



AGENDA

30th of October 2019

ORDINARY COUNCIL MEETING

Ordinary meeting
of Council to be held on Wednesday 30th of October 2019
at the Gascoyne Junction Shire Offices commencing at 8.30am



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 Fitzgerald", is positioned above the printed name.

Ian Fitzgerald JP
ACTING CHIEF EXECUTIVE OFFICER

**THE FIRST ORDER OF BUSINESS WILL BE THE SWEARING IN OF THE COUNCILLORS ELECTED
ON SATURDAY 19TH OCTOBER 2019.**

ELECTION OF PRESIDENT & DEPUTY PRESIDENT

(Local Government Act 1995 – Schedule 2.3 refers)

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How the Shire President is elected

4.1 The council is to elect a councillor to fill the office.

4.2 The election is to be conducted by the CEO in accordance with the procedure prescribed.

4.3 **Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.**

4.3(a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.

4.4 If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

4.5 The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

4.6 Subject to clause 5(1) of Schedule 2.3, the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election

4.7 As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

5. Votes may be cast a second time

5.1 If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for **not more than 7 days**.

5.2 Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.

5.3 When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election

- 5.4 The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

ELECTION OF DEPUTY PRESIDENT

8. How the deputy president is elected

- 8.1 The council is to elect a councillor (other than the president) to fill the office.
- 8.2 The election is to be conducted in accordance with the procedure prescribed by the president, or if he or she is not present, by the CEO.
- 8.3 Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- 8.4 Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- 8.5 If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- 8.6 The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- 8.7 Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- 8.8 As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

9. Votes may be cast a second time

- 9.1 If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.
- 9.2 Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- 9.3 When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.
- 9.4 The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.

SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 30th of OCTOBER 2019 AT 8.30am

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 B. Walker	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

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 20th September 2019.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Resolution No. 01102019

MOVED: CR

SECONDED: CR

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 20th of September 2019 be confirmed as a true and correct record of proceedings.

CARRIED:

10. REPORTS OF OFFICERS

10.1 CRC Report



Printed at: 21/10/19
Page No: 1

SHIRE OF UPPER GASCOYNE

General Ledger Detail Trial Balance

(frmGLTrialBalance)

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

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INC	10841310	Commission Centrelink : CRC	-5,103.73	0.00	-5,103.73
CRC INC	10841330	Transport Commission: CRC	-148.85	-57.81	-206.66
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	-29.68	-283.95
CRC INC	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,045.39	-94.68	-1,140.07
CRC INC	10842600	CRC Income Misc.	-222.10	-30.00	-252.10
Total	CRC INCOME		<u>-8,145.53</u>	<u>-966.18</u>	<u>-9,111.71</u>
Total for division	GEN		<u>-8,145.53</u>	<u>-966.18</u>	<u>-9,111.71</u>
Grand Total			<u>-8,145.53</u>	<u>-966.18</u>	<u>-9,111.71</u>

	2019.2020 TOTAL	2018.2019 TOTAL	Oct-19	Oct-18	Difference
Aus Government Info/Roads	872	4391	168	154	249
Government Access Point	7	46	2	14	1
Department of Human Services	22	104	9	31	3
Department of Transport	22	83	11	10	-2
Computer/Internet Access	17	33	6	1	1
Faxes	0	10	0	1	-2
General Tourism Information	177	148	50	17	60
Phonebook Purchases	0	5	0	0	0
Community Seminars	0	0	0	0	0
Gassy Gossip yearly subscription	3	1	0	0	1
Training/Courses	2	0	2	0	0
Hot Office Bookings	3	13	0	1	1
Library	9	61	4	6	-12
Video Conference/Telehealth	3	5	1	0	0
Book Sales	40	73	4	6	10
Photocopying/Printing/Scanning/Emailing	13	19	6	1	-1
Laminating/Binding	0	0	0	0	0
CRC Merchandise Sales	184	359	25	52	34
Community Events	4	10	1	0	0
Gassy Gossip Advertisement	27	9	21	0	-3

Pink Stumps

Saturday 2nd November, Gascoyne Junction Remote Community School is hosting the Pink Stumps cricket match on the town Oval. Game starts at 1:00pm, there will be raffle tickets, Pink Stumps Merchandise, Hot Dogs and cooldrinks on sale. Then after the game head on over to the pub for a Buffet meal, fun and entertainment for the kids and adults.



Family Movie Night

The Lion King Movie will also be screening at the Junction Pub & Tourist Park on Saturday 2nd November 6:30pm, with free popcorn and pizza for the kids.



Melbourne Cup Day

A Melbourne Cup Luncheon will be at the Junction Pub & tourist Park at \$35.00 Per Head, children under 15 years old are free. There will be prizes for the Best Dressed Lady, Best Dressed Gentleman & Best Hat prize. Tickets are on sale now., from the CRC or the Pub. There will be race sweeps running on the day, \$2.00, \$5.00 & \$10.00 also a complimentary drink on arrival.



Tourists

Visitors to our area has slowed down, especially with the temperature going up slightly these past few weeks. But we still have visitors coming out here to get away from the wind on the coast. Some come out on day trips to visit the Kennedy range or just for a look around Gascoyne Junction and have lunch at the Tourist park.

Transport

DoT Remote Services Team Ray and Bethwyn will be visiting the CRC on the Tuesday 19th November between 11am to 1pm, They will be able to help anyone requiring

- theory test
- photo card applications
- drivers licence applications
- change of address

- registration and drivers Licence renewals
- vehicle transfer
- return of vehicle plates
- driving assessments

assistance with the following services:

10.2 Manager of Works and Services Report

General:

I would like to congratulate our re-elected Members of Council and also our newly elected Councillor Ray Hoseason-Smith in what was a close election. Well done and I look forward to working with you all.

The Shire held a public party in recognition of our three OAM recipients at the town pavilion after last month's Council meeting. The night was a great success and a good night was had by all. Credit must go to our office staff and town crew who did an amazing job in organising and setting up the event up. Our next public function will be the 2019 Horizon Power Community Christmas party on the 19th December.

We have engaged contractors to extend and repaired sections of footpath along Scott/Smith and Gregory streets thanks to monies received through WA Bicycle Networks Grants Scheme. This is part of a long term strategy to install footpaths on all town streets and to the airstrip and Woodgemia Community.

Works have begun on the two shire depot sheds. The concrete footings and slabs will be completed this week with the erection of both sheds expected to begin in the following weeks.

Staff underwent Senior Remote First Aid training on 21st October. Training was opened up to the public to fill the remaining places, this was funded by the shire. The more people we have in our community with this essential training, the safer our district is for everyone. Staff also attended a manual handling and work station audit training. This was a free training session provided by WALGA. Thank you to Amanda and Cherie for organising this training.

Aerial baiting was carried out over the past couple of weeks. Dave has done a great job in organising baits, fuel and the pilot. We had good participation from our pastoralists at our injection racks and 6 tonne of baits was delivered over various stations. This year we hired a bombardier to assist in the plane and had additional baiting racks constructed at Carey Downs. These racks are transportable and will be relocated as required next year.

We have submitted a grant application for the resealing of the Gascoyne Junction airstrip through the Remote Airstrip Upgrade Program. Greenfields conducted a condition report several months ago and identified additional cracking and wear on the existing sand seal. Project costs are estimated to be around \$130,900.

Greenfields Technical Services completed a road asset valuation on our entire road network as requested. The aim was to ensure our road asset database is up to date and a true reflection of the construction type and condition of our roads and associated infrastructure. This data is used to determine our annual funding allocation at a state and federal level. The updated data was compared to what was currently in our ROMANS database and the difference was significant.

2019 Total all Road and Road-Related Assets Value \$ 117,903,864

2018 Total all Road and Road-Related Assets Value \$ 87,888,969

This new data will be passed onto Mainroads WA to update their database. We could possibly see an increase in funding in future years.

Construction:

The new seal project on the Carnarvon Mullewa road is now complete. We managed to complete 6.25km of new seal including five stabilised floodways, installation of a liner and fence at Mongers bore and signage under budget. The total cost of the project was \$943,683. The remaining \$59K is proposed to be shifted to the next project on the Ullawarra road.

The Ullawarra re-sheeting works have made a slow start. Finding good quality gravel has been extremely hard in this area. We suffered a few setbacks with gravel supply, breakdowns to the dozer and loader and having to clay line the turkey nest. The crew are back in full swing carting gravel and we hope to be in construction mode by the start of November. I am expecting this project to carry over into February 2020.

Plant and Equipment:

Max from Dirt and Dust Mechanical has begun carrying out repairs and maintenance for us this week. We will compile a list of defects before the Christmas break for him to knock over while the works crew are on leave.

The new grader arrived on the 24th October. Greg Pike from Westrac did the official handover and operator training for us. The new grader was handed over to Ian Golding to put it through its paces. This completes our capital purchases for the 2019-20 financial year.

Breakdowns:

P76 loader- replaced tyre

P62 box trailer- replace hub

P36 prime mover- replace suspension air bag

10.3 CEO Report

I resumed the Acting CEO role on the 7th October and would like to thank Jarrod Walker for stepping up during my absence.

Audit

We have had our annual audit conducted in the week commencing the 7th October by Moore Stephens appointed by the WA Auditor General. It is very pleasing to report that no issues of concern were noted during the audit with only a few minor non-cash items requiring attention. We are hoping to be able to conduct our formal exit interview with the Auditor General and the Audit Committee on Wednesday afternoon following the Council meeting. If all goes to plan we will then be able to present the Annual Report to the November meeting and conduct the Annual Meeting of Electors in December.

Well done to all the staff involved in the financial management of the shire for achieving such a great result.

Elections

Saturday 19th October the bi-annual local government elections were held with the shire receiving 5 nominations for the 4 vacancies. The WA Electoral Commission conducted the election which saw a 47.15% voter turnout and no informal votes recorded. Councillors Watters, Hammarquist and Caunt we re-elected for a further 4 year term and we welcome Ray Hoseason-Smith onto Council for the first time.

I will conduct the swearing in ceremony as a Justice of the Peace prior to the commencement of the October Council meeting and then conduct the election for the Shire President and swear in the successful councillor.

Congratulations to all successful candidates.

Footpaths

Work has commenced on installing some new footpaths in town> working with the contractor we were able to have a section of damaged footpath near the school replaced – within the existing budget. We still need to backfill around the new footpaths and install signage. This will be completed in the coming weeks.

Gascoyne Development Commission

I have been contacted by the Gascoyne Development Commission who are looking to host an Astro-tourism event in Gascoyne Junction in May – June 2020. Details are a bit sketchy yet they are looking at bringing out some guest speakers and then have some star gazing activities that night.

Street Lights

Horizon Power have advised they will be replacing the streetlights in Gascoyne Junction with new LED lights. A total of 13 lights will be replaced which will provide for better lighting and also give the shire a small saving on the cost of providing street lighting.

Road Data

Greenfield Technical Services have completed a pickup of all our road data including taking photographs every 10 metres. This will give us accurate data to work from should we have another rain event. There were some 1,700 adjustments to be made to our currently recorded data and when this is fed into the Main Roads system may result in an increase in our road funding.

Grants

We are currently getting a grant application ready under the BBRF for the caravan park site redevelopment.

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
14/03/2019	16/03/2019	Expression of Interest Wild Dog Control	Communities Environmental Plan	Federal – Dept of the Environment and Energy	\$20,000	\$245,000	Unsuccessful
10/09/2019	13/09/2019	Solar Power – Junction Tourist Park	RED	GDC	\$152,500	\$463,208	Pending
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 - 02102019

MOVED: CR

SECONDED: CR

That Council receive the CRC Report, Manager of Works and 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:	2 nd October 2019
Matters for Consideration:	

To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 30th October as attached – see [Appendix 1](#)

Comments:	
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The list of accounts is for the month of September 2019.

Background:	
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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:	
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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

Consultation:

Nil

Officer’s Recommendation:**Voting requirement:** Simple Majority

That Council endorse the payments for the period 1st of September 2019 through to the 30th of September 2019 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

<i>Municipal Fund Bank EFTs (11104 to 11224)</i>	<i>\$837,889.27</i>
<i>Payroll</i>	<i>\$117,917.23</i>
<i>BPAY/Direct Debit</i>	<i>\$18,528.78</i>
<i>Total</i>	<i>\$974,335.28</i>

Council Decision:03102019**MOVED:****SECONDED:**

That Council endorse the payments for the period 1st of September 2019 through to the 30th of September 2019 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

<i>Municipal Fund Bank EFTs (11104 to 11224)</i>	<i>\$837,889.27</i>
<i>Payroll</i>	<i>\$117,917.23</i>
<i>BPAY/Direct Debit</i>	<i>\$18,528.78</i>
<i>Total</i>	<i>\$974,335.28</i>

CARRIED:

10.5 MONTHLY FINANCIAL STATEMENT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Peter Hutchinson – Finance Manager
DATE:	20 th October 2019
Matters for consideration:	
<p>The Statement of Financial Activity for the period ended 30th of September 2019, include the following reports:</p> <ul style="list-style-type: none">• 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 <p>see Appendix 2</p>	
Comments:	
The Statement of Financial Activity is for the month of September 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

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 30th of September 2019.

Council Decision: 04102019**MOVED:****SECONDED:**

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 30th of September 2019.

CARRIED:

10.6 BUDGET AMENDMENT – INDIGENOUS ACCESS FUNDING

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Peter Hutchinson – Finance Manager

DATE: 16 October 2019

Matters for Consideration:

Budget amendment for additional Indigenous Access funding through Roads to Recovery Special Projects funding.

Background:

The 2019.20 adopted budget has \$450,000 for indigenous access works on Landor Mt Augustus Road. Roads to Recovery have approved funding for the realignment of a bend on Landor Mt Augustus Road (see [APPENDIX 3](#) for a copy of the submission) through special projects (Aboriginal Community Access Roads). I spoke with funding stakeholders to confirm the amount of indigenous access funding. This has been confirmed as follows:

- \$200,000 in federal funding paid through the FAGS quarterly payments for river crossings.
- \$100,000 in state funding paid through Main Roads WA for river crossings.
- \$210,000 in federal funding paid through Roads to Recovery special projects for blasting/realignment works.
- \$510,000 TOTAL

I am proposing a budget amendment to reflect the confirmed funding above.

Comments:

Conversations with Chris Berry also indicated that there was a further \$120,000 in funding likely to come through but this is still going through approval processes. Once approved another budget amendment will follow.

Statutory Environment:

Local Government Act 1995 section 6.2, Financial Management Regulations 33A and Local Government (Functions and General) Regulations section 11(2).

Policy Implications:

Nil

Financial Implications:

Nil – The increased funding will be spend on blasting and realignment works on the Landor Mt Augustus Road.

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 Officer Recommendation

Consultation:

Allan Chisolm – Roads to Recovery

Chris Berry – Roads Consultant – Local Government Grants Commission

Shannon Wood – Senior Strategy and Research Officer – DLGSC

Andrea Pitcher – Customer Services Manager – Main Roads Carnarvon

Jarrold Walker – Works Manager

Officer's Recommendation:**Voting requirement: Absolute Majority**

That council;

1. Increase the budget for income account 122909 Indigenous Access Landor/Mt Augustus to \$530,000 and
2. Decrease job C3343 Landor/Mt Augustus river crossings to \$300,000.
3. Increase expenses for job C3347 Landor /Mt Augustus realignment works to \$210,000.

Council Decision:
05102019**MOVED:****SECONDED:**

That council;

1. Increase the budget for income account 122909 Indigenous Access Landor/Mt Augustus to \$530,000 and
2. Decrease job C3343 Landor/Mt Augustus river crossings to \$300,000.
3. Increase expenses for job C3347 Landor /Mt Augustus realignment works to \$210,000.

CARRIED:

10.7 BUDGET AMENDMENT – ULLAWARRA & CARNARVON MULLEWA ROAD WORKS

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Peter Hutchinson – Finance Manager

DATE: 16 October 2019

Matters for Consideration:

Budget amendment for additional to reallocate saving from the Carnarvon Mullewa Road bitumen works to Ullawarra Road construction works.

