



# MINUTES

30<sup>th</sup> of October 2019

## ORDINARY COUNCIL MEETING

Ordinary meeting  
of Council to be held on Wednesday 30<sup>th</sup> 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**



**SHIRE OF UPPER GASCOYNE**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL TO BE HELD AT GASCOYNE JUNCTION**  
**SHIRE OFFICES ON WEDNESDAY 30<sup>th</sup> of OCTOBER 2019 AT 8.30am**

---

Before the meeting Councillors Don Hammarquist OAM JP, Ray Hoseason-Smith and Jim Caunt took the Declaration by an Elected Member before Ian Fitzgerald JP.

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

The A/Chief Executive Officer welcomed those present and declared the meeting open at 8.30 am.

***Election of Shire President and Deputy President***

**Shire President**

A/Chief Executive Officer advised the meeting he had received one written nomination for the position of Shire President.

There being no further nominations Cr Don Hammarquist OAM JP was declared elected as Shire President.

Cr Hammarquist took the Declaration by an Elected Member before Ian Fitzgerald JP.

**Deputy Shire President**

A/Chief Executive Officer advised the meeting he had received one written nomination for the position of Deputy Shire President.

There being no further nominations Cr Jim Caunt was declared elected as Deputy Shire President.

Cr Caunt took the Declaration by an Elected Member before Ian Fitzgerald JP.

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

**2.1 Councillors**

Cr D. Hammarquist OAM JP	Councillor	Shire President
Cr J. Caunt	Councillor	Deputy President
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 – withdrew at 11.08am
Peter Hutchinson	Manager of Finance & Corporate Services

**Visitors**

Josh Kirk	Greenfield Technical Services 8:45am – 9:24am
Nigel Goode	Greenfield Technical Services 8:45am – 9:24am

**2.2 Absentees**

2.3 Leave of Absence previously approved

Nil

**3. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**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 20<sup>th</sup> September 2019.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Resolution No. 01102019**

**MOVED: CR H.MCTAGGART**

**SECONDED: CR J. CAUNT**

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

**CARRIED: 6/0**

**Presentation - 8.45am – 9.24am**

Greenfields presentation by Nigel Goode and Josh Kirk of Greenfields Technical Services.

Josh Kirk and Nigel Goode provided the Council with an update on WANDRRA works under events AGRN 821 and AGRN 863.

There was general discussion on water and material availability and used on the repair works.

## 10. REPORTS OF OFFICERS

### 10.1 CRC Report



Printed at: 21/10/19  
 Page No: 1  
 Options: Year 19/20, From Month 04, To Month 04, By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

SHIRE OF UPPER GASCOYNE  
 (frmGLTrialBalance)

#### General Ledger Detail Trial Balance

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INCI	10841310	Commission Centrelink : CRC	-5,103.73	0.00	-5,103.73
CRC INCI	10841330	Transport Commission: CRC	-148.85	-57.81	-206.66
CRC INCI	10841340	Postal Agency Commission: CRC	-1,476.19	-754.01	-2,230.20
CRC INCI	10841360	Income from Events Held	105.00	0.00	105.00
CRC INCI	10841380	Postal Agency Sales	-254.27	-29.68	-283.95
CRC INCI	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,045.39	-94.68	-1,140.07
CRC INCI	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	Sep-19	Sep-18	September Difference
Aus Government Info/Roads	872	4391	168	149	19
Government Access Point	7	46	2	1	1
Department of Human Services	22	104	9	5	4
Department of Transport	22	83	11	8	3
Computer/Internet Access	17	33	6	3	3
Faxes	0	10	0	1	-1
General Tourism Information	177	148	50	9	41
Phonebook Purchases	0	5	0	0	0
Community Seminars	0	0	0	0	0
Gassy Gossip yearly subscription	3	1	0	0	0
Training/Courses	2	0	2	0	2
Hot Office Bookings	3	13	0	1	-1
Library	9	61	4	4	0
Video Conference/Telehealth	3	5	1	0	1
Book Sales	40	73	4	16	-12
Photocopying/Printing/Scanning/Emailing	13	19	6	1	5
Laminating/Binding	0	0	0	0	0
CRC Merchandise Sales	184	359	25	46	-21
Community Events	4	10	1	1	0
Gassy Gossip Advertisement	27	9	21	1	20

## **Pink Stumps**

Saturday 2<sup>nd</sup> 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 at 4pm with 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 2<sup>nd</sup> 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 have 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 19<sup>th</sup> November between 11am to 1pm,

They will be able to help anyone requiring assistance with the following services:

