



MINUTES

25th November 2020

ORDINARY COUNCIL MEETING

DISCLAIMER

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

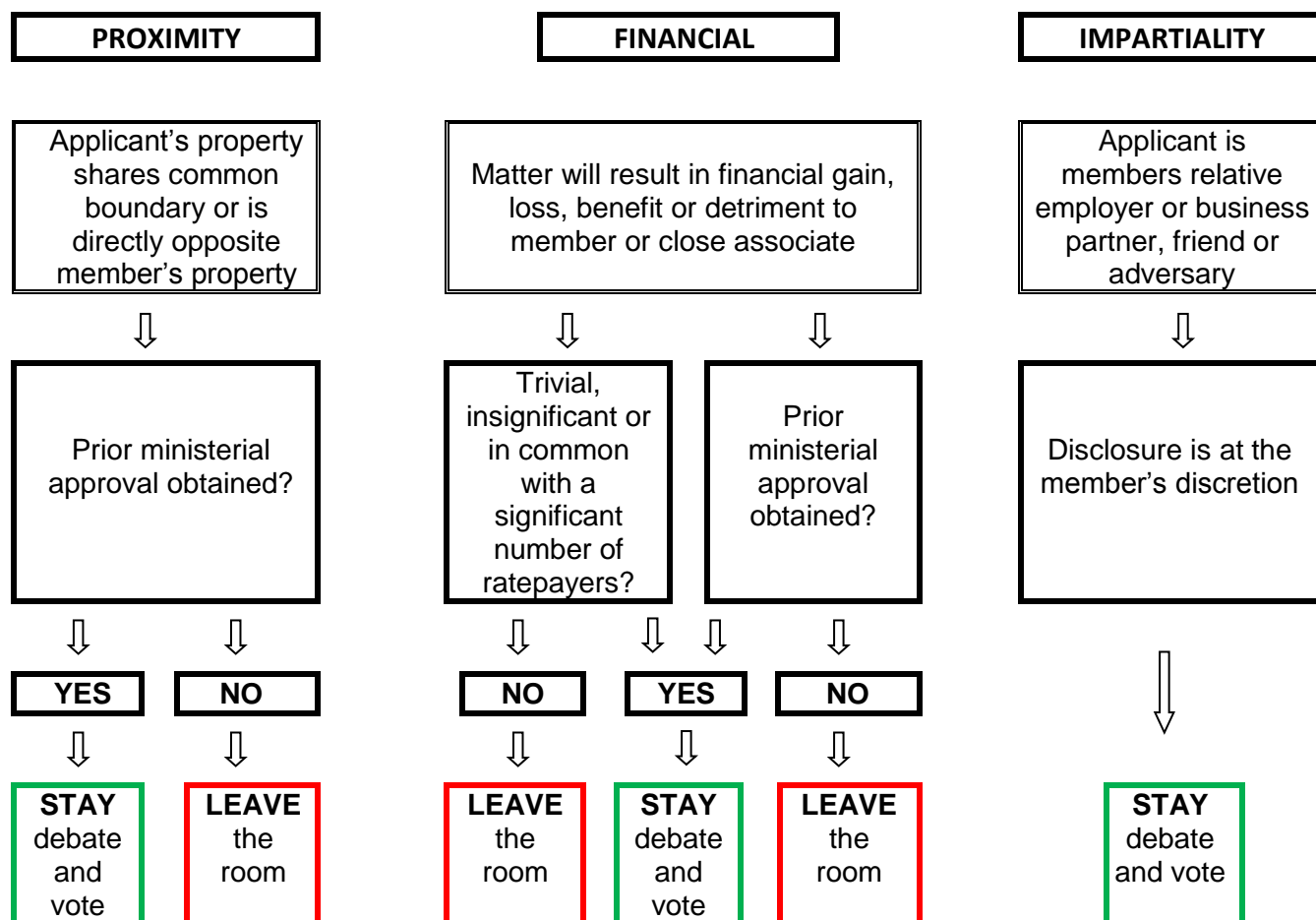
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* Declaring an Interest



Local Government Act 1995 - Extract

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

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

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

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

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

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

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

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

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

'Local Government (Administration) Regulations 1996 – Extract

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

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

SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 25th of NOVEMBER 2020

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**SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL HELD AT
GASCOYNE JUNCTION SHIRE OFFICES ON WEDNESDAY 25TH OF NOVEMBER 2020**