Background:

The budgeted bitumen works on Carnarvon Mullewa Road were budgeted at \$1,002,603 and funded as follows:

- \$585,192 Regional Road Group (RRG) 2/3 contribution.
- \$292,596 Local Government RRG 1/3 contribution.
- \$117,612 Roads to Recovery (RTR).
- \$7,203 SUG Resources

Between the 2019/20 budget being finalised and adopted Main Roads WA increased the RRG funding to \$602,742 and so the effective allocated project budgeted (tied grants) changed to:

- \$602,742 RRG 2/3 contribution
- \$301,371 Local Government RRG 1/3 contribution
- \$117,612 RTR
- \$1,021,725 Total

Final costs for the Carnarvon Mullewa Road bitumen works are \$943,683 which is a saving of \$78,042.

It is proposed that these saving be reallocated to the Ullawarra Road works. This project is currently budgeted to \$470,455. This would take the total project budget to \$548,497.

Comments:

Roads to Recovery and Regional Road Group funding is tied and so it should not go back into other parts of the budget.

The works supervisor has advised problems with the Ullawarra Road project including, fragile roads, poor material, lack of water and the need to tram over work area. These problems are likely to increase the cost of the project.

The nature of construction works using our workforce results in the ability to be able to scale up or down projects more easily pending how the works are progressing against the budget. Conversely with bitumen works the contractors costs are “estimates” and can change dramatically should additional materials be required, these can’t always be amended on the job.

Originally it was only through 5km of bitumen would be able to be achieved but with the job progressing smoother than expected 6.2km of bitumen was laid.

Statutory Environment:						
Local Government Act 1995 section 6.2, Financial Management Regulations 33A and Local Government (Functions and General) Regulations section 11(2).						
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 Officer Recommendation	
Consultation:						
Jarrod Walker – Manager of Works						
Officer's Recommendation:		Voting requirement: Absolute Majority				
<p>That council;</p> <ol style="list-style-type: none"> Increase GL account 122907 (RRG Carnarvon Mullewa Bitumin) by \$17,550 to \$602,742. Reduce the budget for C3342 being Carnarvon Mullewa Bitumen works down \$58,920 to \$943,683. Increase the budget for C3344 Ullawarra Road Construction by \$78,042 to \$548,497. 						
Council Decision: 06102019						
Moved:		Seconded:				
<p>That council;</p> <ol style="list-style-type: none"> Increase GL account 122907 (RRG Carnarvon Mullewa Bitumin) by \$17,550 to \$602,742. Reduce the budget for C3342 being Carnarvon Mullewa Bitumen works down \$58,920 to \$943,683. Increase the budget for C3344 Ullawarra Road Construction by \$78,042 to \$548,497. 						

Carried:

10.8 COUNCIL COMMITTEES / REPRESENTATION

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald – A/Chief Executive Officer

DATE: 18 October 2019

Matters for Consideration:

To appoint elected members to the various Council and Community committees and representative rolls on other organisations.

Background:

Following the swearing in of Councillors at the commencement of the meeting as well as the Election of President and Deputy President, it is also necessary for Council to formally appoint representatives to various Council, Community and other committees and organisations.

Comments:

It is not appropriate that the CEO recommend which Councillors should represent Council at any given meeting therefore no recommendation will be made with this agenda item.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Council has made the appropriate allowances in the 2019/20 Budget for costs associates with the attendance to these meetings which take place throughout the year either in person or via teleconference.

Strategic Implications:

Nil

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Absolute Majority

That Council appoint the following Council members for the period from October 2019 until October 2021:

1. WALGA Zone -

2. *Regional Road Group -*
3. *Audit Committee -*
4. *Biosecurity Committee -*
5. *Local Emergency Management Committee (LEMC)*

Council Decision 07102019

MOVED: CR:

SECONDED: CR

That Council appoint the following Council members for the period from October 2019 until October 2021:

1. WALGA Zone – _____ & _____
2. Regional Road Group – _____ & _____
3. Audit Committee – _____ & _____ & _____
4. Biosecurity Committee – _____
5. Local Emergency Management Committee (LEMC)- _____

CARRIED:

10.9 RANGER SERVICES CONTRACT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	16 October 2019
Matters for Consideration:	
To consider the contract between the Shire of Upper Gascoyne and Canine Control to provide Ranger Services to the Shire of Upper – Gascoyne. Please see Appendix 4	
Background:	
<p>The current contract was accepted in 2016 for and is due to expire in June 2020.</p> <p>It provides for a maximum 9 visits per year which includes 6 scheduled visits and 3 additional for urgent matters as requested by the CEO or his representative.</p>	
Comments:	
<p>A meeting with the proprietor of Canine Control, Mr Peter Smith, has been undertaken to prepare a new contract.</p> <p>Canine Control has requested Council agree to a 5 year extension with the new contract, if approved, to expire in June 2025. It is likely this will be the final contract between the Shire of Upper Gascoyne and Canine Control (Trephele Pty Ltd).</p> <p>The terms of the proposed new contract allow for a maximum of 6 visits per year – 5 scheduled visits and the provision of one additional visit for the coordination of the Murdoch Vet Program which has proven successful in the past. This is an overall reduction in the number of visits per year but is considered sufficient to meet Council’s requirements and responsibilities under legislation.</p> <p>As part of the proposed contract the financial outlay will be a flat \$2,000 per attendance fixed for the full 5 years.</p> <p>The Shire of Upper Gascoyne will not incur separate costs for travel, meals or incidentals and only provide accommodation if requested.</p> <p>The Shire is to provide 120 litres of diesel - down from 140 litres in the previous contracts.</p> <p>Canine Control continues to provide a similar service to the Shires of Murchison, Cue, Mount Magnet, Meekatharra, Wiluna and Yalgoo.</p>	
Statutory Environment:	
Local Government Act 1995	

Policy Implications:	
Nil	
Financial Implications:	
Future Budgets	
Strategic Implications:	
Civic Leadership - Provision of quality customer services, good financial management and pursuit of excellence in professional administration and communication.	
Consultation:	
Canine Control	
Officer's Recommendation:	Voting requirement: Simple Majority
<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Endorses the Contract between Trepheene operating as Canine Control and the Shire of Upper Gascoyne as detailed in Appendix 4 for a period of 5 years.</i> 2. <i>Authorise the CEO to sign the contract on behalf of the Shire of Upper Gascoyne.</i> 	
Council Decision 08102019	
<p>MOVED: SECONDED:</p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Endorses the Contract between Trepheene operating as Canine Control and the Shire of Upper Gascoyne as detailed in Appendix 4 for a period of 5 years.</i> 2. <i>Authorise the CEO to sign the contract on behalf of the Shire of Upper Gascoyne</i> <p>CARRIED:</p>	

10.10 2020 COUNCIL MEETING DATES

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald - A/Chief Executive Officer

DATE: 17th October 2019

Matters for Consideration:

To set the dates, times and places of ordinary council meetings and committee meetings for 2020

Background:

At least once each year a local government is required under section 5.25(1)(g) of the Local Government Act 1995 and Administration Regulation 12(1), to advertise ordinary council and committee meeting, dates, times and venues for the next 12 month period.

Comments:

Ordinary meetings

Ordinary Council meetings have been held on the last Wednesday of the month at Gascoyne Junction, commencing at 8.30am, with the exception of January when no ordinary meeting of Council is held and December due to Christmas.

Section 5.3 (2) of the Act provides that an ordinary meetings are to be held not more than 3 months apart.

Council is free to set and change meeting dates to whenever it deems necessary to carry out Local Government Business.

The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting. [Section 5.5(1)]

Suggested Council Ordinary meeting dates for 2020 are as follows:

Wednesday 19th February 2020

Wednesday 25th March 2020

Friday 24th April 2020

Wednesday 27th May 2020

Wednesday 24th June 2020

Wednesday 29th July 2020

Wednesday 26th August 2020 (possible clash with Junction Races period)

Wednesday 30th September 2020

Wednesday 28th October 2020

Wednesday 25th November 2020

Friday 18th December 2020

Statutory Environment:

Local Government [Administration] 12(1)

Policy Implications:

Nil.

Financial Implications:

Nil as this has been accounted for in the budgetary process.

Strategic Implications:

The meetings of the Council and Audit Committees should be set to coincide with the Act and Regulation requirements.

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Simple Majority

That Council:

Adopt the meeting dates above for the 2020 Calendar year with the Ordinary Council Meeting commencing at 8.30am. Further that each meeting be held at the Council Chambers, Shire Administration Building, Gascoyne Junction.

Wednesday 19th February 2020

Wednesday 25th March 2020

Friday 24th April 2020

Wednesday 27th May 2020

Wednesday 24th June 2020

Wednesday 29th July 2020

Wednesday 26th August 2020

Wednesday 30th September 2020

Wednesday 28th October 2020

Wednesday 25th November 2020

Friday 18th December 2020

MOVED: CR

SECONDED: CR

That Council:

Adopt the meeting dates above for the 2020 Calendar year with the Ordinary Council Meeting commencing at 8.30am. Further that each meeting be held at the Council Chambers, Shire Administration Building, Gascoyne Junction:

Wednesday 19th February 2020

Wednesday 25th March 2020

Friday 24th April 2020

Wednesday 27th May 2020

Wednesday 24th June 2020

Wednesday 29th July 2020

Wednesday 26th August 2020

Wednesday 30th September 2020

Wednesday 28th October 2020

Wednesday 25th November 2020

Friday 18th December 2020

CARRIED:

10.11 CODE OF CONDUCT

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald – A/Chief Executive Officer

DATE: 24 October 2019

Matters for Consideration:

To adopt a revised Code of Conduct for elected members, committee members and staff as detailed in [Appendix 5](#).

Background:

The Shire of Upper Gascoyne has a 'Code of Conduct', adopted in 2016, that is kept as a separate document but is not reviewed or updated with changes to the Local Government (Administration and Code of Conduct) Regulations which provide the statutory framework around what is to be included in a 'Code of Conduct'.

Comments:

The Local Government Act provides that a Local is to prepare or adopt a code of conduct. A revised and more concise Code of Conduct has been prepared and is presented to Council for consideration and adoption. To ensure the code is regularly reviewed it is recommended the code be included in the Policy Manual which is reviewed on a regular basis.

This matter was identified when preparing for the swearing in of the recently elected councillors.

Statutory Environment:

Local Government Act 1995 – S5.103

Codes of conduct

(1) Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.

[(2) *deleted*]

(3) Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.

Local Government (Administration) Regulations 1996 (Regs 34B & 34C)

Local Government (Rules of Conduct) Regulations 2007

Policy Implications:

Insert the Code of Conduct 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

That Council:

- 1. Adopt the 'Code of Conduct' as detailed in [Appendix 5](#) of the agenda; and*
- 2. Insert the Code of Conduct into the Shire of Upper Gascoyne's Policy Manual*

Council Decision 10102019**MOVED:****SECONDED:**

That Council:

1. Adopt the 'Code of Conduct' as detailed in Appendix 5 of the agenda; and
2. Insert the Code of Conduct into the Shire of Upper Gascoyne's Policy Manual

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 ^o	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 Paid for September 2019)

Date: 04/10/2019
Time: 4:12:20PM

SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

USER: Finance Manager
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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Telstra Corporation Ltd					
EFT11104	04/09/2019	CEO Mobile Phone - Calls and Data 0417 107 446 20th August to 19th Septemeber	1		1,025.23
INV 20/08/2019	20/08/2019	CEO Mobile Phone - Calls and Data 0417 107 446 20th August to 19th Septemeber, Shire Office - Internet 0417 094 300 20th August to 19th August to 19th Septemeber, Town Foreman - Calls and Data 0409 636 940 20th August to 19th Septemeber	1	1,025.23	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11105	02/09/2019	XPOS Phone Card Sales on 26th August 2019	1		38.40
INV 16359	02/09/2019	XPOS Phone Card Sales on 26th August 2019	1	38.40	
Department of Transport (AGENT CHARGES)					
EFT11106	02/09/2019	Motor vehicle licence fees collected on 29 August 2019	1		59.80
INV 16377	02/09/2019	Motor vehicle licence fees collected on 29 August 2019	1	59.80	
Commonwealth Mastercard					
EFT11107	02/09/2019	Accommodation for John McCleary for WALGA conference August 2019	1		1,294.90
INV	25/06/2019	Accommodation for John McCleary for WALGA conference August 2019	1	431.00	
INV	25/06/2019	Accommodation for John McCleary for WALGA conference August 2019	1	-431.00	
INV 334309294	31/07/2019	Diabeteswa raffle tickets Book Number 005601	1	40.00	
INV	03/08/2019	Monthly Activity Charges for account 1.50348810	1	374.97	
INV N1030159	06/08/2019	Party Supplies for OAM	1	260.49	
INV 06/08/2019	06/08/2019	Extra one night accommodation for John McCleary for WALGA conference August 2019	1	80.00	
INV	12/08/2019	Works Phone 50GB Storage Plan	1	1.49	
INV 163389	15/08/2019	Lunch meeting with Council President and CEO 15/08/2019	1	75.50	
INV 15/08/2019	15/08/2019	Monthly Activity Charges for account 1.50535843	1	333.00	
INV	19/08/2019	Card for John McCleary	1	20.00	
INV 21/08/2019	21/08/2019	Images purchased to use on graphics for new CEO vehicle GU0	1	53.90	
INV D4053	28/08/2019	Name badges for new employees	1	55.55	
Rsm Australia Pty Ltd					
EFT11108	09/09/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021 FOR MONTH OF: July 2019	1		15,833.40
INV 290023351	26/08/2019	Contract Accountant Services for period 01/07/2018 - 30/06/2021, FOR MONTH OF: July 2019	1	15,833.40	
Dust Up Projects					
EFT11109	09/09/2019	Standing Purchase Order for Freight for period 01/08/2019 - 25/08/2019	1		1,445.90

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SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Dust Up Projects					
INV 1091	25/08/2019	35% Share of Standing Purchase Order for Works Freight, 40% Share of Standing Purchase Order for Parts and Repairs Freight, 10% Share of Standing Purchase Order for CRC Freight, 15% Share of Standing Purchase Order for Admin Freight, Standing Purchase Order for Signs Freight	1	1,445.90	
LW. Bain					
EFT11110	09/09/2019	Camels and Cessna's	1		50.00
INV LWB28	07/08/2019	Camels and Cessna's	1	50.00	
Barry Evans Furniture & Floor Coverings					
EFT11111	09/09/2019	Cologne 4 Seater Modular Lounge With Chaise With Ottoman	1		2,798.00
INV 00030013	27/08/2019	Cologne 4 Seater Modular Lounge With Chaise With Ottoman, TV Unit Large	1	2,798.00	
Carnarvon Menswear					
EFT11112	09/09/2019	Amanda Leighton Uniforms Ordered 30th August 2019	1		375.85
INV 3624	30/08/2019	1 x Ladies Berlin Y-line shirt SKU: 9401042222206/ Graphite / 14, 1 x Biz ladies work dress SKU: 9401042250568/ Navy / 12, 2 x Ladies shimmer op with tie SKU: 9401042250186/ Navy / 26, 2 x Ladies Benchmark Skirt SKU: 9334396034846 / Navy / 10	1	375.85	
Canine Control A Division Of Trephleene Pty Ltd					
EFT11113	09/09/2019	Standing Order for animal control as per contract - 60 months commencing 01/07/2016 to 30/06/2020	1		1,980.00
INV 2348	25/08/2019	Standing Order for animal control as per contract - 60 months commencing 01/07/2016 to 30/06/2020	1	1,980.00	
Carnarvon Timber & Hardware					
EFT11114	09/09/2019	2 x Gas Flexi Pig Hose	1		700.95
INV 10617447	21/08/2019	2 x Gas Flexi Pig Hose, Gate D Latch, Sliding Door Handle, 2 x Gas Flexi Pig Hose, Door Stop, Tape, First aid Kit, Rod, Pillar Brackets	1	350.95	
INV 10618300	28/08/2019	2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, Gate D Latch, Sliding Door Handle, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, 2 x Gas Flexi Pig Hose, Door Stop, Tape, First aid Kit, Rod, Pillar Brackets, 4 x Gas Flexi Pig Hose,	1	350.00	
Carnarvon Auto Servicing & Towing					
EFT11115	09/09/2019	Michelin 8.5R17.5 tyres and fitment	1		3,981.75
INV T0017270	26/08/2019	2 x New front Tyres	1	350.00	
INV T0017321	30/08/2019	Michelin 8.5R17.5 tyres and fitment, 255/50R22.5 tyre and fitment	1	3,631.75	
Child Support Agency					
EFT11116	09/09/2019	Payroll deductions	1		355.09
INV	04/09/2019	Payroll Deduction for Nathaniel John Rogers 04/09/2019		355.09	
Everywhere Travel					
EFT11117	09/09/2019	Flights and Accomodation for Ian Fitzgerald 03/09/2019 - 05/09/2019	1		662.40
INV	27/08/2019	Flights and Accomodation for Ian Fitzgerald 03/09/2019 - 05/09/2019	1	662.40	