- theory test
- photo card applications
- drivers licence applications
- change of address
- registration and drivers Licence renewals
- vehicle transfer
- return of vehicle plates
- driving assessments

## **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 19<sup>th</sup> December.

We have engaged contractors to extend and repair sections of footpath along Scott/Smith and Gregory streets thanks to monies received through WA Bicycle Networks Grants Scheme. This part is 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 Remote Senior First Aid Training on 21<sup>st</sup> 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 our 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 identify 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 24<sup>th</sup> 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

#### **Council adjourned for morning tea – 10.11am – 10.45am**

### **10.3 CEO Report**

I resumed the Acting CEO role on the 7<sup>th</sup> 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 7<sup>th</sup> 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 19<sup>th</sup> 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 were 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 with 23<sup>rd</sup> May 2020 the nominated date. Details are still being worked through but they are looking at bringing in some guest speakers from Carol Stargazing Club/Astro-tourism Perth and an indigenous presenter to give their perspective of the stars. It is proposed to hold the event at the Junction Caravan Park and begin with a BYO picnic.

### 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.

### WANDRRA Project Management

Under delegation from Council I have awarded the Provision of Administrative Support and Engineering Supervision for event AGRN 863 to Greenfield Technical Services.

### 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 B. Walker**

**SECONDED: CR A. McKeough**

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

**CARRIED: 6/0**

#### **10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS**

APPLICANT:

Shire of Upper Gascoyne

DISCLOSURE OF INTEREST:

None

AUTHOR:

Amanda Leighton - SCSO

DATE:

2<sup>nd</sup> October 2019

***Matters for Consideration:***

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

***Comments:***

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

***Background:***

The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.

***Statutory Environment:***

Local Government (Financial Management Regulations) 1996

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

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

- (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Financial Implications:**

2019/20 Budget

**Strategic Implications:**

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

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Consultation:**

Nil

**Officer’s Recommendation:**

**Voting requirement:** Simple Majority

*That Council endorse the payments for the period 1<sup>st</sup> of September 2019 through to the 30<sup>th</sup> 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>
<b>Total</b>	<b>\$974,335.28</b>

**Council Decision:03102019**

**MOVED: CR H. MCTAGGART**

**SECONDED: CR R. HOSEASON-SMITH**

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

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

**CARRIED: 6/0**

## 10.5 MONTHLY FINANCIAL STATEMENT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Peter Hutchinson – Finance Manager
DATE:	20 <sup>th</sup> October 2019

### **Matters for consideration:**

The Statement of Financial Activity for the period ended 30<sup>th</sup> of September 2019, include the following reports:

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

see [Appendix 2](#)

### **Comments:**

The Statement of Financial Activity is for the month of 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.

<b>Policy Implications:</b>																	
Nil																	
<b>Financial Implications:</b>																	
Nil																	
<b>Strategic Implications:</b>																	
Civic Leadership – To responsibly manage Council’s financial resources to ensure optimum value for money and sustainable asset management.																	
<b>Risk:</b>																	
<table border="1"> <thead> <tr> <th>Risk</th> <th>Risk Likelihood (based on history and with existing controls)</th> <th>Risk Impact / Consequence</th> <th>Risk Rating (Prior to Treatment or Control)</th> <th>Principal Risk</th> <th>Risk Action Plan (Controls or Treatment proposed)</th> </tr> </thead> <tbody> <tr> <td>Not meeting Statutory Compliance</td> <td>Rare (1)</td> <td>Moderate (3)</td> <td>Low (1-4)</td> <td>Failure to meet Statutory, Regulatory or Compliance Requirements</td> <td>Accept Officer Recommendation</td> </tr> </tbody> </table>						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
Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)												
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation												
<b>Consultation:</b>																	
Nil																	
<b>Officer’s Recommendation:</b>		<b>Voting requirement:</b> Simple Majority															
<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 30<sup>th</sup> of September 2019.</i>																	
<b>Council Decision: 04102019</b>																	
<b>MOVED: CR A. MCKEOUGH</b>		<b>SECONDED: CR H. MCTAGGART</b>															
That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 30 <sup>th</sup> of September 2019.																	
<b>CARRIED: 6/0</b>																	