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at 8.30am

2. APOLOGIES AND APPROVED LEAVE OF ABSENCE

2.1 Councillors

Cr D. Hammarquist OAM JP	Shire President
Cr J. Caunt	Shire Vice-President
Cr G. Watters	Councillor
Cr H. McTaggart	Councillor
Cr A. McKeough	Councillor
Cr R. Hoseason-Smith	Councillor
Cr B. Walker	Councillor

Staff

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

Visitors

Josh Kirk	Greenfield Technical Services
Nigel Goode	Greenfield Technical Services
David Templeman	Honourable Minister for Local Government
Eddie Smith	Shire President – Shire of Carnarvon
John Attwood	ACEO – Shire of Carnarvon
Kelly McManus	Principal Policy Advisor
Tarnya Widdicombe	Senior Policy Advisor

2.2 Absentees

Nil

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

Nil

5. DISCLOSURE OF INTEREST

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Josh Kirk and Nigel Goode provided Council with a detailed report on the financial position and current status of the Flood Damage works (AGRN 908) that are occurring within the Shire.

7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION

Nil

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

Item 13.1 Gascoyne Junction Tourist Stop Tender

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

9.1 Ordinary Meeting of Council held on 28th of October 2020.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution No: 01112020			
MOVED:	CR: B. WALKER	SECONDED:	CR: H. MCTAGGART
<p>That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 28th of October 2020 be confirmed as a true and correct record of proceedings.</p> <p>CARRIED: 7/0</p>			

10. REPORTS OF OFFICERS

10.1 Manager of Finance and Corporate Services Report

The last month has been a busy one as we saw the application round close on the 12th October for the Tourism and Community Development Officer position - this resulted in the receipt of 20 applications for the job, which was great to see! John and I reviewed all submissions and agreed on a shortlist of 9 applicants that proceeded to the next round of the recruitment process.

The next round required applicants to create a digital presentation to address our selection criteria for the role and to showcase their experience, knowledge and skills. I found this particularly interesting as it gave us insight into the creative side of each applicant and also offered them the opportunity to demonstrate their marketing ability. After viewing all the presentations that were submitted (five all up), we prepared the next round of the process which was conducting interviews. This took place over two days and was a combination of in-person and online interviews, the panel included John, Jarrod and myself.

Once the interview process was completed, the panel engaged in a lengthy discussion around selecting our preferred candidate for the role. This was not an easy decision to make as all applicants that made it to the final round of the process, had made a good impression on the panel and each brought something different to the table based on their individual experiences and skills.

It took another three days to conclude the recruitment process with reference checks and enquires being made. By the end of the week the panel had made a unanimous decision on their preferred candidate and have since offered the position to the selected applicant. The contract for this position has been finalised and our preferred applicant, Ainsley Hardie has accepted the position. Ainsley will be starting in the New Year at the Community Resource Centre on Monday 11th January.

In addition to finalising the recruitment of new staff, the corporate team has also been making arrangements for the annual Community Christmas party to be held on the 17th December 2020 (save this date). Staff have been actively seeking sponsorship for this highly anticipated event and I am pleased to report that we have received several donations and contributions to date.

This has been great to see given the year that everyone has had as a result of COVID. Without the generosity of local businesses, our contractors and suppliers as well as people of our community and our extended regional community, events like this would not be able to take place and we are grateful for everyone's contribution. This is a true demonstration of community spirit!

It wouldn't be October without celebrating what is becoming a common "tradition" across Australia and it would be remiss of me if I didn't seize an opportunity to give a shout out to the CRC. At the end of the month the CRC hosted two workshop days where staff ran after-school Halloween themed activities. Billie invited all the local kids to join her in making cupcakes, creating Halloween masks and making Halloween decorations.

Although attendance was small, both workshops were a hit and we received positive feedback from the kids who participated. We used this as a pilot activity to measure the success of running similar workshops and programs in the future and also to identify what we could improve on and do differently for our next event.