Department Of Fire And Emergency Services

Date: 04/10/2019
Time: 4:12:20PM

SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Department Of Fire And Emergency Services					
EFT11118	09/09/2019	2019/20 Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements.	1		7,814.00
INV 149532	21/08/2019	2019/20 Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements.	1	7,814.00	
Geraldton Fuel Company T/as Refuel Australia					
EFT11119	09/09/2019	budgeted fuel and oil purchases for 19/20	1		6,158.30
INV 01298762	26/08/2019	budgeted fuel and oil purchases for 19/20 - 4236.00 L Diesel for Depot Tank	1	6,158.30	
Autopro					
EFT11120	09/09/2019	UHF Uniden Radio	1		417.45
INV 2007113	14/08/2019	UHF Uniden Radio, Light Bar	1	417.45	
LGIS					
EFT11121	09/09/2019	Skin Checks and Flu Vac Program 2019	1		363.00
INV	15/08/2019	Skin Checks and Flu Vac Program 2019, Skin Checks and Flu Vac Program 2019	1	363.00	
Officeworks					
EFT11122	09/09/2019	DYMO LetraTag Plastic Label Tape 12mm Black on White 2 Pack NEAP013764	1		400.73
INV 44467014	30/08/2019	DYMO LetraTag Plastic Label Tape 12mm Black on White 2 Pack, NEAP013764, DYMO LetraTag Plastic Label Tape 12mm Black on Yellow, ES91202, DYMO LetraTag Plastic Label Tape 12mm Black on Red, ES91203, Avery Lateral File Side Tab Label '3' 180 Pack, AV4333, Avery Lateral File Side Tab Label '2' 180 Pack, AV4332, Avery Lateral File Side Tab Label '0' 180 Pack, AV4330, Avery Lateral File Side Tab Label '1' 180 Pack, AV4331, Avery Lateral File Side Tab Label '4' 180 Pack, AV4334, Avery Lateral File Side Tab Label '7' 180 Pack, AV4337, Avery Lateral File Side Tab Label '8' 180 Pack, AV4338, Avery Lateral File Side Tab Label '9' 180 Pack, AV4339, Avery Lateral File Side Tab Label '5' 180 Pack, AV4335, Avery Lateral File Side Tab Label '6' 180 Pack, AV4336, Rexel 747 Metal Full Strip Stapler Rose Gold, RE210830GD, J.Burrows Insert Binder A4 2 D-Ring 50mm White, NBIB2425WE, J.Burrows Insert Lever Arch A4 Binder 70mm White, JBILA47WE, Artline Flow 4 Colour Retractable Pen Assorted 3 Pack, AR188173	1	400.73	
Perfect Computer Solutions Pty Ltd					
EFT11123	09/09/2019	2019/20 IT Consulting Services - August	1		85.00
INV 24932	29/08/2019	2019/20 IT Consulting Services - Monthly fee for Daily Monitoring, Management and resolution of disaster recovery options at site (August), 2019/20 IT Consulting Services - Monthly fee for Daily Monitoring, Management and resolution of disaster recovery options at site (August)	1	85.00	
Bluffbay Pty Ltd Atf Paul Kelly Family Trust					
EFT11124	09/09/2019	Catering for 150 people for OAM function on 20/09/2019 Payment 1 of 2	1		2,475.00
INV 004-2019	30/08/2019	Catering for 150 people for OAM function on 20/09/2019 Payment 1 of 2	1	2,475.00	
Tropics Hardware					
EFT11125	09/09/2019	Supply Hammer and Tech Bits as per Email	1		163.60
INV 453443	13/08/2019	Supply Hammer and Tech Bits as per Email	1	163.60	
Walga					

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SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
IT Vision					
EFT11135	09/09/2019	EOFY Rates consulting	1		1,650.00
INV 32138	31/08/2019	EOFY Rates consulting	1	1,650.00	
State Library of Western Australia					
EFT11136	09/09/2019	Annual fee for lost and damaged public library materials 2019-20	1		220.00
INV RI024169	15/08/2019	Annual fee for lost and damaged public library materials 2019-20	1	220.00	
Repeco Pty Ltd					
EFT11137	09/09/2019	2701TF GARAGE JACK 2T	1		3,884.83
INV	15/04/2019	2T trolley jack	1	99.00	
INV	23/05/2019	2701TF GARAGE JACK 2T, BR1479 BORUM 1/2;"DRIVE IMPACT WRENCH, 34MIW 3/4"DRIVE RATTLE GUN, RTK2173 SOCKET SET - 26PCE 3/4"DR AF/METRIC, RTK2910 PUNCH/CHISE; SET- 6PCE, S3026 10PCE JUMBO SPANNER SET METRIC, S3024 10PCE JUMBO SPANNER SET AF, RTKGWS37M WRENCH SET GEAR STUBBY 7PCE METRIC, RTKGWS37AFWRENCH SET GEAR STUBBY 7PCE AF, RT22750E PLIER SNAP RING EXTERNAL, RT22750EA PLIER SNAP RING EXTERNAL ANGLED, RT22750I PLIER SNAP RING INTERNAL, RT22750IA PLIER SNAP RING INTERNAL ANGLED, 1011T WALL CABINET 3 DOOR BLUE, 1023T MECHANICS CREEPER W/HEAD REST, 5082T PARTS WASHER CONCENTRATE, 1003 WASHER- PARTS, 58.1034 JAMEC PEM 3/8X20M AIR HOSE REEL INC FRIEGHT, MPBT3D-39IN TOOL TROLLEY 3 DRAWER 39", K2080 DEEP IMPACT SKT SET 8 PCE 3/4"METRIC, K2081 DEEP IMPACT SKT SET 8 PCE 3/4"AF, , 1023T Creeper w/head rest and Freight	1	3,785.83	
Toll Transport Pty Ltd					
EFT11138	09/09/2019	Freight for period 05/08/2019 - 07/08/2019	1		515.25
INV 0905	15/08/2019	Con note:2401001337295 - Westrac 05/08/2019, Con note:8769210454270 - Westrac 05/08/2019, Con note:1561540000122 - Kanga Loader 07/08/2019	1	515.25	
Tropics Hardware					
EFT11139	09/09/2019	Supply Classic Cream C/Bond Sheetis and Fixings	1		1,462.12
INV 453779	15/08/2019	Supply Classic Cream C/Bond Sheetis and Fixings	1	1,462.12	
Westrac Pty Ltd					
EFT11140	09/09/2019	6Y0-309 ripper boot x 25	1		2,776.68
INV PI3735282	16/08/2019	6Y0-309 ripper boot	1	2,776.68	
Wa Treasury Corporation					
EFT11141	09/09/2019	Scheduled repayment of WATC debenture #28	1		33,533.60
INV LOAN #28	31/08/2019	Principial repayment of Loan #28, Interest repayment of Loan #28	1	33,533.60	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11142	09/09/2019	XPOS Phone Card Sales on 3rd and 4th September	1		57.60
INV 09/09/2019	09/09/2019	XPOS Phone Card Sales on 3rd and 4th September 3640 and 3641	1	57.60	

Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Australia Post					
EFT11143	12/09/2019	Australia Post outgoing mail and agency supplies for 01/08/2019 - 31/08/2019	1		799.02
INV	03/09/2019	Australia Post outgoing mail and agency supplies for 01/08/2019 - 31/08/2019, Australia Post outgoing mail and agency supplies for 01/08/2019 - 31/08/2019	1	799.02	
Carnarvon Menswear					
EFT11144	12/09/2019	BS6177XT shirt	1		1,234.40
INV 3719	04/09/2019	BS6177XT shirt, BPC6021T Long pants - no logo, K17005 boardshort style work pants, Name and Logo	1	782.00	
INV 3757	06/09/2019	2 x XL S770ML Mens Classic Fit one White and one Platinum with Logo, 2 x XL S770MS Mens Classic Fit one Cyan and one Platinum with Logo, 2 x XL P9900 Mens Modern Fit one Navy/Midblue and one Grey/Charcoal with Logo, 5 x 5XL P9900 Mens Modern Fit four Cherry/Maroon and one Black with Logo	1	452.40	
Carnarvon Auto Electrics					
EFT11145	12/09/2019	GME XRS CONNECT UHF Radio	1		572.00
INV 39032531	19/08/2019	GME XRS CONNECT UHF Radio	1	572.00	
Carnarvon Auto Servicing & Towing					
EFT11146	12/09/2019	17.5-25 Advance grader tyre and fitting	1		2,142.00
INV T0017348	03/09/2019	17.5-25 Advance grader tyre and fitting	1	2,142.00	
CS Legal					
EFT11147	12/09/2019	Letter of demand - Lighthouse Ridge Pty Ltd	1		368.70
INV 026110	04/09/2019	Letter of demand - Lighthouse Ridge Pty Ltd, General Procedural Claim - Lighthouse Ridge Pty Ltd, GPC Filing Fee - Lighthouse Ridge Pty Ltd, Service & Travel fee - Lighthouse Ridge Pty Ltd (estimate), Application for default judgement - Lighthouse Ridge Pty Ltd (estimate)	1	368.70	
Gascoyne Earthmoving					
EFT11148	12/09/2019	push up 12000m3 gravel/pit rehab at Mongers pit	1		24,400.20
INV 001	18/08/2019	push up 12000m3 gravel/pit rehab at Mongers pit	1	24,400.20	
Geraldton Fuel Company T/as Refuel Australia					
EFT11149	12/09/2019	budgeted fuel and oil purchases for 19/20	1		13,091.47
INV 01308246	05/09/2019	budgeted fuel and oil purchases for 19/20 - 1600 litres into P58, budgeted fuel and oil purchases for 19/20 - 2912 litres into P78, budgeted fuel and oil purchases for 19/20 - 4493 litres into tank depot	1	13,091.47	
Gascoyne Plumbing Solutions (wa) Pty Ltd					
EFT11150	12/09/2019	Plumbing Repairs and Clean out of septic system	1		1,889.00
INV 00002077	03/09/2019	Plumbing Repairs and Clean out of septic system	1	1,889.00	
Ian Fitzgerald					
EFT11151	12/09/2019	Reimburse for expenses occurred for WALGA Zone Conference and picking up CEO vehicle	1		559.55
INV	09/09/2019	Accommodation and meal expenses in Perth to collect new vehicle, Taxi fare to collect new vehicle, Fuel costs in driving CEO back to Gascoyne Junction, Meal expenses incurred in attending WALGA Zone Conference	1	559.55	
Sunny Sign Company Pty Ltd					

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Sunny Sign Company Pty Ltd					
EFT11152	12/09/2019	Street name/directional bull image signage 300x1800x3mm	1		2,679.60
INV 415072	31/07/2019	Supply 4 x School Zone 40km MR-RS-8 9School Zone times 7:30 - 9am and 2:00 - 3:30 pm), Supply 4 x End of School Zone signs, Supply 1 Box of 100 M10 x 65 Setup	1	1,293.60	
INV 417800	06/09/2019	80mm Galv banner poles and banners	1	1,386.00	
Toll Transport Pty Ltd					
EFT11153	12/09/2019	35% Standing Order for Works Freight	1		196.31
INV	19/08/2019	35% Standing Order for Works Freight - 1561540000125 KANGA Loader, 40% Standing Order for Parts Freight - 8958165222 Truckline, 40% Standing Order for Parts Freight - 8958165239 Truckline, 40% Standing Order for Parts Freight - 8771150003891 Westrac, 40% Standing Order for Parts Freight - 8769210457410 Westrac	1	196.31	
Veronica's Cake					
EFT11154	12/09/2019	Cake for council meeting	1		50.00
INV 29	21/08/2019	Cake for council meeting	1	50.00	
Weathersafe WA					
EFT11155	12/09/2019	Wire Edged Shade Sail as Quoted, As Per Drawings and in Bundena	1		2,243.00
INV G13971	10/09/2019	Wire Edged Shade Sail as Quoted, As Per Drawings and in Bundena Colour	1	2,243.00	
Department of Primary Industries and Regional Development					
EFT11156	16/09/2019	Bidgemia and Lyons River Stations	1		167.00
INV 7190789	22/08/2019	Mooloo Downs Station, Pingandy Station	1	167.00	
Geraldton Fuel Company T/as Refuel Australia					
EFT11157	16/09/2019	budgeted fuel and oil purchases for 19/20	1		820.00
INV 01309716	02/09/2019	budgeted fuel and oil purchases for 19/20 - 1600-01-0020 Refuel Grease LX2 20KG 4x \$205.00	1	820.00	
Junction Contracting Services					
EFT11158	16/09/2019	Water Cart Hire- C'von Mullewa new seal	1		67,097.25
INV 00001539	05/09/2019	water cart hire- road maintenance 45E	1	8,835.75	
INV 00001537	05/09/2019	water cart hire- road maintenance 45E	1	7,441.50	
INV 00001536	05/09/2019	Water Cart Hire- C'von Mullewa new seal	1	50,820.00	
Horizon Power					
EFT11159	16/09/2019	Standing Purchase Order for 2018/2019 - Street Lighting for Month of August 2019	1		266.94
INV	02/09/2019	Standing Purchase Order for 2018/2019 - Street Lighting for Month of August 2019	1	266.94	
Telstra Corporation Ltd					
EFT11160	16/09/2019	Satellite Phone Charges for Month of August/September	1		486.49

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Telstra Corporation Ltd				
INV 28/08/2019	28/08/2019	Satellite Phone Charges for 0147144097 - Frank Drayton for Month of August/September, Satellite Phone Charges for 0147150811 - John McCleary for Month of August/September, Satellite Phone Charges for 0147151936 - Dameon Whitby for Month of August/September, Satellite Phone Charges for 0147165864 - Thomas Fletcher for Month of August/September, Satellite Phone Charges for 0147165864 - for Month of August/September, Satellite Phone Charges for 0147165864 - Leeson for Month of August/September	1	486.49
Greenfield Technical Services				
EFT11162	17/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	69,539.80
INV 1198	31/08/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	21,549.00
INV 1199	31/08/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	17,880.50
INV 1191	02/09/2019	WANDRRA AGN781 Superintendent & Supervision Services	1	30,110.30
Greenfield Technical Services				
EFT11163	17/09/2019	WANDRRA AGN 821 - Supertendent & Supervision Services per RFQ 05 2018.19	1	16,821.75
INV 1204	31/08/2019	WANDRRA AGN 821 - Supertendent & Supervision Services per RFQ 05 2018.19	1	15,812.50
INV 1192	04/09/2019	WANDRRA AGN 821 - Supertendent & Supervision Services per RFQ 05 2018.19	1	1,009.25
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)				
EFT11164	16/09/2019	XPOS Phone Card Sales on 9th and 11th September	1	96.00
INV 11/09/2019	11/09/2019	XPOS Phone Card Sales on 9th and 11th September - 16410, 16411 and 16415.	1	96.00
Quadrio Earthmoving Pty Ltd				
EFT11165	18/09/2019	WANDRRA #2 (AGN 781) works per tender RFT 03/2018 - Additional Costs per council decision 07082019	1	227,975.00
INV 00010871	17/09/2019	WANDRRA #2 (AGN 781) works per tender RFT 03/2018 - Additional Costs per council decision 07082019, WANDRRA #2 (AGN 781) works per tender RFT 03/2018 - Additional Costs per council decision 07082019	1	227,975.00
Woolworths Limited				
EFT11166	18/09/2019	Stocking up Supplies for Admin building	1	314.81
INV 38552308	08/09/2019	Stocking up Supplies for Admin building GST, Stocking up Supplies for CRC building GST, Stocking up Supplies for Admin building GST FREE	1	314.81
Department of Transport (AGENT CHARGES)				
EFT11167	18/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC	1	149.50
INV 16433	16/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on the 16/09/2019	1	149.50
Total Forklift Services				
EFT11168	20/09/2019	Supply 1 x Double pulley as per Email	1	114.68
INV 00029031	27/08/2019	Supply 1 x Double pulley as per Email	1	114.68
ABCO PRODUCTS PTY LTD				
EFT11169	20/09/2019	Cleaning Products	1	291.07