## 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.

<b>Strategic Implications:</b>					
Nil					
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
<b>Consultation:</b>					
<p>Allan Chisolm – Roads to Recovery  Chris Berry – Roads Consultant – Local Government Grants Commission  Shannon Wood – Senor Strategy and Research Officer – DLGSC  Andrea Pitcher – Customer Services Manager – Main Roads Carnarvon  Jarrod Walker – Works Manager</p>					
<b>Officer's Recommendation:</b>		<b>Voting requirement: Absolute Majority</b>			
<p><i>That council;</i></p> <ol style="list-style-type: none"> <li><i>Increase the budget for income account 122909 Indigenous Access Landor/Mt Augustus to \$510,000 and</i></li> <li><i>Decrease job C3343 Landor/Mt Augustus river crossings to \$300,000.</i></li> <li><i>Increase expenses for job C3347 Landor /Mt Augustus realignment works to \$210,000.</i></li> </ol>					
<b>Council Decision: 05102019</b>					
<b>MOVED: CR H. MCTAGGART</b>		<b>SECONDED: CR B. WALKER</b>			
<p><i>That council;</i></p> <ol style="list-style-type: none"> <li><i>Increase the budget for income account 122909 Indigenous Access Landor/Mt Augustus to \$510,000 and</i></li> <li><i>Decrease job C3343 Landor/Mt Augustus river crossings to \$300,000.</i></li> <li><i>Increase expenses for job C3347 Landor /Mt Augustus realignment works to \$210,000.</i></li> </ol>					
<b>CARRIED: 6/0</b>					



**CR MCTAGGART WITHDREW FROM THE MEETING AT 12.06PM AND DID NOT RETURN**

**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
<b>Matters for Consideration:</b>	
Budget amendment for additional to reallocate saving from the Carnarvon Mullewa Road bitumen works to Ullawarra Road construction works.	
<b>Background:</b>	
<p>The budgeted bitumen works on Carnarvon Mullewa Road were budgeted at \$1,002,603 and funded as follows:</p> <ul style="list-style-type: none"> <li>• \$585,192 Regional Road Group (RRG) 2/3 contribution.</li> <li>• \$292,596 Local Government RRG 1/3 contribution.</li> <li>• \$117,612 Roads to Recovery (RTR).</li> <li>• \$7,203 SUG Resources</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• \$602,742 RRG 2/3 contribution</li> <li>• \$301,371 Local Government RRG 1/3 contribution</li> <li>• \$117,612 RTR</li> <li>• \$1,021,725 Total</li> </ul> <p>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.</p>	
<b>Comments:</b>	
<p>Roads to Recovery and Regional Road Group funding is tied and so it should not go back into other parts of the budget.</p> <p>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.</p> <p>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</p>	

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**

That council;

1. Increase GL account 122907 (RRG Carnarvon Mullewa Bitumen) by \$17,550 to \$602,742.
2. Reduce the budget for C3342 being Carnarvon Mullewa Bitumen works down \$58,920 to \$943,683.
3. Increase the budget for C3344 Ullawarra Road Construction by \$78,042 to \$548,497.

**Council Decision: 06102019**

**Moved: Cr J. Caunt**

**Seconded: CR R. Hoseason-Smith**

That council;

1. Increase GL account 122907 (RRG Carnarvon Mullewa Bitumen) by \$17,550 to \$602,742.
2. Reduce the budget for C3342 being Carnarvon Mullewa Bitumen works down \$58,920 to \$943,683.
3. Increase the budget for C3344 Ullawarra Road Construction by \$78,042 to \$548,497.

**Carried: 5/0**

## 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: R. HOSEASON-SMITH**

**SECONDED: CR A.MCKEOUGH**

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

1. WALGA Zone – Cr Hammarquist & Cr Caunt (Proxy)
2. Regional Road Group – Cr Hammarquist & Cr Caunt (Proxy)
3. Audit Committee – Cr Hammarquist, Cr McKeough & Cr Walker
4. Biosecurity Committee – All of Council
5. Local Emergency Management Committee (LEMC)- Cr McKeough

**CARRIED: 5/0**

## 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
<b>Matters for Consideration:</b>	
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 <a href="#">Appendix 4</a>	
<b>Background:</b>	
<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>	
<b>Comments:</b>	
<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 (Trepelene Pty Ltd).</p> <p>The terms of the proposed new contract allow for a maximum of 7 visits per year – 6 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>	

Canine Control continues to provide a similar service to the Shires of Murchison, Cue, Mount Magnet, Meekatharra, Wiluna and Yalgoo.