Community Resource Centre - Monthly Income Report

Printed at: 18/11/20

Page No : 1

General Ledger Detail Trial Balance

SHIRE OF UPPER GASCOYNE

(frmGLTrialBalance)

Options : Year 20/21,From Month 03,To Month 03,By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOff	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
	CRC INCO 10841310	Commission Centrelink : CRC	-5,218.82	0.00	-5,218.82
	CRC INCO 10841330	Transport Commission: CRC	-105.46	0.00	-105.46
	CRC INCO 10841340	Postal Agency Commission: CRC	-1,435.92	-1,202.63	-2,638.55
	CRC INCO 10841380	Postal Agency Sales	-79.04	-37.36	-116.40
	CRC INCO 10841390	Sales: Books/Maps/Souvenirs/Sundries	-958.74	-312.72	-1,271.46
	CRC INCO 10841500	Grant: CRC Operating	-2,500.00	0.00	-2,500.00
	CRC INCO 10842600	CRC Income Misc.	-47.88	-479.49	-527.37
Total	CRC INCOME		-10,345.86	-2,032.20	-12,378.06
Total for division GEN			-10,345.86	-2,032.20	-12,378.06
Grand Total			-10,345.86	-2,032.20	-12,378.06

Community Resource Centre - Monthly Customer Service Stats

CUSTOMER SERVICES & ENQUIRIES	2020.2021 TOTAL	2019.2020 TOTAL	YTD DIFF	Oct-20	Oct-19	OCT DIFF
Aus Government Info/Roads	761	1257	-496	57	32	25
Government Access Point	5	14	-9	0	2	-2
Department of Human Services	4	38	-34	0	6	-6
Department of Transport	16	77	-61	7	14	-7
Computer/Internet Access	11	31	-20	2	2	0
Faxes	0	1	-1	0	0	0
General Tourism Information	279	290	-11	48	23	25
Phonebook Purchases	0	0	0	0	0	0
Community Seminars	0	1	-1	0	1	-1
Gassy Gossip yearly subscription	0	3	-3	0	0	0
Training/Courses	0	4	-4	0	2	-2
Hot Office Bookings	0	5	-5	0	1	-1
Library	6	41	-35	2	9	-7
Video Conference/Telehealth	3	5	-2	0	0	0
Book Sales	20	47	-27	8	2	6
Photocopying/Printing/Scanning/Emailing	5	29	-24	2	2	0
Laminating/Binding	2	2	0	0	0	0
CRC Merchandise Sales	196	324	-128	29	12	17
Community Events	2	9	-7	2	2	0
Gassy Gossip Advertisement	3	33	-30	0	0	0
Postage	18	0	18	11		11
Total Customer Service Enquiries	1331	2211	-880	168	110	58

10.2 Manager of Works Report

November has seen the completion of a quite a few projects in town including the installation of the new wash down pad in the depot, new disabled toilet in shire office and repainting of the public toilets. Works have started to transform the pavilion into an all-weather public facility. The builders have almost completed the internal insulating and cladding of the internal walls and removal of roller doors. This project is funded by the Federal Governments' Covid stimulus.



Figure 1: Pavilion works in progress.



Figure 2: Newly cladded walls in the pavilion

The procurement of a new 4x2 staff house is underway with the scope and specification being finalised in the next few weeks. We have received a quote to renovate the residence at 6 Scott Street, (old Mick's). The estimate was over \$400,000 and as such it looks as though these works will not happen and the old house may be demolished.

Quotes for the reconstruction and sealing of 12km of the Dalgety Landor roads has been received with the contract being awarded to Dean Contracting. This is the same contractor completing the Junction Tourist Park seal reconstruction. They will start on the Dalgety Landor road in February once the JTP seal is done.

Maintenance Graders:

Ian is still working his way north between Minnie Creek and Wanna. Thomas is still off work however, we had Terry McKie and Ray Hoseason Smith fill in for him. The graders will return to the depot for the Christmas shut down period.

Construction Crew:

Works on the Landor Mount Augustus road are nearly completed at the time of writing. The crew will demobilise to town before Christmas and wash up all of the equipment for maintenance works.

When we return in 2021 we will commence the reconstruction and sealing of 5-7km of road on C'von Mullewa road in an attempt to join up the bitumen sections between Bidgemia and Pells Range.

Equipment:

All of our plant will be brought back to the depot and washed up for the Christmas shutdown. I am preparing a defect list for our mechanical contractors and ordering parts over the next couple of weeks. Most of the work is routine maintenance and minor defects.

I am still working with various suppliers to firm up a quote for the supply and installation of a new mobile camp for the works crew. I anticipate to send the trailer down in February/March to have the unit fitted.