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ABCO PRODUCTS PTY LTD					
INV 443771	27/08/2019	Cleaning Products, , Cleaning Products, , Cleaning Products, , Cleaning Products,	1	291.07	
Bennalong Wa Pty Ltd					
EFT11170	20/09/2019	Standing Po Freight for Period September 2019	1		8,802.29
INV 6885	12/09/2019	Standing Po Freight for Period September 2019,	1	8,802.29	
Boc Limited					
EFT11171	20/09/2019	Oxygen Medical C Size refill	1		19.59
INV	11/09/2019	Oxygen Medical C Size refill	1	19.59	
Carnarvon Timber & Hardware					
EFT11172	20/09/2019	Brandon 7pc Steel Setting	1		788.00
INV 10620078	10/09/2019	Brandon 7pc Steel Setting, Yarra 4 Burner BBQ with Side Burner	1	698.00	
INV 10620135	10/09/2019	Key Cutting - Pavilion #93, Key Cutting - CRC KEY#076	1	90.00	
Carnarvon Auto Servicing & Towing					
EFT11173	20/09/2019	17.5-25 Advance tyre	1		3,564.75
INV 00017412	10/09/2019	new rim 8.50x17.5	1	360.00	
INV T0017380	11/09/2019	255/70R22.5 Sailun tyre anf fitment	1	760.00	
INV T0017425	11/09/2019	17.5-25 Advance tyre	1	2,142.00	
INV T0017450	13/09/2019	7.50R16 tyre	1	302.75	
Child Support Agency					
EFT11174	20/09/2019	Payroll deductions	1		362.83
INV	18/09/2019	Payroll Deduction for Nathaniel John Rogers 18/09/2019		362.83	
Department of Primary Industries and Regional Development					
EFT11175	20/09/2019	Bidgemia and Lyons River Stations	1		83.50
INV 7190978	27/08/2019	Minnie Creek Station	1	83.50	
Gascoyne Office Equipment					
EFT11176	20/09/2019	Executive Chair for CEO	1		280.00
INV 10367	30/05/2019	Executive Chair for CEO	1	280.00	
Hesperian Press					
EFT11177	20/09/2019	Along the Ashburton	1		504.00
INV 23029	24/05/2019	Along the Ashburton, Winning the Gascoyne	1	504.00	
Bluffbay Pty Ltd Atf Paul Kelly Family Trust					
EFT11178	20/09/2019	Payment Two 50% Balance - Catering for 150 people for OAM function on 20/09/2019	1		2,475.00
INV 005-2019	20/09/2019	Payment Two 50% Balance - Catering for 150 people for OAM function on 20/09/2019	1	2,475.00	
Toll Transport Pty Ltd					

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Toll Transport Pty Ltd					
EFT11179	20/09/2019	35% Standing Order for Works Freight	1		372.97
INV	25/08/2019	40% Standing Order for Parts Freight - 8976261388 GTN AG, 40% Standing Order for Parts Freight - 8769210458178 Westrac, 40% Standing Order for Parts Freight - 8958198992 AFGRI	1	372.97	
Tropics Hardware					
EFT11180	20/09/2019	Supply Hammer and Tech Bits as per Email	1		85.70
INV 455157	27/08/2019	Supply Hammer and Tech Bits as per Email	1	85.70	
Westrac Pty Ltd					
EFT11181	20/09/2019	148-8361 90 degree elbow assembly incl O' rings	1		379.73
INV PI3769169	28/08/2019	368-7503 SPRING (SUSP AIR BAG) \$560.40, H67234002 AIR SPRING PRIMAAX (SUSP AIRBAG) \$379.73,	1	379.73	
Activ8me					
EFT11182	20/09/2019	Standing PO for Shire Office Internet	1		129.95
INV 1685148	08/09/2019	Standing PO for CEO Office Internet	1	129.95	
Department of Transport (AGENT CHARGES)					
EFT11183	20/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC on the 18/09/2019	1		68.15
INV 16455	18/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on the 18/09/2019	1	68.15	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11184	23/09/2019	XPOS Phone Card Sales on 18/09/2019	1		38.40
INV 16453	18/09/2019	XPOS Phone Card Sales on 18/09/2019	1	38.40	
Pivotal Satellite Pty Ltd					
EFT11185	26/09/2019	Satelite phone for Works Supervisor for period of August 2019	1		17.97
INV 2701649	15/09/2019	Satelite phone for Works Supervisor for period of August 2019	1	17.97	
Telstra Corporation Ltd					
EFT11186	26/09/2019	0899430509 - Office Phone cherges for August 2019	1		748.54
INV P 860 044	09/09/2019	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	748.54	
Water Corporation					
EFT11187	26/09/2019	Water Usage & Service Charge - Lot 21 Gregory St - Customer	1		4,977.79

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Water Corporation					
INV 10/09/2019	10/09/2019	Water Usage & Service Charge - Lot 21 Gregory St - Customer Service Officer: Cherie, Water Usage & Service Charge - Lot 40 Gregory St - Town Maint: Nat, Water Usage & Service Charge - Lot 17 Gregory St - CEO: John, Water Usage & Service Charge - Lot 19 Gregory St - Works Supervisor: Jarrod, Water Usage & Service Charge - Lot 56 Gregory St - Vacant Land: Jim Caunt, Water Usage & Service Charge - Lot 23 Gregory St - Finance Manager: Peter, Water Usage & Service Charge - Sports Ground, Water Usage & Service Charge - Lot 48 Hatch Street - Road Crew: Ian, Water Usage & Service Charge - Lot 48 Hatch Street - Road Crew: Frank, Water Usage & Service Charge - Lot 49 Hatch Street - Road Crew: Dameon, Water Usage & Service Charge - Lot 48 Hatch Street - Road Crew: Ian and Frank, Water Usage & Service Charge - Lot 52 Hatch Street - Finance Officer: Amanda, Water Usage & Service Charge - Roadhouse (90%), Water Usage & Service Charge - Lot 500 Scott Street (10%), Water Usage & Service Charge - Lot 6 Scott Street - Town Crew: Mick Cragan, Water Usage & Service Charge - Depot, Water Usage & Service Charge - Depot (50%), Water Usage & Service Charge - Office (25%), Water Usage & Service Charge - CRC (25%), Water Usage & Service Charge - Lot 39 Gregory Street - Road Crew: Leeson, Water Usage & Service Charge - Lot 45 Gregory Street - Town Foreman: Dave	1	4,977.79	
Westnet					
EFT11188	26/09/2019	Hosting Email Protection Recurring for the period 31/08/2019 - 31/08/2020	1	119.00	
INV 113969706	16/09/2019	Hosting Email Protection Recurring for the period 31/08/2019 - 31/08/2020	1	119.00	
Gregory James Watters					
EFT11189	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1	1,650.25	
INV COUNCIL	23/09/2019	Councillor Meeting Fee for September, Travel Allowance for Council Meeting for September, IT Allowance for Council Meeting for September	1	1,650.25	
Dust Up Projects					
EFT11190	27/09/2019	Standing Purchase Order for Freight Period 31/08/2019 - 15/09/2019	1	1,440.85	
INV 1135	19/09/2019	35% Share of Standing Purchase Order for Works Freight, 40% Share of Standing Purchase Order for Parts and Repairs Freight, 10% Share of Standing Purchase Order for CRC Freight, 15% Share of Standing Purchase Order for Admin Freight, 15% Share of Standing Purchase Order for Admin Freight	1	1,440.85	
Gascoyne Junction Remote Community School					
EFT11191	27/09/2019	BOM weather readings for the Gascoyne Remote Community School	1	155.46	
INV 25/2019	16/09/2019	BOM weather readings for the Gascoyne Remote Community School for June and July 2019	1	155.46	
Leanne Alys Mckeough					
EFT11192	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1	1,064.17	
INV COUNCIL	23/09/2019	Councillor Meeting Fee for September, Travel Allowance for Council Meeting for September, IT Allowance for September	1	1,064.17	
St John Ambulance Australia - Belmont Branch					
EFT11193	27/09/2019	Stretcher Scoop 265 Econ Ferno #65 EXL c/w 3 Restraints	1	899.00	
INV	20/09/2019	Stretcher Scoop 265 Econ Ferno #65 EXL c/w 3 Restraints	1	899.00	
Ray Trigwell					

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Ray Trigwell					
EFT11194	27/09/2019	Contract dogging for 2019/20.	1		21,161.25
INV 99	30/08/2019	Contract dogging for 2019/20. 31st July to 16th August 15 days	1	7,053.75	
INV 01	23/09/2019	Contract dogging for 2019/20. August 17th to September 2nd 15 days	1	7,053.75	
INV 02	23/09/2019	Contract dogging for 2019/20. 8th September to 16th September 15 days	1	7,053.75	
Scoop Design					
EFT11195	27/09/2019	DL Envelope PLAIN - 1000.00	1		1,936.22
INV INV-1793	06/08/2019	DL Envelope PLAIN - 1000.00, DL Envelope WINDOW FACED - 1000.00, C4 Envelope PLAIN - 1000.00, C4 Envelope WINDOW FACED - 1000.00, Generic Business Card x 1000.00, Artwork	1	1,936.22	
Toyworld					
EFT11196	27/09/2019	Purchase of outdoor sporting equipment for hire through CRC Totem tennis, large board game, bocce	1		299.90
INV	18/09/2019	Purchase of outdoor sporting equipment for hire through CRC, Totem tennis, large board game, bocce	1	299.90	
Barry Evans Furniture & Floor Coverings					
EFT11197	27/09/2019	Valentino Round Lamp Table	1		638.00
INV 00030073	19/09/2019	Valentino Round Lamp Table	1	638.00	
Carnarvon Menswear					
EFT11198	27/09/2019	1 x Pair of safety Boots	1		209.00
INV 4016	19/09/2019	1 x Pair of safety Boots	1	209.00	
Blanche Maree Walker					
EFT11199	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1		1,064.17
INV COUNCIL	23/09/2019	Councillor Meeting Fee for September 2019, IT Allowance for Council Meeting for September 2019,	1	1,064.17	
Bunnings Group Limited					
EFT11200	27/09/2019	Lytworx 500 Fairy Lights	1		905.85
INV	09/09/2019	Lytworx 500 Fairy Lights, Lytworx 40 Micro Fairy Lights, Hessian	1	905.85	
Carnarvon Timber & Hardware					
EFT11201	27/09/2019	1 x Toilet seat	1		724.81
INV 10620358	11/09/2019	1 x Toilet seat, 1 x Pallet of Rapid set	1	619.81	
INV 10621187	18/09/2019	6 x Gas Flexi Pig Hose	1	105.00	
Jw & Jp Caunt					
EFT11202	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1		1,561.02
INV COUNCIL	23/09/2019	Councillor Meeting Fee for September, Travel Allowance for Council Meeting for September 2019, , IT Allowance for Council Meeting for September, Deputy President Allowance for September	1	1,561.02	
Cockburn Cement Limited					
EFT11203	27/09/2019	GP Cement (1.5T bulka bags)	1		21,961.51
INV 93207597	29/08/2019	GP Cement (1.5T bulka bags)	1	6,987.75	

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Cockburn Cement Limited					
INV 93207598	30/08/2019	GP Cement (1.5T bulka bags)	1	7,486.88	
INV 93212437	02/09/2019	GP Cement (1.5T bulka bags)	1	7,486.88	
Geraldton Fuel Company T/as Refuel Australia					
EFT11204	27/09/2019	budgeted fuel and oil purchases for 19/20	1		17,987.75
INV 01310545	02/09/2019	Supply 6 x 200lt Drums of AV Gas as quoted \$2.55/ lt	1	3,075.60	
INV 01313258	12/09/2019	budgeted fuel and oil purchases for 19/20 - Depot tanks 9,685.76 ltr	1	14,112.15	
INV 01316331	19/09/2019	budgeted fuel and oil purchases for 19/20 - 200L Refuel Diesel Ultra Oil 15W-40	1	800.00	
2082 Albany Highway Pty Ltd T/A - Gascoyne Junction Pub & Toruist Park					
EFT11205	27/09/2019	SHIRE TO PAY - 2 Bedroom Cabin 20/09/2019 - Dawn Gilchrist	1		1,856.20
INV 1392019	03/09/2019	Farewell function for CEO	1	600.00	
INV 392019	03/09/2019	15 x Morning Tea for August 28th Meeting, 11 x Lunches for August 28th Meeting	1	434.00	
INV 03092019	03/09/2019	SHIRE TO PAY - 2 Bedroom Cabin 20/09/2019 - Dawn Gilchrist, SHIRE TO PAY - 1 Bedroom Cabin 20/09/2019 - Dudley & Sue Maslen, SHIRE TO PAY - Ensuite Caravan Park 19th and 20th September - Don Hammarquist, SHIRE OT PAY - 2 Bedroom Cabin 20/09/2019 - Sherryl Jacknamarra, Discount 10%	1	682.20	
INV 6291	03/09/2019	One night accommodation for Greg Watters check in 28th check out 29th August 2019 Chalet with Ensuite.	1	140.00	
Grants Empire					
EFT11206	27/09/2019	Complete ACE Plan and Mile Stone Report	1		396.00
INV 00001823	18/09/2019	Complete ACE Plan and Mile Stone Report	1	396.00	
Donald Raymond Hammarquist					
EFT11207	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1		5,615.16
INV COUNCIL	23/09/2019	Councillor Meeting Fee for Month September, , Travel Allowance for Council Meeting for September, , IT Allowance for Council Meeting for September, , President Allowance for September, , Travel Allowance for WALGA Meeting in Sharkbay	1	5,615.16	
Autopro					
EFT11208	27/09/2019	Steering wheel cover, dash mat, sunshades, air freshers for new vehicle.	1		215.67
INV 2008141	30/08/2019	dash mat	1	64.99	
INV 2008393	04/09/2019	Steering wheel cover, dash mat, sunshades, air freshers for new vehicle.	1	150.68	
IT Vision					
EFT11209	27/09/2019	QUOTE:6303 - SynergySoft Automation Toolset - emailing from report manager and implementation of payslip configuration (performed remotely)	1		2,624.79
INV 32203	16/09/2019	QUOTE:6303 - SynergySoft Automation Toolset - emailing from report manager and implementation of payslip configuration (performed remotely),	1	2,624.79	
Junction Contracting Services					
EFT11210	27/09/2019	Water Cart Hire- C"von Mullewa new seal - Labour Hire Side Tipper 26/08/2019	1		654.50

