fortnightly in arrears and other entitlements as per the current CEO's conditions of employment.

CARRIED: 6/0

The CEO withdrew from the Council Chamber.

11.3 CEO RECOGNITION OF SERVICE

Council Decision: 14082018

MOVED: CR B. WALKER SECONDED: CR H MCTAGGART

That in recognition of Chief Executive Officer John McCleary's contribution to the Shire of Upper Gascoyne and the community including obtaining flood repair grants, obtaining funding for and construction of the War Memorial, and improvements to the shire's governance processes and procedures Council authorise a Recognition of Service gift to the value of \$2,000 to be allocated to account 041058 – Staff Recruitment/Resignation/Relocations

CARRIED: 6/0

The CEO re-entered the Council Chamber.

Council Decision 15082019

MOVED: CR A. MCKEOGH SECONDED: CR H. MCTAGGART

That Council come out from behind closed doors.

CARRIED: 6/0

12. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

14. ELECTED MEMBERS REPORTS

14.1 Councillor Hammarquist

Gascoyne Junction Races and Gymkhana

14.2 Councillor G. Watters

Nil

14.3 Councillor J. Gaunt

WALGA Conference
Gascoyne Junction Races and Gymkhana

14.4 Councillor B. Walker

Gascoyne Junction Races and Gymkhana

14.5 Councillor H. McTaggart

Long Table Lunch – Carnarvon
Gascoyne Junction Races & Gymkhana

14.6 Councillor A. McKeough

WALGA Conference
Emergency Management Training
GDC Meeting
LCDC

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
09072019	Hastings	Letter sent to Hastings and the Minutes sent to the Shire of Meekatharra	Close	CEO

11072019	Capital Purchases	PO's Issued for the Purchase of capital items identified in the resolution	Close	CEO / MWS
12072019	Doggers Contracts	Contracts signed.	Close	TMS

16. MEETING CLOSURE

The President thanked those present for attending the meeting and declared the meeting closed at 2.05pm.

To be confirmed at Ordinary Meeting on the 20th September 2019.

Signed: *DR Hammarquist CAM JP*

Presiding member at the Meeting at which time the Minutes were confirmed.