The new tipper truck is still on track to be completed by the end of November. The new truck will be complimented by a second hand dolly that we also have had refurbished.

10.3 Chief Executive Officers Report

Firstly and fore most I would like to welcome our Shire President back from his extended leave, I can report that the Deputy President did a great job and only had to use the gable once.

The month has started off with me attending my medical appointments in Perth, this trip I was required to have my three monthly PET Scan and attend the Oncologist for the results. I am pleased to advise that the Scan was all clear with no evidence of disease so I will go another three months without any further treatment and have another PET Scan in early February 2021.

On a sad note on Saturday the 31st of October I was advised that Mr Bobby Pepper has passed away. Bobby was very well known and respected throughout the Mid-West and Gascoyne regions. Both Councillor Caunt and I attended Bobby's funeral in Geraldton on Saturday the 7th of October, it was attended by a large number of people with the Police marching accompanied by a lone piper and the Police Commissioner.

As much as there is change in this world, there are somethings that never change, I am pleased to advise that I have once again received the 2019-2020 Good Driver Award which means the Shire has received a rebate of \$4,056.22 against their motor vehicle insurance premiums. I am not one for self-congratulatory comments, but I believe that this is the fourth time I have won this very prestigious award, enough said really.



As per Council resolution I sought further clarification from Dean Contracting surrounding the tender for the Junction Pub and Tourist Centre subgrade and bitumen reseal works. The answers to my queries were acceptable so I have awarded the contract to them.

During the week commencing the 9th November, Sa Jarrod and myself interviewed candidates for the new position of Tourism and Community Development Officer. All candidates were of an extremely high quality and the ultimate decision was not an easy one; however, we did have to make this decision and we have appointed Ms Ainsley Hardie. Ainsley is currently in Queensland and will bring a wealth of experience across both spheres of the position. Ainsley has worked in both the Local Government and Private sectors. Ainsley will be relocating with her husband.

On the week beginning 16th of November through to the 20th of November the Shire has had the Auditors from AMD undertake our Financial Management and Regulation 17 review. This report will hopefully be ready for the December meeting. All verbal indications seem to indicate that we are compliant and our systems are robust, this has been a very detailed examination, I look forward to the report as it will identify any areas for improvement.

On the 16th of November I had a phone meeting with the West Australian Country Health Service (WACS) as part of progressing the provision of fortnightly Doctor visits to Gascoyne Junction. I have provided documentation for you read and we can discuss this at the conclusion of the Council Meeting as I need to respond early in the week following the Council Meeting

We have the very great pleasure in welcoming the Minister for Local Government, the Honourable David Templeman and his Policy Advisors to our Shire where we will be afforded the opportunity to raise and issues that impact our Shire, regardless if they are within the Ministers portfolio or not. In addition we will also have the Shire President and ACEO for the Shire of Carnarvon in attendance, this is another show of inter Local Government co-operation. As we all know, Ministers are very busy people and for David to find time in his schedule to visit us is testament to his broader commitment to Local Government.

On the 17th of November, Jarrod, Sean, and I attended the LEMC meeting held in Carnarvon. This was the first joint meeting between the SUG and the Shire of Carnarvon where both Local Governments had the opportunity to advise each other of their plans for the coming fire, cyclone and flood season. The BOM forecast indicates a 65% chance of increased rain and severe weather impacts.

It was hoped that I could bring to Council our 2019/20 Annual Report this month; however, the Auditors have not completed their work and it still has to go to the Office of the Auditor General for their sign off before we receive it. It is anticipated that it will be ready for the December OMC and we can do the Electors Meeting at the February 2021 Meeting and still meet our statutory requirement to hold the Electors Meeting within 56 days of accepting the Annual Report.

The tender for the Junction Tourist Stop has closed, I can advise that we have received two tenders and these will be assessed against the Council Decision criteria and I can present this at this meeting as a late item.

Council Resolution No: 02112020			
MOVED:	CR: G. WATTERS	SECONDED:	CR: A. MCKEOUGH
<p>That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports.</p> <p>CARRIED: 7/0</p>			

At 9.30am the Hon Minister for Local Government, David Templeman, Kelly McManus - Principal Policy Advisor and Tarnya Widdicombe - Senior Policy Advisor arrived at the Council Chamber.

The Shire president adjourned the meeting at 9.45am to enable the Council to discuss a number of issues with the Minister, have morning tea and lunch.