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Junction Contracting Services					
INV 00001538	05/09/2019	Water Cart Hire- C'von Mullewa new seal - Labour Hire Side Tipper 26/08/2019	1	654.50	
Kb & Dm Kempton					
EFT11211	27/09/2019	Supply 6 Tonne of 100g Donkey Meat for Aerial Baiting at \$6.00 / Kg + Gst	1		39,600.00
INV 101232	16/09/2019	Supply 6 Tonne of 100g Donkey Meat for Aerial Baiting at \$6.00 / Kg + Gst, Approximately 20 - 25kg Box's, Stacked in the Freezer Located at the Shire Yard	1	39,600.00	
MAJOR MOTORS PTY LTD					
EFT11212	27/09/2019	8982824031 sensor; speed	1		1,308.94
INV 813202	16/09/2019	LED lamp (bull bar) PN. 5867622970 \$178.12, LMP ASM; FOG PN. 8982320591 \$263.82	1	441.94	
INV 815222	19/09/2019	8982824031 sensor; speed	1	867.00	
Hasmish Mctaggart					
EFT11213	27/09/2019	Councillor Meeting Fee & Allowances for September 2019	1		1,083.97
INV COUNCIL	23/09/2019	Councillor Meeting Fee for September, IT Allowance for Month, IT Allowance for September	1	1,083.97	
Officeworks					
EFT11214	27/09/2019	Rexel Stack & Shred Auto Feed Cross Cut Shredder 50X ACSTAP50	1		414.47
INV 44689670	17/09/2019	Sharpie Ultra Fine Marker Black 12 Pack, SHS37001BK	1	21.00	
INV 44681759	18/09/2019	Rexel Stack & Shred Auto Feed Cross Cut Shredder 50X, ACSTAP50, Sharpie Fine Permanent Markers Black 12 Pack, SA30001, VARTA High Energy AAA Alkaline Batteries 20 Pack, VA49034116, Venus Cable Ties 295 x 3.6mm 500 Pack, VEFE332952, HPM 4 Outlet Powerboard Twin Pack, HP4OPBTWN, HPM Heavy Duty Extension Lead 10 metres, HPR2810, HPM Heavy Duty Extension Lead 5 metres, HPR2805, BIC Round Stic Comfort Grip Ballpoint Pens Blue 10 Pack, BI20136BE, BIC Cristal Xtra Smooth Ballpoint Pens Blue 10 Pack, BI959375BE	1	393.47	
Perfect Computer Solutions Pty Ltd					
EFT11215	27/09/2019	2019/20 IT Consulting Services	1		170.00
INV 24958	18/09/2019	2019/20 IT Consulting Services - 10/09/2019 Upgrade Synergy upgrade to .291. Backup of old data etc. Update play account.	1	170.00	
R & L Couriers					
EFT11216	27/09/2019	Standard PO for Freight for August 2019	1		127.05
INV 00009197	31/08/2019	Admin Freight - 1 box, 1 bundle from bunnings, Geraldton, Admin Freight - 49490 1 pallet, 1 carton from Bunnings, Geraldton plus fuel levy on freight \$10.50	1	127.05	
Roger Davies Contracting					
EFT11217	27/09/2019	Supply Double Road Train Side Tipper and Operator @\$165.00 / Hr + GST	1		34,122.00
INV 0135	02/09/2019	Supply Double Road Train Side Tipper and Operator @\$165.00 / Hr + GST, As Required for 20 days for swing from 12/08/2019 - 04/09/2019	1	34,122.00	
Signarama Joondalup					
EFT11218	27/09/2019	Full artwork advertisement concept for CEO Vehicle	1		165.00
INV SAR 4895	02/09/2019	Full artwork advertisement concept for CEO Vehicle	1	165.00	
Talis Consultants					

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Time: 4:12:20PM

SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Talis Consultants					
EFT11219	27/09/2019	Project management of Ullawarra Remedial works stage #2	1		32,986.59
INV 19172	31/08/2019	To prepare and consolidate a business case for the Carnarvon to Meekatharra Bitument Road	1	4,571.88	
INV 19222	31/08/2019	Project management of Ullawarra Remedial works stage #2	1	28,414.71	
Toll Transport Pty Ltd					
EFT11220	27/09/2019	35% Standing Order for Works Freight	1		1,405.95
INV	01/09/2019	35% Standing Order for Works Freight - 7374900006532 ABCO, 40% Standing Order for Parts Freight, 40% Standing Order for Parts Freight - 2401001380120 Friendly TRA, 40% Standing Order for Parts Freight - 5749374818 Sender Wanneroo	1	1,405.95	
Tropics Hardware					
EFT11221	27/09/2019	60x3.75 plain shaft roofing nail (pk 50)	1		45.00
INV 455704	02/09/2019	60x3.75 plain shaft roofing nail (pk 50)	1	45.00	
Department of Transport (AGENT CHARGES)					
EFT11222	26/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 Cost varies based on transactions completed at CRC	1		149.50
INV 16470	24/09/2019	Standing Purchase Order for Licence Agreement A9760424 V14 , Cost varies based on transactions completed at CRC on 24/09/2019	1	149.50	
Activ8me					
EFT11238	30/09/2019	Standing PO for Shire Office Internet	1		129.95
INV 1693735	13/09/2019	Standing PO for Shire Office Internet	1	129.95	
Commonwealth Bank of Australia (XPOS-TELSTRA SALES COSTS)					
EFT11239	30/09/2019	XPOS Phone Card Sales on 26th and 27th Septmeber 2019	1		57.60
INV 3675	18/09/2019	XPOS Phone Card Sales on 26th and 27th Septmeber 2019	1	57.60	
SUPER DIRECTIONS FUND					
DD7800.1	04/09/2019	Superannuation contributions	1		238.26
INV SUPER	04/09/2019	Super. for Nathaniel John Rogers 0819620 04/09/2019	1	238.26	
Wa Super					
DD7800.2	04/09/2019	Superannuation contributions	1		6,640.84
INV	04/09/2019	Payroll Deduction for Leeson Richard Dorey 04/09/2019, Payroll Deduction for Jarrod Lachlan Walker 04/09/2019, Payroll Deduction for Dameon Dwayne Whitby 04/09/2019, Payroll Deduction for Ian Douglas Golding 04/09/2019	1	805.23	
INV	04/09/2019	Payroll Deduction for Thomas George Fletcher 04/09/2019	1	300.00	
INV	04/09/2019	Payroll Deduction for Peter John Hutchinson 04/09/2019	1	287.74	

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Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Wa Super					
INV SUPER	04/09/2019	Super. for Robyn May Perry 248627 04/09/2019, Super. for Leeson Richard Dorey 021481 04/09/2019, Super. for Leeson Richard Dorey 021481 04/09/2019, Super. for Thomas George Fletcher 025999 04/09/2019, Super. for Thomas George Fletcher 025999 04/09/2019, Super. for Jarrod Lachlan Walker 263069 04/09/2019, Super. for Jarrod Lachlan Walker 263069 04/09/2019, Super. for John Leslie McCleary 239825 04/09/2019, Super. for Dameon Dwayne Whitby 221749 04/09/2019, Super. for Dameon Dwayne Whitby 221749 04/09/2019, Super. for Peter John Hutchinson 258982 04/09/2019, Super. for Peter John Hutchinson 258982 04/09/2019, Super. for Francis Xavier Drayton 10027178 04/09/2019, Super. for Ian Basil Fitzgerald 003752 04/09/2019, Super. for Ian Basil Fitzgerald 003752 04/09/2019	1	5,247.87	
BT Business Super					
DD7800.3	04/09/2019	Superannuation contributions	1		712.30
INV	04/09/2019	Payroll Deduction for David John Higgs 04/09/2019	1	182.64	
INV SUPER	04/09/2019	Super. for David John Higgs 6000012284127 04/09/2019, Super. for David John Higgs 6000012284127 04/09/2019	1	529.66	
CBH Sunsuper					
DD7800.4	04/09/2019	Superannuation contributions	1		390.39
INV	04/09/2019	Payroll Deduction for Cherie Walker 04/09/2019	1	134.62	
INV SUPER	04/09/2019	Super. for Cherie Walker 902432443 04/09/2019	1	255.77	
My North Super					
DD7800.5	04/09/2019	Superannuation contributions	1		334.65
INV SUPER	04/09/2019	Super. for Amanda Jane Leighton 14679526 04/09/2019	1	334.65	
SUNSUPER					
DD7800.6	04/09/2019	Superannuation contributions	1		134.62
INV SUPER	04/09/2019	Super. for Cherie Walker 902432443 04/09/2019	1	134.62	
Australian Super					
DD7800.7	04/09/2019	Superannuation contributions	1		125.25
INV SUPER	04/09/2019	Super. for Alison Watson 702403355 04/09/2019	1	125.25	
AMP Flexible Super					
DD7800.8	04/09/2019	Superannuation contributions	1		526.35
INV SUPER	04/09/2019	Super. for Ian Douglas Golding 953593995 04/09/2019, Super. for Ian Douglas Golding 953593995 04/09/2019	1	526.35	
Plum Super					
DD7800.9	04/09/2019	Superannuation contributions	1		119.70
INV SUPER	04/09/2019	Super. for Damon Earl Black 108398365 04/09/2019	1	119.70	
SUPER DIRECTIONS FUND					
DD7840.1	18/09/2019	Superannuation contributions	1		238.26
INV SUPER	18/09/2019	Super. for Nathaniel John Rogers 0819620 18/09/2019	1	238.26	
Wa Super					

Cheque /EFT No	Date	Name Invoice Description	Bank INV Code	Amount	Amount
Wa Super					
DD7840.2	18/09/2019	Superannuation contributions	1		6,634.59
INV	18/09/2019	Payroll Deduction for Leeson Richard Dorey 18/09/2019, Payroll Deduction for Jarrod Lachlan Walker 18/09/2019, Payroll Deduction for Dameon Dwayne Whitby 18/09/2019, Payroll Deduction for Ian Douglas Golding 18/09/2019	1	826.49	
INV	18/09/2019	Payroll Deduction for Thomas George Fletcher 18/09/2019	1	300.00	
INV	18/09/2019	Payroll Deduction for Peter John Hutchinson 18/09/2019	1	293.36	
INV SUPER	18/09/2019	Super. for Robyn May Perry 248627 18/09/2019, Super. for Leeson Richard Dorey 021481 18/09/2019, Super. for Leeson Richard Dorey 021481 18/09/2019, Super. for Thomas George Fletcher 025999 18/09/2019, Super. for Thomas George Fletcher 025999 18/09/2019, Super. for Jarrod Lachlan Walker 263069 18/09/2019, Super. for Jarrod Lachlan Walker 263069 18/09/2019, Super. for John Leslie McCleary 239825 18/09/2019, Super. for Dameon Dwayne Whitby 221749 18/09/2019, Super. for Dameon Dwayne Whitby 221749 18/09/2019, Super. for Peter John Hutchinson 258982 18/09/2019, Super. for Peter John Hutchinson 258982 18/09/2019, Super. for Francis Xavior Drayton 10027178 18/09/2019, Super. for Ian Basil Fitzgerald 003752 18/09/2019, Super. for Ian Basil Fitzgerald 003752 18/09/2019	1	5,214.74	
BT Business Super					
DD7840.3	18/09/2019	Superannuation contributions	1		841.97
INV	18/09/2019	Payroll Deduction for David John Higgs 18/09/2019	1	215.89	
INV SUPER	18/09/2019	Super. for David John Higgs 6000012284127 18/09/2019, Super. for David John Higgs 6000012284127 18/09/2019	1	626.08	
CBH Sunsuper					
DD7840.4	18/09/2019	Superannuation contributions	1		418.27
INV	18/09/2019	Payroll Deduction for Cherie Walker 18/09/2019	1	144.23	
INV SUPER	18/09/2019	Super. for Cherie Walker 902432443 18/09/2019	1	274.04	
My North Super					
DD7840.5	18/09/2019	Superannuation contributions	1		347.93
INV SUPER	18/09/2019	Super. for Amanda Jane Leighton 14679526 18/09/2019	1	347.93	
SUNSUPER					
DD7840.6	18/09/2019	Superannuation contributions	1		144.23
INV SUPER	18/09/2019	Super. for Cherie Walker 902432443 18/09/2019	1	144.23	
Australian Super					
DD7840.7	18/09/2019	Superannuation contributions	1		154.82
INV SUPER	18/09/2019	Super. for Alison Watson 702403355 18/09/2019	1	154.82	
AMP Flexible Super					
DD7840.8	18/09/2019	Superannuation contributions	1		526.35
INV SUPER	18/09/2019	Super. for Ian Douglas Golding 953593995 18/09/2019, Super. for Ian Douglas Golding 953593995 18/09/2019	1	526.35	
Wa Super					

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SHIRE OF UPPER GASCOYNE
List of Accounts for September 2019

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

Direct Debit / BPAY	18,528.78
EFT	837,889.27

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	856,418.05
TOTAL		856,418.05
TOTAL CREDIT NOTES		0.00
TOTAL PAYMENTS LESS CREDIT NOTES		856,418.05

APPENDIX 2

(Monthly Financial Report for September 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 30 September 2019

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2019
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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 11th October 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 30 September 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 30 September 2019 of \$5,085,281.

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	91%	1,002,603	501,298	914,138
Indigenous Access Roads Landor / Mt Augustus	0%	450,000	-	-
R2R Ullawarra Construction	0%	470,455	-	-
Flood Damage Reconstruction	12%	21,628,217	5,407,054	2,626,414
	15%	23,551,275	5,908,352	3,540,552
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	24%	23,276,153	5,954,106	5,635,604
Non-operating Grants, Subsidies and Contributions	42%	1,642,025	312,256	689,806
	25%	24,918,178	6,266,362	6,325,410
Rates Levied	113%	346,852	365,961	390,507

% - Compares current YTD actuals to the Annual Budget

Financial Position

Account	Collected / Completed %	Prior Year 30 Sep 18 \$	Current Year 30 Sep 19 \$
Adjusted Net Current Assets	488%	1,041,843	5,085,281
Cash and Equivalent - Unrestricted	283%	1,574,482	4,448,624
Cash and Equivalent - Restricted	99%	1,523,381	1,512,088
Receivables - Rates	140%	297,216	416,112
Receivables - Other	315%	280,833	884,166
Payables	40%	1,225,019	493,209

% - Compares current YTD actuals to prior year actuals

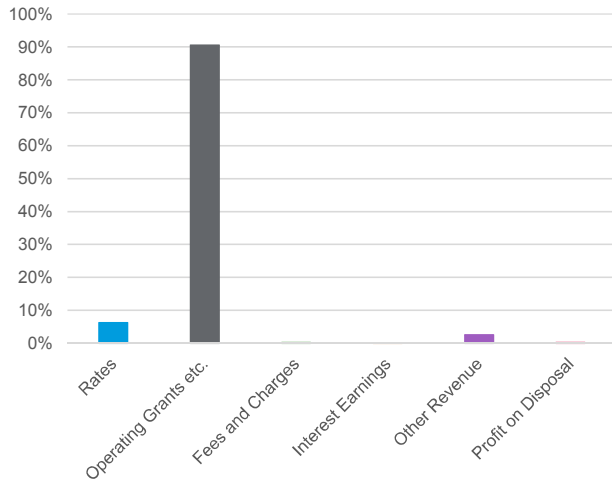
Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

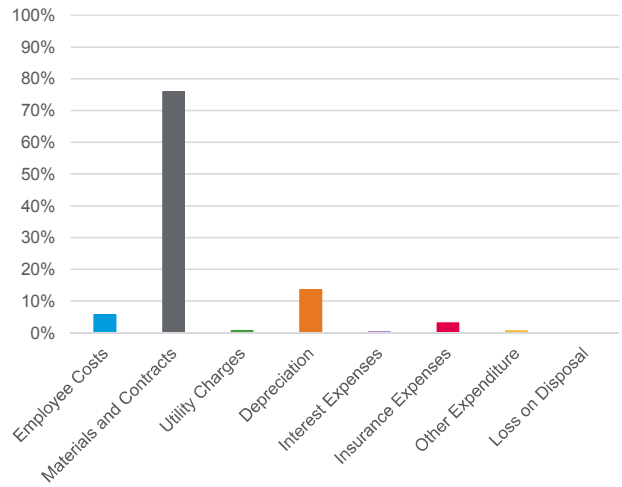
Prepared by: Glenn Boyes
Reviewed by: Travis Bate
Date prepared: 11 October 19