**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

*That Council:*

1. *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.*
2. *Authorise the CEO to sign the contract on behalf of the Shire of Upper Gascoyne.*

**Council Decision 08102019**

**MOVED: CR A. MCKEOUGH**

**SECONDED: CR B.WALKER**

That Council:

1. 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.
2. Authorise the CEO to sign the contract on behalf of the Shire of Upper Gascoyne

**CARRIED: 5/0**

## 10.10 2020 COUNCIL MEETING DATES

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald - A/Chief Executive Officer
DATE:	17 <sup>th</sup> October 2019
<b>Matters for Consideration:</b>	
To set the dates, times and places of ordinary council meetings and committee meetings for 2020	
<b>Background:</b>	
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.	
<b>Comments:</b>	
<p><u>Ordinary meetings</u></p> <p>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.</p> <p>Section 5.3 (2) of the Act provides that an ordinary meetings are to be held not more than 3 months apart.</p> <p>Council is free to set and change meeting dates to whenever it deems necessary to carry out Local Government Business.</p> <p>The CEO is to convene an ordinary meeting by giving each council member <u>at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting. [Section 5.5(1)]</u></p> <p><u>Suggested Council Ordinary meeting dates for 2020 are as follows:</u></p> <p>Wednesday 19<sup>th</sup> February 2020</p> <p>Wednesday 25<sup>th</sup> March 2020</p> <p>Friday 24<sup>th</sup> April 2020</p> <p>Wednesday 27<sup>th</sup> May 2020</p> <p>Wednesday 24<sup>th</sup> June 2020</p>	

Wednesday 29<sup>th</sup> July 2020

Wednesday 26<sup>th</sup> August 2020 (possible clash with Junction Races period)

Wednesday 30<sup>th</sup> September 2020

Wednesday 28<sup>th</sup> October 2020

Wednesday 25<sup>th</sup> November 2020

Friday 18<sup>th</sup> 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 19<sup>th</sup> February 2020*

*Wednesday 25<sup>th</sup> March 2020*

*Friday 24<sup>th</sup> April 2020*

*Wednesday 27<sup>th</sup> May 2020*

*Wednesday 24<sup>th</sup> June 2020*

*Wednesday 29<sup>th</sup> July 2020*

*Wednesday 26<sup>th</sup> August 2020*

*Wednesday 30<sup>th</sup> September 2020*

*Wednesday 28<sup>th</sup> October 2020*

*Wednesday 25<sup>th</sup> November 2020*

*Friday 18<sup>th</sup> December 2020*



MEETING ADJOURNED 12.18pm – RESUMED 12.23pm

**Council Decision 09102019**

**MOVED: CR J. CAUNT**

**SECONDED: CR B. WALKER**

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 12<sup>th</sup> February 2020

Wednesday 25<sup>th</sup> March 2020

Friday 24<sup>th</sup> April 2020

Wednesday 27<sup>th</sup> May 2020 - to be held at Mt Augustus

Wednesday 24<sup>th</sup> June 2020

Wednesday 29<sup>th</sup> July 2020

Wednesday 26<sup>th</sup> August 2020

Wednesday 30<sup>th</sup> September 2020

Wednesday 28<sup>th</sup> October 2020

Wednesday 25<sup>th</sup> November 2020

Thursday 17<sup>th</sup> December 2020

**CARRIED: 5/0**

ROAD INSPECTIONS TO BE CONDUCTED - 22<sup>ND</sup> AND 23<sup>RD</sup> APRIL 2020  
25<sup>TH</sup> AND 26<sup>TH</sup> MAY 2020

Council made some minor changes to dates to reflect known local events.

**Meeting adjourned for lunch 12.36pm**

**Meeting resumed at 1.30pm**

## 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



**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**

OAM function – great night. Congratulations to staff for their organisation

Baiting program – well done to staff

Landor Races – successful event

**14.2 Councillor J. Caunt**

OAM function – great function

**14.3 Councillor B. Walker**

OAM function

Bullara ladies campout

**14.4 Councillor H. McTaggart**

Junction Races AGM – re-elected President

OAM function

Baiting program – congratulations to staff

**14.5 Councillor A. McKeough**

2 Gascoyne Development Commission Meetings

LCDC event – 12 attendees over 3 days

Gascoyne Catchments Group AGM 14 November – Coral Bay

CRBA AGM 15 November

**14.6 Councillor R Hoseason-Smith**

Pleased to be elected to Council

Attending 3 local government courses in Perth: 4 – 8 November 2019

## 15. STATUS OF COUNCIL RESOLUTIONS

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

## 16. MEETING CLOSURE

The President thanked those present for attending the meeting and declared the meeting closed at 1.54pm.

*DR Hammarquist*

To be confirmed at the Ordinary Council meeting on 27<sup>th</sup> November 2019.

*DR Hammarquist OAM JP.*  
Presiding Officer