At 10.10am Mr Eddie Smith – Shire President for the Shire of Carnarvon and Mr John Attwood – ACEO for the Shire of Carnarvon arrived so that they could also be a part of the discussions with the Minister.

The meeting reconvened at 2.10pm with Hon Minister for Local Government, David Templeman, Kelly McManus - Principal Policy Advisor and Tarnya Widdicombe - Senior Policy Advisor, Eddie Smith – Shire President for the Shire of Carnarvon and Mr John Attwood – ACEO for the Shire of Carnarvon having left the meeting.

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	18 November 2020
Matters for Consideration:	To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 25th of November 2020 as attached – see Appendix 1

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.			
Comments:		The list of accounts are for the month of October 2020.			
Statutory Environment:		<p>Local Government (Financial Management Regulations) 1996</p> <p>13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —</p> <p>(a) the payee's name; and</p> <p>(b) the amount of the payment; and</p> <p>(c)the date of the payment; and</p> <p>(d) Sufficient information to identify the transaction.</p> <p>(2) A list of accounts for approval to be paid is to be prepared each month showing —</p> <p>(a)for each account which requires council authorisation in that month —</p> <p>(i) the payee's name; and</p> <p>(ii) the amount of the payment; and</p> <p>(iii) sufficient information to identify the transaction; and</p> <p>(b) the date of the meeting of the council to which the list is to be presented.</p> <p>(3) A list prepared under sub regulation (1) or (2) is to be —</p> <p>(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and</p> <p>(b) recorded in the minutes of that meeting.</p>			
Policy Implications:		Nil			
Financial Implications:		2020/2021 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	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)

	with existing controls)				
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Nil			
Voting requirement:		Simple Majority			
Officer's Recommendation:					
That Council endorse the payments for the period 1 st of October to the 31 st October 2020 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.					
Municipal Fund Bank EFTs (12530 - 12637)			\$ 2,200,817.54		
Payroll			\$ 113,949.78		
BPAY/Direct Debit			\$ 19,105.34		
TOTAL			\$2,333,872.66		
Council Resolution No: 03112020					
MOVED:	CR: H. MCTAGGART		SECONED:	CR: G. WATTERS	
That Council endorse the payments for the period 1 st of October to the 31 st October 2020 as					
Municipal Fund Bank EFTs (12530 - 12637)			\$ 2,200,817.54		
Payroll			\$ 113,949.78		
BPAY/Direct Debit			\$ 19,105.34		
TOTAL			\$2,333,872.66		
listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.					
CARRIED: 7/0					

10.5 MONTHLY FINANCIAL STATEMENT

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	18 November 2020
Matters for Consideration:	<p>The Statement of Financial Activity for the periods of October 2020, 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>
Background:	<p>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.</p>
Comments:	The Statement of Financial Activity is for the month of October 2020.
Statutory Environment:	<p>Local Government Act 1995 – Section 6.4</p> <p>Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>
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			
Voting requirement:		Simple Majority			
Officer's Recommendation:		That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of October 2020.			
Council Resolution No: 04112020					
MOVED:	CR: B. WALKER		SECONDED:	CR R. HOSEASON-SMITH	
That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of October 2020.					
CARRIED: 7/0					

10.6
BIOSECURITY COMMITTEE

Applicant:		Shire of Upper Gascoyne			
Disclosure of Interest:		Nil			
Author:		John McCleary – Chief Executive Officer			
Date:		5 November 2020			
Matters for Consideration:		To terminate the Council's Biosecurity Committee.			
Background:		<p>The Biosecurity Committee was established at the ordinary meeting of Council held on the 26th of April 2017 as a vehicle in which to discuss all issues surrounding Biosecurity within the Shire and make recommendations to Council.</p>			
Comments:		<p>At the ordinary meeting of Council on the 29th of April it was resolved the hand back the Shires Biosecurity obligations to the Carnarvon Rangelands Biosecurity Association (CRBA), please refer to resolution number 07042020.</p> <p>The CRBA have now had operational control for the past 5 months and reports from the co-ordinators has indicated that the program is running smoothly with the transition being relatively seamless. As part of the handover the CRBA are required to supply the Shire with quarterly reports detailing their activities within the Shire of Upper Gascoyne, which they have done.</p> <p>Given that the Shire no longer has a hands on roll and the CRBA are supplying reports on their activities it is considered that the Council Biosecurity Committee is no longer required.</p>			
Statutory Environment:		Nil.			
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:		Nil.	
Voting requirement:		Simple Majority	
Officer's Recommendation:		That Council dis-band the Biosecurity Committee.	
Council Resolution No: 05112020			
MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: R. HOSEASON-SMITH
<p>That Council dis-band the Biosecurity Committee.</p> <p>CARRIED: 7/0</p>			