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2019
SUMMARY GRAPHS

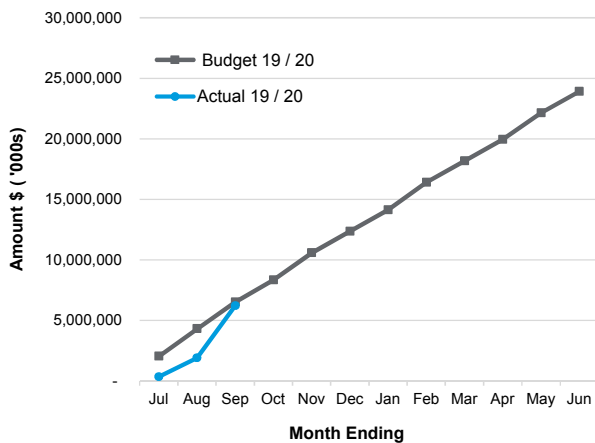
Operating Income



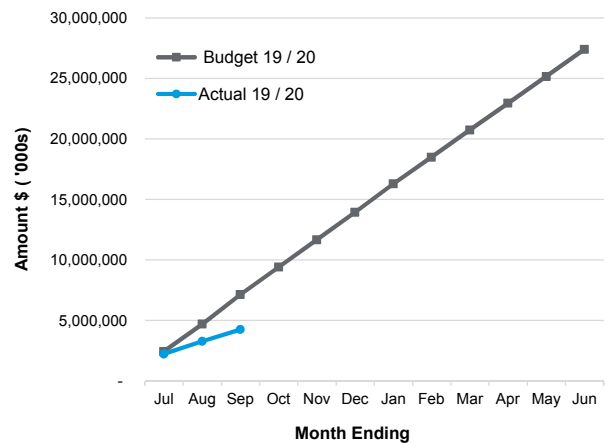
Operating Expenditure



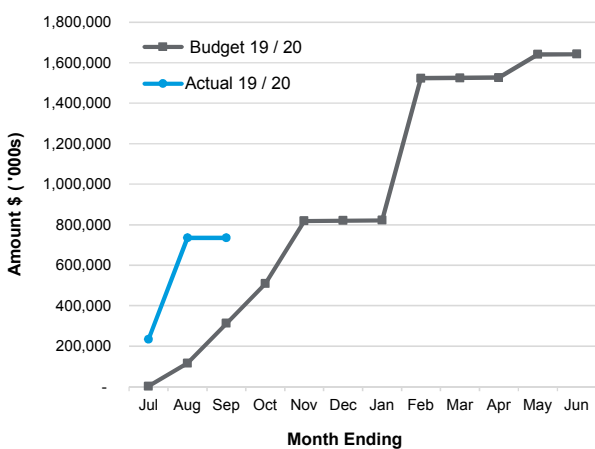
Budget Operating Revenues -v- Actual (Refer Note 2)



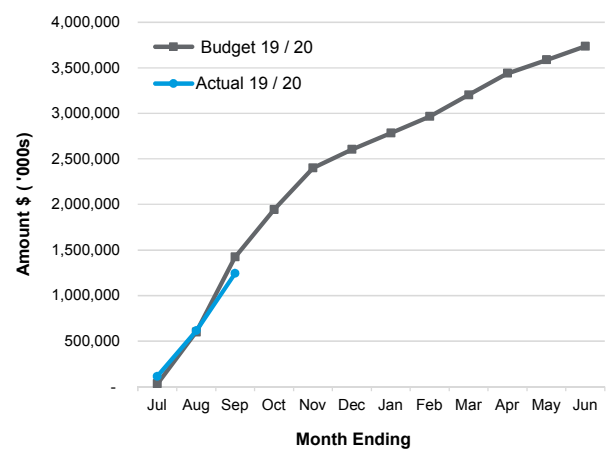
Budget Operating Expenses -v- Actual (Refer Note 2)



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 30 September 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	2,944,879			
Revenue from Operating Activities							
Rates	10	346,852	365,961	390,507	24,546	6.71%	
Operating Grants, Subsidies and Contributions	12(a)	23,276,153	5,954,106	5,635,604	(318,502)	(5.35%)	▼
Fees and Charges		31,547	17,016	13,049	(3,967)	(23.31%)	
Interest Earnings		30,304	7,434	10,179	2,745	36.93%	
Other Revenue		180,850	138,030	159,622	21,592	15.64%	
Profit on Disposal of Assets	8	46,940	23,469	12,860	(10,609)	(45.21%)	
		23,912,646	6,506,016	6,221,821			
Expenditure from Operating Activities							
Employee Costs		(1,221,296)	(277,136)	(245,020)	32,116	11.59%	▲
Materials and Contracts		(23,276,015)	(5,966,654)	(3,239,901)	2,726,753	45.70%	▲
Utility Charges		(142,543)	(35,580)	(31,456)	4,125	11.59%	
Depreciation on Non-current Assets		(2,335,130)	(584,553)	(577,815)	6,738	1.15%	
Interest Expenses		(121,359)	(44,426)	(13,888)	30,538	68.74%	▲
Insurance Expenses		(232,563)	(211,197)	(134,247)	76,950	36.44%	▲
Other Expenditure		(73,273)	(21,963)	(24,449)	(2,486)	(11.32%)	
Loss on Disposal of Assets	8	(5,000)	(5,000)	-	5,000	100.00%	
		(27,407,179)	(7,146,509)	(4,266,775)			
Excluded Non-cash Operating Activities							
Depreciation and Amortisation		2,335,130	584,553	577,815			
(Profit) / Loss on Asset Disposal		(41,940)	(18,469)	(12,860)			
Carrying Value of Land Sold		-	-	2,500			
Movement in Employee Provision and Reserve		892	-	386			
Net Amount provided from Operating Activities		(1,200,451)	(74,409)	2,522,887			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12(b)	1,642,025	312,256	689,806	377,550	120.91%	▲
Proceeds from Disposal of Assets	8	175,000	45,455	45,455	-	0.00%	
Land and Buildings	9(a)	(180,000)	(82,500)	(27,513)	54,987	66.65%	▲
Plant and Equipment	9(b)	(736,000)	(736,000)	(281,428)	454,572	61.76%	▲
Furniture and Equipment		-	-	-	-		
Infrastructure Assets - Roads	9(c)	(2,143,058)	(556,285)	(934,136)	(377,851)	(67.92%)	▼
Infrastructure Assets - Other	9(d)	(677,317)	(47,493)	(1,030)	46,463	97.83%	▲
Net Amount provided from Investing Activities		(1,919,350)	(1,064,567)	(508,847)			
Financing Activities							
Proceeds from New Debentures	11	-	-	-	-		
Transfer from Reserves	7	780,000	-	170,000	170,000		▲
Repayment of Debentures	11	(73,642)	-	(36,444)	(36,444)		▲
Transfer to Reserves	7	(588,114)	-	(7,194)	(7,194)		
Net Amount provided from Financing Activities		118,244	-	126,362			
Closing Funding Surplus / (Deficit)	3	-	1,862,581	5,085,281			

* - 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 30 September 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	2,944,879			
Revenue from Operating Activities							
Governance		1,000	249	6,417	6,168	2477.00%	
General Purpose Funding - Rates	10	346,852	365,961	390,507	24,546	6.71%	
General Purpose Funding - Other		1,433,141	358,141	352,924	(5,217)	(1.46%)	
Law, Order and Public Safety		149,538	8,481	75,312	66,831	788.01%	▲
Health		1,000	249	-	(249)	(100.00%)	
Education and Welfare		119,800	33,765	10,646	(23,119)	(68.47%)	
Housing		-	-	-	-		
Community Amenities		4,400	4,400	4,400	-	0.00%	
Recreation and Culture		15,500	3,873	-	(3,873)	(100.00%)	
Transport		21,749,715	5,705,661	5,342,875	(362,786)	(6.36%)	▼
Economic Services		26,700	6,666	26,086	19,420	291.33%	
Other Property and Services		65,000	18,570	12,654	(5,916)	(31.86%)	
		23,912,646	6,506,016	6,221,821			
Expenditure from Operating Activities							
Governance		(539,251)	(230,680)	(142,124)	88,556	38.39%	▲
General Purpose Funding		(231,208)	(69,645)	(39,219)	30,426	43.69%	▲
Law, Order and Public Safety		(396,596)	(88,895)	(136,739)	(47,844)	(53.82%)	▼
Health		(26,753)	(6,672)	(3,936)	2,736	41.01%	
Education and Welfare		(255,822)	(66,240)	(61,075)	5,165	7.80%	
Housing		(396,765)	(113,978)	(89,529)	24,449	21.45%	
Community Amenities		(134,602)	(33,983)	(24,040)	9,943	29.26%	
Recreation and Culture		(253,443)	(68,093)	(63,529)	4,564	6.70%	
Transport		(24,762,858)	(6,381,247)	(3,595,064)	2,786,183	43.66%	▲
Economic Services		(363,038)	(90,741)	(84,671)	6,070	6.69%	
Other Property and Services		(46,843)	3,665	(26,847)	(30,512)	832.54%	▲
		(27,407,179)	(7,146,509)	(4,266,775)			
Excluded Non-cash Operating Activities							
Depreciation and Amortisation		2,335,130	584,553	577,815			
(Profit) / Loss on Asset Disposal	8	(41,940)	(18,469)	(12,860)			
Carrying Value of Land Sold		-	-	2,500			
Movement in Non-current Leave Provisions		892	-	386			
Net Amount provided from Operating Activities		(1,200,451)	(74,409)	2,522,887			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12(b)	1,642,025	312,256	689,806	377,550	120.91%	▲
Proceeds from Disposal of Assets	8	175,000	45,455	45,455	-	0.00%	
Land and Buildings	9(a)	(180,000)	(82,500)	(27,513)	54,987	66.65%	▲
Plant and Equipment	9(b)	(736,000)	(736,000)	(281,428)	454,572	61.76%	▲
Furniture and Equipment		-	-	-	-		
Infrastructure Assets - Roads	9(c)	(2,143,058)	(556,285)	(934,136)	(377,851)	(67.92%)	▼
Infrastructure Assets - Other	9(d)	(677,317)	(47,493)	(1,030)	46,463	97.83%	▲
Net Amount provided from Investing Activities		(1,919,350)	(1,064,567)	(508,847)			
Financing Activities							
Proceeds from New Debentures	11	-	-	-	-		
Transfer from Reserves	7	780,000	-	170,000	170,000		▲
Repayment of Debentures	11	(73,642)	-	(36,444)	(36,444)		▲
Transfer to Reserves	7	(588,114)	-	(7,194)	(7,194)		
Net Amount provided from Financing Activities		118,244	-	126,362			
Closing Funding Surplus / (Deficit)	3	-	1,862,581	5,085,281			

* - 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 30 September 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	27,513	-	27,513	(152,487)
Plant and Equipment	9(b)	736,000	-	281,428	281,428	(454,572)
Furniture and Equipment		-	-	-	-	-
Infrastructure Assets - Roads	9(c)	2,143,058	-	934,136	934,136	(1,208,922)
Infrastructure Assets - Other	9(d)	677,317	1,030	-	1,030	(676,287)
Total Capital Expenditure		3,736,375	28,543	1,215,565	1,244,107	(2,492,268)
Capital Acquisitions Funded by:						
Capital Grants and Contributions		1,642,025			689,806	
Borrowings		-			-	
Other (Disposals and C/Fwd)		225,000			12,860	
Council Contribution - From Reserves		480,000			170,000	
Council Contribution - Operations		1,389,350			371,442	
Total Capital Acquisitions Funding		3,736,375			1,244,107	

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 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 30 September 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.

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.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

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.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 30 September 2019

2. EXPLANATION OF MATERIAL VARIANCES

(a) Operating Revenues / Sources

	30 Sep 19		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
General Purpose Funding	743,431	724,102	3%	19,329	(7,065) 3,258 24,546 (1,411)	FAGS general payment less than budgeted. Timing difference - Interest of reserve account and differing maturities of deposits. Addition rates income from interim mining tenements. Minor items.
Governance	6,417	249	2477%	6,168	6,367 (199)	Insurance Reimbursements - Property claims. Minor items.
Law, Order, Public Safety	75,312	8,481	788%	66,831	67,500 (669)	Timing difference - Dogging program income billed a month earlier than budgeted. Minor items.
Health	-	249	(100%)	(249)	(249)	Minor items.
Education and Welfare	10,646	33,765	(68%)	(23,119)	(24,000) 881	CRC grant not yet received. Minor items.
Housing	-	-	0%	-	-	No housing income.
Community Amenities	4,400	4,400	0%	-	-	
Recreation and Culture	-	3,873	(100%)	(3,873)	(3,750) (123)	Oval revenue billed after report raised. Minor items.
Transport	5,342,875	5,705,661	(6%)	(362,786)	(3,265) (11,167) (346,683) 7,152 (10,609) 1,786	FAGS roads received less than budgeted. Hastings reimbursements. WANDRRA Timing differences - Note 20% advances have also been raised. Income from provide works - Shire of Ashburton grading. Profit on sale of plant and equipment under budget. Minor items.
Economic Services	26,086	6,666	291%	19,420	16,386 3,034	TP rental/outgoing provisions not raised. Minor items.
Other Property and Services	12,654	18,570	(32%)	(5,916)	(6,141) 225	Diesel fuel rebates processed after report raised. Minor items.
Revenues / Sources Total	6,221,821	6,506,016	(4%)	(284,195)		

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

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

	30 Sep 19 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD \$ Favourable / (Unfavourable)	Components of Variance \$	Explanation
General Purpose Funding	(39,219)	(69,645)	44%	30,426	3,415 8,287 15,850 3,050 (176)	Debt collection costs not yet incurred. Overdraft interest tracking under budget. Combination of timing difference with interest paid in August and accrual adjustment on WATC debenture 28. WATC guarantee fee not yet raised - Timing difference. Minor items.
Governance	(142,124)	(230,680)	38%	88,556	1,818 1,248 6,975 20,000 5,000 26,514 3,903 4,386 (5,364) (3,293) 17,825 7,865 1,679	Conferences tracking under budget. No legal costs incurred. 2nd insurance instalment received after report raised. Integrated planning - Desktop reviews still to be conducted. Timing Difference - FBT instalment raised after report cut off. Timing - Insurance invoices received after report cut off. Admin super tracking under budget - lower take up of salary sacrifice scheme. Travel/Training Medical Admin tracking under budget. Staff recruitment/relocation costs tracking above budget. Computer operating costs tracking above budget. Audit costs yet to be received. Admin allocations tracking above budget. Minor items.
Law, Order, Public Safety	(136,739)	(88,895)	(54%)	(47,844)	2,215 (1,192) (10,075) (38,572) (220)	ESL levy disbursements - Council property ESL invoice received after cut off. Ranger costs tracking over budget should run off with less visits in coming year. Dogging contractor costs tracking over budget - Each contractor limited to 200 days. Dogging program other costs above budget - \$36k in aerial baiting costs (meat) incurred in September but budgeted for October. Minor items.
Health	(3,936)	(6,672)	41%	2,736	2,339 1,124 (727)	EHO invoice received after EOM report raised. Community medical tracking under budget. Minor items.
Education and Welfare	(61,075)	(66,240)	8%	5,165	2,821 2,428 (2,206) 2,123	CRC wages/super tracking under budget. Insurances invoice received after EOM report raised. Community events labour tracking above budget. Minor items.
Housing	(89,529)	(113,978)	21%	24,449	15,301 7,822 1,326	Staff housing repairs and maintenance tracking under budget. Staff utilities tracking under budget - Timing issue with invoices received after cut off. Minor items.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

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

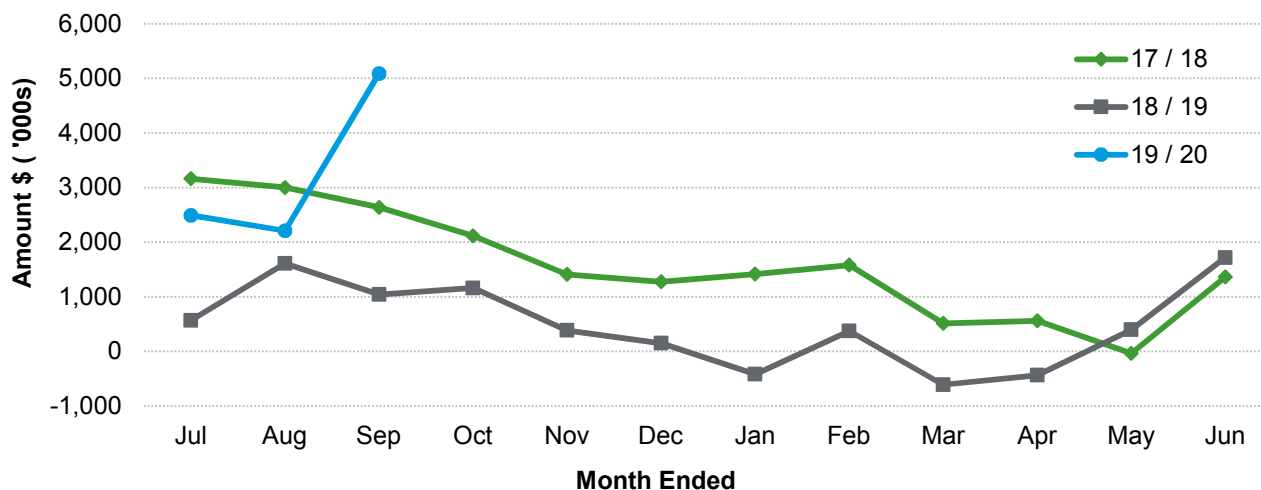
	30 Sep 19		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
					Favourable / (Unfavourable)	
Community Amenities	(24,040)	(33,983)	29%	9,943	6,615 1,248 2,080	Public Toilet costs tracking under budget - Renovations still to occur. No tree lopping costs yet incurred. Minor items.
Recreation & Culture	(63,529)	(68,093)	7%	4,564	2,415 2,251 2,109 (2,552) 340	Pavilion operating costs tracking under budget. Oval maintenance tracking under budget. Parks and gardens tracking under budget. Timing - Community donations. Minor items.
Transport	(3,595,064)	(6,381,247)	44%	2,786,183	2,780,636 13,350 (14,033) 20,000 18,415 17,188 (9,919) (45,455) 2,580 3,848 (428)	WANDRRA Timing. Country road maintenance tracking under budget. Timing - Street maintenance tracking above budget with planned works occurring early in year. Transport consulting costs yet to be incurred. Timing - Footpath costs to be incurred. Timing - Bridge insurance invoice received after report raised. Timing - Water bore costs incurred early in year - should run off. Revaluation adjustment required once asset register repaired. Workshop equipment tracking under budget. Hastings Expenses. Minor items.
Economic Services	(84,671)	(90,741)	7%	6,070	3,482 2,499 (5,950) 4,001 1,969 69	Sundry costs tourism promotion tracking under budget. Kennedy Loop trail costs to be incurred. Timing - TP insurance expense bill half yearly but recovered monthly via outgoings. TP Repairs and maintenance tracking under budget. Gascoyne/Meeka Seal Studies tracking under budget. Minor items.
Other Property and Services	(26,847)	3,665	833%	(30,512)	8,748 4,721 (12,260) 8,275 5,821 11,180 (26,806) (7,601) (42,350) (7,677) 24,518 2,920	Works supervision wages tracking under budget. Works super tracking under budget - lower salary sacrifice take up. Timing - Works leave. Budgeted to occur Dec/Jan but leave taken for races. Timing - Insurance invoice received after report cut off. Travel/Training/Works tracking under budget. Works wages/leave/allowances accrual adjustment. Allocated payroll costs tracking under budget. Depreciation / raised vs allocated differences. Allocated plant operating costs tracking under budget. Tyres tracking above budget. Parts and repairs tracking under budget. Minor items.
Expenses / Applications Total	(4,266,775)	(7,146,509)	40%	2,879,734		

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

3. NET CURRENT FUNDING POSITION

	Note	Current Month 30 Sep 19 \$	Prior Year Closing 30 Jun 19 \$	This Time Last Year 30 Sep 18 \$
Current Assets				
Cash Unrestricted	4	4,191,989	1,585,457	1,574,482
Cash Restricted	4	1,512,088	1,674,894	1,523,381
Receivables - Rates	6(a)	416,112	48,059	297,216
Receivables - Other	6(b)	884,166	191,916	280,833
Interest / ATO Receivable		118,435	948	132,788
Provision for Doubtful Debts		(107,614)	(107,614)	(59,282)
Accrued Income		-	2,018,205	-
Inventories		143,656	144,245	101,428
Total Current Assets		7,158,832	5,556,109	3,850,846
Current Liabilities				
Sundry Creditors		(613,850)	(131,559)	(387,576)
Rates Received in Advance		(481)	(2,840)	-
Deposits and Bonds		(56,830)	(65,928)	(64,627)
GST Payable		(8,058)	-	(11,366)
PAYG Withholding Tax		(30,910)	-	(29,606)
Loan Liability	11	(37,198)	(73,642)	(35,706)
Accrued Expenses		-	(614,302)	-
Accrued Salaries and Wages		(2,516)	(13,368)	(13,626)
Overdraft	4	256,634	-	(682,513)
Total Payables		(493,209)	(901,639)	(1,225,019)
Provisions		(187,367)	(187,367)	(171,860)
Total Current Liabilities		(680,575)	(1,089,005)	(1,396,880)
Less: Cash Reserves	7	(1,512,088)	(1,674,894)	(1,523,381)
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	89,414	89,028	87,552
Net Funding Position - Surplus / (Deficit)		5,085,281	2,944,879	1,041,843

Liquidity over the Year



Comments / Notes

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	2,263,662			2,263,662	CBA	0.50	N/A
Online Saver	1,927,427			1,927,427	CBA	0.60	N/A
SUG Reserve Account (At Call)		549,512		549,512	CBA	0.90	N/A
SUG Trust Fund			-	-	CBA	0.00	N/A
WANDRRA Overdraft	256,634			256,634	CBA	0.00	N/A
(b) Term Deposits							
Fixed Term Deposit		144,406		144,406	CBA	1.97	03-Oct-19
Fixed Term Deposit		314,619		314,619	CBA	1.66	03-Oct-19
Fixed Term Deposit		503,551		503,551	CBA	1.00	03-Oct-19
Total Cash and Equivalents	4,448,624	1,512,088	-	5,960,712			

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 30 Sep 19
	\$	\$	\$	\$
	-	-	-	-
Total Funds in Trust	-	-	-	-

Comments / Notes

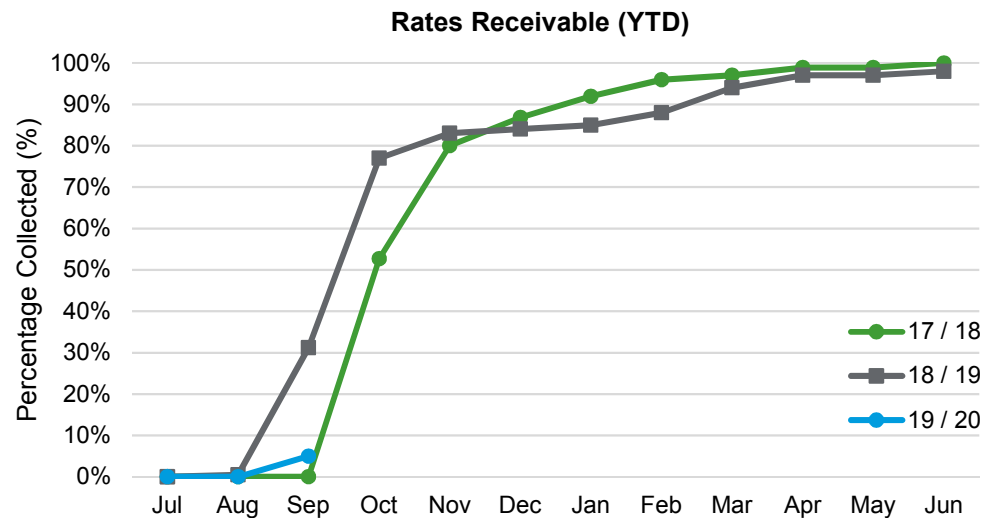
No Funds held in Trust at Reporting Date

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

6. RECEIVABLES

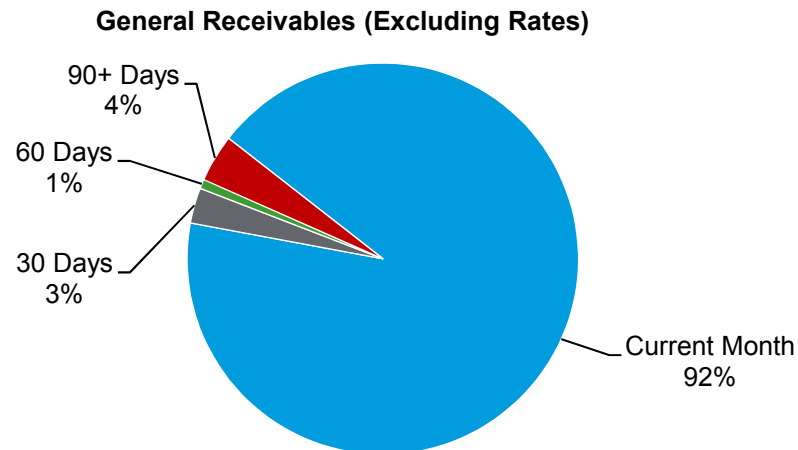
(a) Rates Receivable

	30 Sep 19
	\$
Rates Receivables	416,112
Rates Received in Advance	(481)
Total Rates Receivable Outstanding	415,631
Closing Balances - Prior Year	48,059
Rates Levied this Year	390,507
Closing Balances - Current Month	(416,112)
Total Rates Collected to Date	22,454
<i>Percentage Collected</i>	<i>5%</i>



(b) General Receivables

	30 Sep 19
	\$
Current Month	816,724
30 Days	25,896
60 Days	6,791
90+ Days	34,755
Total General Receivables Outstanding	884,166



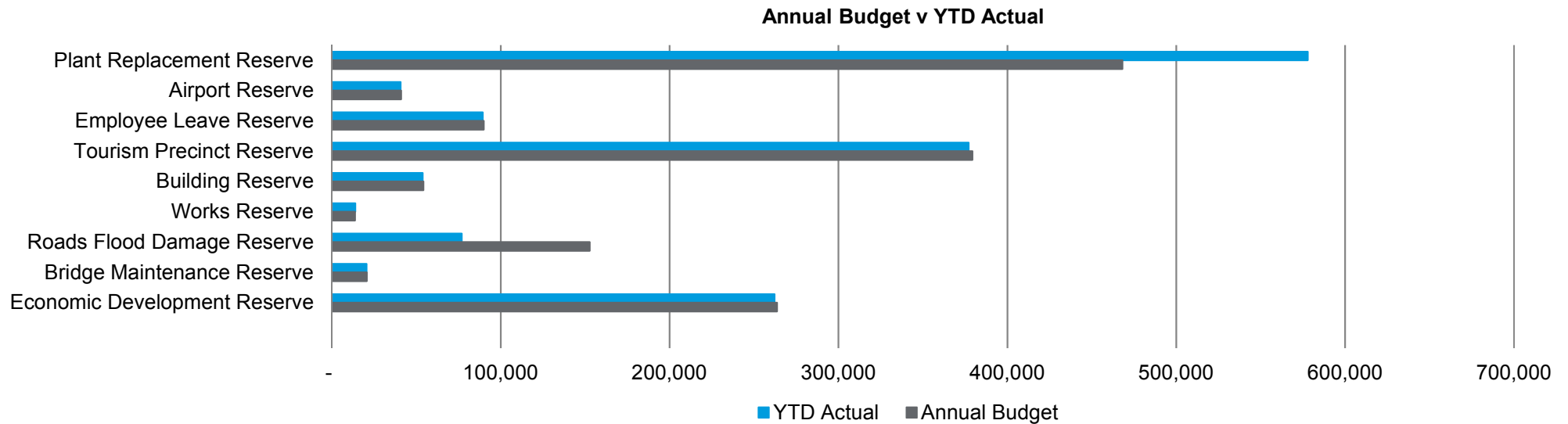
Comments / Notes

Amounts shown above include GST (where applicable)

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2019

7. CASH BACKED RESERVES

Reserve Name	Annual Budget				YTD Actual				Balance 30 Sep 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	(170,000)	3,162	-	577,818
Airport Reserve	40,539	-	408	-	40,947	-	176	-	40,715
Employee Leave Reserve	89,028	-	892	-	89,920	-	386	-	89,414
Tourism Precinct Reserve	375,475	(300,000)	3,765	300,000	379,240	-	1,627	-	377,102
Building Reserve	53,705	-	540	-	54,245	-	59	-	53,764
Works Reserve	13,598	-	136	-	13,734	-	233	-	13,831
Roads Flood Damage Reserve	76,545	-	1,141	75,000	152,686	-	332	-	76,877
Bridge Maintenance Reserve	20,412	-	204	-	20,616	-	88	-	20,500
Economic Development Reserve	260,936	-	2,617	-	263,553	-	1,131	-	262,067
Total Cash Backed Reserves	1,674,894	(780,000)	15,754	572,360	1,483,008	(170,000)	7,194	-	1,512,088



SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	-	-	-	-	-
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)	32,595	45,455	12,860	-
Total Profit or (Loss)				41,940			12,860	

Comments / Notes

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	-	1,473	-	1,473	(1,473)
	15,000	-	1,473	-	1,473	(1,473)
Transport						
Depot Infrastructure - Machinery Shed	130,000	65,000	26,040	-	26,040	38,960
Depot Infrastructure - Maintenance Shed	35,000	17,500	-	-	-	17,500
	165,000	82,500	26,040	-	26,040	56,460
Total Land and Buildings	180,000	82,500	27,513	-	27,513	54,987

	Annual Budget \$	YTD Budget \$	New / Upgrade \$	YTD Actual Renewal \$	Total \$	YTD Variance \$
(b) Plant and Equipment						
Transport						
Replacement Grader	455,000	455,000	-	-	-	455,000
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	-	281,428	281,428	454,572
Total Plant and Equipment	736,000	736,000	-	281,428	281,428	454,572

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	1,002,603	501,298	-	914,138	914,138	(412,840)
Indigenous Access Roads Landor / Mt Augustus	450,000	-	-	-	-	-
R2R Ullawarra Construction	470,455	-	-	-	-	-
Grids	100,000	24,993	-	15,450	15,450	9,543
Signage 19 / 20	120,000	29,994	-	4,441	4,441	25,553
Signage 18 / 19	-	-	-	107	107	(107)
	2,143,058	556,285	-	934,136	934,136	(377,851)
Total Infrastructure - Roads	2,143,058	556,285	-	934,136	934,136	(377,851)
(d) Other Infrastructure						
Recreation and Culture						
Pump Town Water Supply	170,000	-	-	-	-	-
Entry Statements into Town	25,000	9,996	1,030	-	1,030	8,966
War Memorial	35,000	-	-	-	-	-
Pavilion Infrastructure	136,417	34,098	-	-	-	34,098
BBQ's and Seating	10,000	2,499	-	-	-	2,499
	376,417	46,593	1,030	-	1,030	45,563
Economic Services						
Tourist Precinct Solar Project	300,000	-	-	-	-	-
Town Water Retic Project	900	900	-	-	-	900
	300,900	900	-	-	-	900
Total Infrastructure - Other	677,317	47,493	1,030	-	1,030	46,463
Total Capital Expenditure	3,736,375	1,422,278	28,543	1,215,565	1,244,107	178,171

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	13,080	-	275,962
Total General Rates				332,968	343,783	13,080	-	356,863
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	13,080	-	390,507
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				390,507
Administration Charges								
Interest Written Off				(1,000)				-
Administration Charges				490				(15)
Total Funds Raised from Rates				346,852				390,507

Comments / Notes

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 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	-
Dogging Program Income	Dep. of Agriculture	135,000	-	-
Education and Welfare				
CRC Operating Grant	Dep. of Regional Dev.	96,000	24,000	67,500
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	5,230,014	4,883,331
Other Property and Services				
Diesel Fuel Rebate	ATO	65,000	18,570	12,429
Total Operating Grants, Subsidies and Contributions		23,276,153	5,954,106	5,635,604

(b) Non-operating Grants, Subsidies and Contributions

Transport				
Footpath / Curbing Revitalisation	Dep. of Transport	18,776	4,692	-
Grant Roads to Recovery	R2R	588,057	-	117,612
Landor / Mt Augustus Access Road	R2R	450,000	112,500	90,000
Carnarvon Mullewa Bitumen	RRG	585,192	195,064	482,194
Total Non-Operating Grants, Subsidies and Contributions		1,642,025	312,256	689,806
Total Grants, Subsidies and Contributions		24,918,178	6,266,362	6,325,410

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2019

13. BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Cash \$	Decrease in Cash \$	Running Balance \$
	Budget Adoption		Opening Surplus / (Deficit)				
	Adjustment to 1 July Opening Surplus		Opening Surplus / (Deficit)				
Amended Budget Totals				-	-	-	-

APPENDIX 3

**(Budget Amendment – Roads to Recovery Special Projects
– Landor Mt Augustus realignment approved project)**



Department of
**Local Government, Sport
and Cultural Industries**

Our ref LG17-202
Enquiries Chris Berry
Phone 08 6552 1563
Email Chris.berry@
dlgsc.wa.gov.au

Mr John McCleary
Chief Executive Officer
Shire of Upper Gascoyne
4 Scott Street
GASCOYNE JUNCTION WA 6705

Dear Mr McCleary

ROADS TO RECOVERY PROGRAM 2019-20 TO 2023-24

The Commonwealth Minister for Infrastructure, Transport and Regional Development has advised that WA will receive a further allocation of funds (\$292.44 million) from the extended Roads to Recovery Program for the five year period from 1 July 2019 to 30 June 2024.