10.7 DELEGATION REGISTER

Applicant:	Shire of Upper Gascoyne	
Disclosure of Interest:	Nil	
Author:	John McCleary – Chief Executive Officer	
Date:	10 November 2020	
Matters for Consideration:	To review the existing delegations register as provided in Appendix 3 .	
Background:	Section 5.42 of the Local Government Act 1995 provides that a local government may delegate the exercise of some of its powers and duties to the Chief Executive Officer. Section 5.43 sets out those powers and duties which may not be delegated. Section 5.46(1) requires the CEO to keep a register of all delegations and section 5.46 (2) of the Act provides that delegations be reviewed at least once every financial year.	
Comments:	The previous Delegation Register was adopted by Council at the December 2019 meeting, therefore the delegations require review this calendar year.	
Statutory Environment:	5.42. Delegation of some powers and duties to CEO	
	(1)	A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and this power of delegation. <i>*Absolute majority required.</i>
	(2)	A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
	5.46. Register of, and records relevant to, delegations to CEO and employees.	
	(1)	The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
	(2)	At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
Policy Implications:	Nil.	
Financial Implications:	Nil.	
Strategic Implications:	Nil.	
Risk:		

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:		Nil.			
Voting requirement:		Absolute Majority			
Officer's Recommendation:		That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in Appendix 3 of this Agenda.			
Council Resolution No: 06112020					
MOVED:	CR: B. WALKER		SECONDED:	CR G. WATTERS	
That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in Appendix 3 of this Agenda.					
CARRIED: 7/0					

10.8 PURCHASING POLICY AMENDMENT

Applicant:	Shire of Upper Gascoyne	
Disclosure of Interest:	Nil	
Author:	John McCleary – Chief Executive Officer	
Date:	10 November 2020	
Matters for Consideration:	To consider changes to purchasing policy in order to meet the changes to the Local Government Legislation	
Background:	Part 4 Division 1, regulation 11A (1) of the Local Government (Functions and General) Regulations 1996 have been amended so that the consideration level prior to going to tender or using the WALGA preferred supplier arrangement has been increased to \$250,000 from the previous amount of \$150,000. This was done to assist Local Governments spend monies during the COVID 19 pandemic to assist with keeping the economy fluid.	
Comments:	<p>Under our current purchasing policy our purchasing limit is \$150,000, it is recommended that we lift this to the statutory amount of \$250,000 which will enable the administration to get work on the ground quicker as we will not be required to go through the tender process and this will save money as the tender process is time consuming and uses a large amount of officers time to prepare the documents, advertise, analyse, report to Council and then award the tender.</p> <p>In addition with the advent of some smaller grants such as the LRCI program we can get the work on the ground quicker and more efficiently.</p>	
Statutory Environment:	Local Government (Functions and General) Regulations 1996	
	11 A	Purchasing Policies for Local Governments
	(1)	A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
	5.46. Register of, and records relevant to, delegations to CEO and employees.	
Policy Implications:	Purchasing Policy	
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:		Nil.			
Voting requirement:		Simple Majority			
Officer's Recommendation:		That Council adopt Policy 2.6 – Purchasing Policy as presented in Appendix 4 .			
Council Resolution No: 07112020					
MOVED:	CR A. MCKEOUGH	SECONDED:	CR B. WALKER		
That Council adopt Policy 2.6 – Purchasing Policy as presented in Appendix 4 .					
CARRIED: 7/0					