Over the five year period approximately \$6.8 million (\$1.36 million per annum) will be set aside for projects to improve Aboriginal community access roads.

The Minister has asked the WA Local Government Grants Commission to submit a program of projects for remote Aboriginal community access roads.

The purpose of this letter is to invite you to submit projects for consideration on the attached form (use separate forms if more than one road).

The indicative allocation for your local government is shown on the attached statement together with a list of roads that would qualify for funding under this program. Where there are a number of roads on the list Council should recommend the allocations for the roads according to their priorities. Consideration can also be given to the timing of the funding. For example, it may be more effective to schedule the total funds for works in years 1, 3 and 5 rather than spend smaller amounts in each of the five years.

Priority should be given to projects that significantly improve sections of road that are subject to recurring problems. Improvements would include:

- Construction and gravelling of a problem section;
- Construction of culverts; and
- Construction of flood crossings.

Gordon Stephenson House, 140 William Street
PO Box 8349 Perth Business Centre, WA 6849
Telephone (08) 6552 7300
Email info@dlgsc.wa.gov.au
Web www.dlgsc.wa.gov.au

Projects that include the following will not be considered:

- Routine maintenance such as grading;
- Recondition formation (this is considered maintenance);
- Gravel sheeting over unspecified sections (such as 0 to 100km various); and
- Drainage improvements over unspecified sections.

Please submit your proposals by Friday 8 February 2019; addressed to Chris Berry, WA Local Government Grants Commission, GPO Box R1250, Perth WA 6844.

If you have any queries, please contact Chris Berry on 6552 1563 on Mondays and Tuesdays.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'JK', with a long horizontal flourish extending to the right.

Julie Knight
MANAGER EXECUTIVE SUPPORT

4 December 2018

**Roads to Recovery Program
Aboriginal Community Access Roads**

2019-20 to 2023-24

Local Government	Road	Road Length	Priority Score	Section		Work	Indicative allocation (over 5 years)
				From	To		
Upper Gascoyne	Landor Mt Augustus	103	11.3			Details to be provided	210,000

ROADS TO RECOVERY PROGRAM 2019-20 TO 2023-24

ABORIGINAL COMMUNITY ACCESS ROADS

APPLICATION FOR SPECIAL PROJECT ROAD GRANTS

Local Government

SHIRE OF UPPER GASCOYNE

Road Name

LANDOR - MOUNT AUGUSTUS

Road Number

8050004

Length of Access Road

103.1

Road Improvements

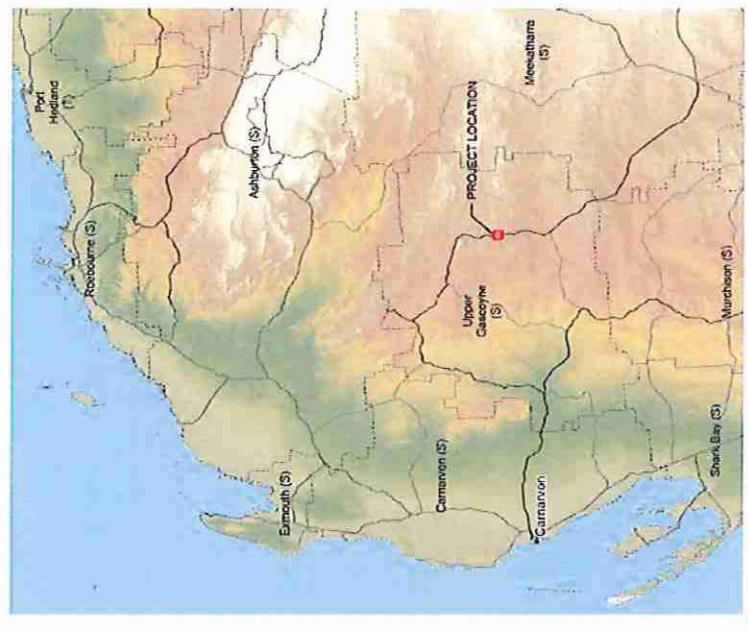
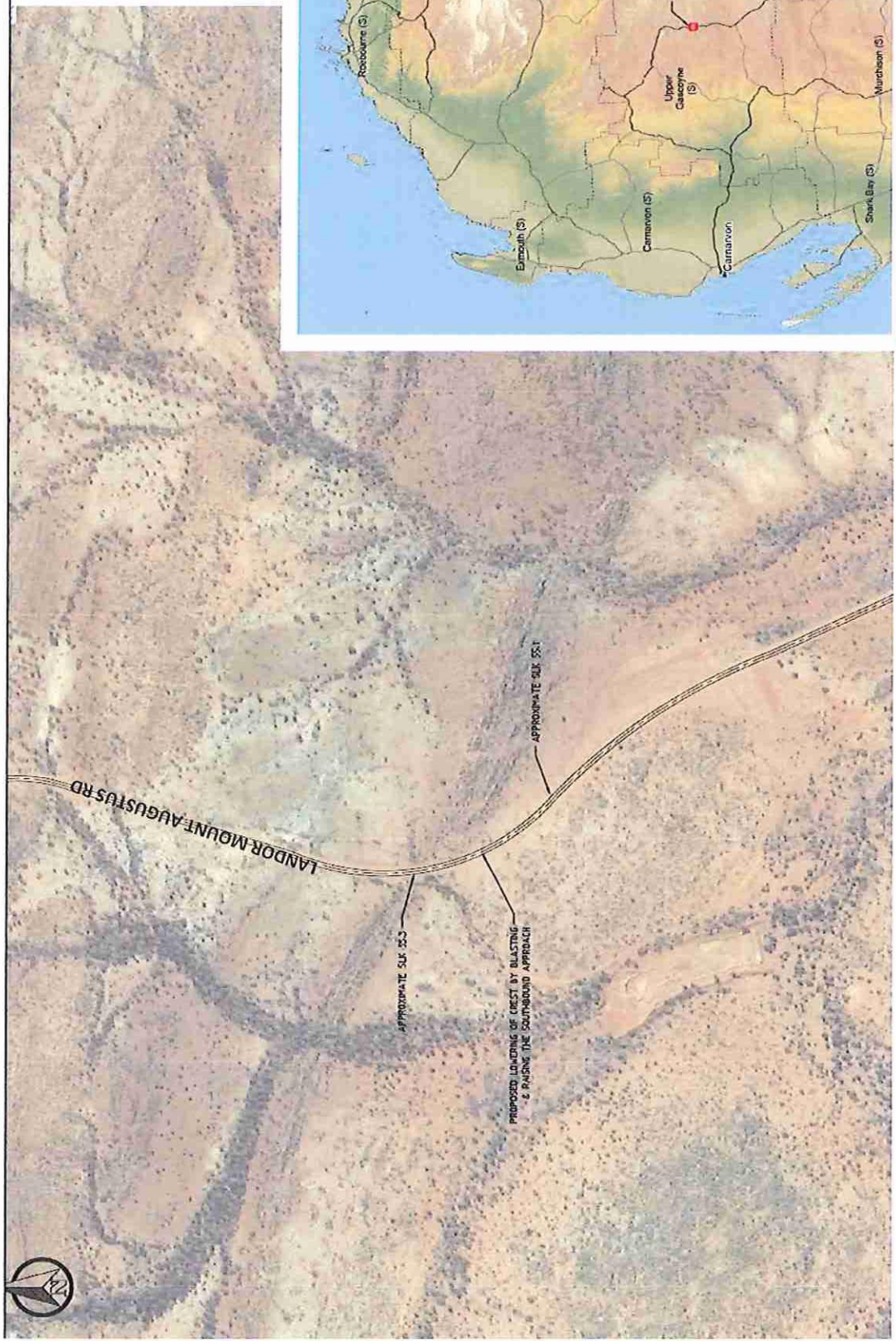
Year	Amount \$	Section	Length km	Type of Improvement
2019-20	210,000	55.10 55.30	0.20	Blast and lower crest, raise northern approach to improve vision of corner and oncoming traffic. Improve signage.
2020-21				
2021-22				
2022-23				
2023-24				



ARROD WALKER
ACTING CEO - DATE:

Chief Executive Officer

Date 22.01.2019



PRELIMINARY ONLY
NOT FOR CONSTRUCTION

APPENDIX 4

(Contract for Ranger Services)

Canine Control

A division of Trepheene Pty Ltd
ABN: 49 169 665 043

PO Box 1076
Geraldton WA 6531
Mob: 0427261397
Email: admin@caninecontrol.com.au



Ian Fitzgerald
A/CEO Shire of Upper Gascoyne
4 Scott Street
Gascoyne Junction WA 6705

RE: Proposed extension of the current contract for Ranger Services.

Dear Ian

Following a review of the current contract which expires in 2020, Canine Control is offering an extension of the services offered and is seeking approval to extend the contract under the same term and conditions for a further five years to 2025. This contract allows for a maximum of 6 visits per year. This number includes 5 scheduled visits and the provision of one additional visit for coordination of the Murdoch Vet Program.

Canine Control will continue to provide a service to spray for ticks for the community of Upper Gascoyne on request at no extra cost. Canine Control is qualified in the areas of the following:

- Bushfires Act 1954
- Litter Act 1979
- The Dog Act 1976
- The Cat Act 2011
- Control of Vehicles (Off-road Areas) Act 1978
- Caravan Parks and Camping Grounds Act 1995
- Interpretation, Local Government (Miscellaneous Provisions) Act 1960
- Authorised to microchip cats, dogs and horses.

If the Council agrees to this contract extension, then the cost to carry out duties as instructed by the Chief Executive Officer of Shire of Upper Gascoyne will be a set price of \$2000 per visit with no increase over the five years.

The Shire of Upper Gascoyne will not incur separate costs for travel, meals or other incidentals, but will provide accommodation if requested.

Canine Control is registered for Goods and Services Tax and will charge accordingly.

If this proposed extension is accepted, Trepheene will provide a formal contract in line with current conditions.

Submitted for ratification.

Yours faithfully,



PETER JOHN SMITH

Canine Control
29 September 2019

APPENDIX 5

(Code of Conduct for Staff Members and Council Members)



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

Policy Objective:

The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:

better decision-making by local governments;

greater community participation in the decisions and affairs of local governments;

greater accountability of local governments to their communities; and

more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

Policy: Rules of Conduct

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

ROLES

Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S2.10 of the Local Government Act 10995 follows:

"A Councillor –

Represents the interests of electors, ratepayers and residents of the district;

provides leadership and guidance to the community in the district; facilitates communication between the community and the council;

participates in the local government's decision-making processes at council and committee meetings; and

performs such other functions as are given to a councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;

Achieving sound financial management and accountability in relation to the Local Government's finances;

Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;

Working with other governments and organisations to achieve benefits for the community at both a local and regional level;

Having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:

"The CEO's functions are to –

advise the council in relation to the functions of a local government under this Act and other written laws;

ensure that advice and information is available to the council so that informed decisions can be made;

cause council decisions to be implemented;

manage the day to day operations of the local government;

liaise with the president on the local government's affairs and the performance of the local government's functions;

speak on behalf of the local government if the president agrees;

be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);

ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."

Role of Council

The role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

*“(1) The Council –
directs and controls the local government’s affairs; and
is responsible for the performance of the local government’s functions.
(2) Without limiting subsection (1), the council is to –
oversee the allocation of the local government’s finances and resources; and
determine the local government’s policies.”*

Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

accept that their role is a leadership, not a management or administrative one;

acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;

refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

CONFLICT AND DISCLOSURE OF INTEREST

Conflict of Interest

Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council’s functions (other than purchasing the principal place of residence).

Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual’s rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

Disclosure of Interest

Definition:

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

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

A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –

in a written notice given to the CEO before the meeting; or

at the meeting immediately before the matter is discussed.

A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –

In a written notice given to the CEO before the meeting; or

At the time the advice is given.

A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if –

The person’s failure to disclose occurs because the person did not know he or she had an interest in the matter; or

The person’s failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –

before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

Immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

If –

to comply with a requirement made under item (a), the nature of a person’s interest in a matter is disclosed at a meeting; or

a disclosure is made as described in item (d)(ii) at a meeting; or

to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person’s interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

PERSONAL BENEFIT

Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 –

“activity involving a local government discretion: means an activity –

that cannot be undertaken without an authorisation from the local government; or

By way of a commercial dealing with the local government;

“gift” has the meaning given to that term in S5.82(4) except that it does not include –

A gift from a relative as defined in S 5.74(1); or

A gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or

A gift from a statutory authority, government instrumentality or non-profit association for professional training;

“notifiable gift”, in relation to a person who is an employee, means –

A gift worth between \$50 and \$300; or

A gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

“prohibited gift”, in relation to a person who is an employee, means –

A gift worth \$300 or more; or

A gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who –

is undertaking or seeking to undertake an activity involving a local government discretion; or

it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who –

Is undertaking or seeking to undertake an activity involving a local government discretion; or

It is reasonable to believe is intending to undertake an activity involving a local government discretion,

(c) notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

The notification of the acceptance of a notifiable gift must be in writing and include –

the name of the person who gave the gift; and

the date on which the gift was accepted; and

a description, and the estimated value, of the gift; and

the nature of the relationship between the person who is an employee and the person who gave the gift; and

if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift: (whether or not it is also a notifiable gift under paragraph (a) of that definition)

a description; and

the estimated value; and

the date of acceptance,

of each other gift accepted within the 6 month period.

(d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

(e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

Personal Behavior

Council Members, Committee Members and staff will:

act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;

act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;

make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

always act in accordance with their obligation of fidelity to the Local Government.

Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

Honesty and Integrity

Council Members, Committee Members and staff will:

observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.

Be frank and honest in their official dealing with each other.

Performance of Duties

While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favorably both on them and on the Local Government.

Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Corporate Obligations

Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

Communication and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:

As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;

Information of a confidential nature ought not be communicated until it is no longer treated as confidential;

Information relating to decisions of the Council on approvals, permits and so on ought to only be communicated in an official capacity by a designated officer of the Council.

Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

clearly understand the basis of their appointment; and

provide regular reports on the activities of the organisation.

DEALING WITH COUNCIL PROPERTY

Use of Local Government Resources

Council Members and staff will:

be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

Access to Information

Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.