10.9 LOCAL ROAD INFRASTRUCTURE PROGRAM

Applicant:	Shire of Upper Gascoyne				
Disclosure of Interest:	Nil				
Author:	John McCleary – Chief Executive Officer				
Date:	15 November 2020				
Matters for Consideration:	To determine projects where this grant money can be expended.				
Background:	<p>The Federal Government as part of their 2020 budget have put a further 1 Billion Dollars into the Local Roads and Community Infrastructure Program following on from the previous funding round.</p> <p>We have been advised that the funding methodology has changed and as a consequence the Shire will receive less than they did in the previous round. Unofficially when have been advised that we will receive an extra \$424,074 which will be available from the 1st of January 2021.</p>				
Comments:	<p>The guidelines are still being finalised but advice seems to indicate that the guidelines will be similar to the previous funding round.</p> <p>Given that the amount to be received is substantially less than what I had anticipated I would like to tackle those projects not previously budgeted for but urgently require remediation. It is my proposal that we replace the existing community lay down area and any residual monies left over are spent on renovating the Shire's Council Chamber.</p>				
Statutory Environment:	<p>OS&H Act 1984</p> <p>OS&H Regulations 1996</p>				
Policy Implications:	Purchasing Policy				
Financial Implications:	Extra money in the budget which will need to be accounted for in the Budget Review.				
Strategic Implications:	<p>Civic Leadership</p> <p>Objective 4: To provide Good Governance to the Upper Gascoyne Shire area through:</p> <ul style="list-style-type: none"> • Compliance with statutory requirements • Asset Management - Meet the required level of service in the most cost effective manner for present and future residents. 				
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:		Staff			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<i>That Council authorise the CEO to make application under the LRCl program to:</i> <i>1. Replace the existing Community Storage Area Structure; and</i> <i>2. Repair / Renovate the Council Chamber if there are sufficient monies.</i>			
Council Resolution No: 08112020					
MOVED:	CR: J. CAUNT		SECONDED:	CR: G. WATTERS	
<p>That Council authorise the CEO to make application under the LRCl program to:</p> <p>1. Replace the existing Community Storage Area Structure; and</p> <p>2. Allocate any residual monies from point 1 to Developing Community Water Supplies</p> <p>CARRIED: 4/3</p> <p><i>COUNCILLORS MCTAGGART, MCKEOUGH AND WALKER VOTED AGAINST THIS MOTION</i></p>					

10.10 ADDITIONAL CAPITAL ITEM (DOLLY)

Applicant:		Shire of Upper Gascoyne			
Disclosure of Interest:		Nil			
Author:		John McCleary – Chief Executive Officer			
Date:		16 November 2020			
Matters for Consideration:		To purchase a ‘Dolly’ for the new truck road train configuration.			
Background:		As part of the 2020/21 Budget deliberations it was decided to purchase a second hand side tipper/end tipper which will also haul the two side tipper trailers.			
Comments:		Unfortunately an oversight occurred where we forgot to allow for an additional ‘Dolly’ which is required for the aforementioned configuration. We have managed to source a good second hand ‘Dolly’ from the same company that is re-building the ‘Mack’ Truck.			
Statutory Environment:		Nil.			
Policy Implications:		Nil.			
Financial Implications:		After reviewing our current budget for Capital Purchases I believe that we can absorb the extra purchase price due to savings across the other items we have purchased, as such it should not affect the overall budgetary position, if it did it would be only very marginal.			
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:		Works and Services Manager			
Voting requirement:		Simple Majority			
Officer’s Recommendation:		<i>That Council authorise the CEO to purchase a second hand ‘Dolly’ from Ausquip Industries for the purchase price of \$19,000.</i>			
Council Resolution No: 09112020					

MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: R. HOSEASON-SMITH
<p>That Council authorise the CEO to purchase a second hand 'Dolly' from Ausquip Industries for the purchase price of \$19,000.</p> <p>CARRIED: 7/0</p>			

10.11 REQUEST FOR DONATION

Applicant:	Gascoyne in May Inc.
Disclosure of Interest:	Nil
Author:	John McCleary – Chief Executive Officer
Date:	16 November 2020
Matters for Consideration:	To determine if the Shire will donate to GiM.
Background:	<p>Gascoyne River Music Festival 2021 - Friday 14 to Sunday 16 May 2021 - Request for funding and venue use.</p> <p>Venue: Junction Pavilion/Gascoyne River Bed, with late night events at Junction Pub</p> <p>Legal Owner of Event: Gascoyne in May Inc in partnership with local community members</p> <p>I write to the Councillors to request funds from the Shire of Upper Gascoyne to support the 2021 Gascoyne River Music Festival which will be on the Mother's Day weekend and part of the Gascoyne in May Festival series.</p> <p>Gascoyne in May Inc (GiM) has successfully produced 8 Gascoyne River Music Festival since 2011, aims to build this as an iconic Multi Arts Festival and is currently in the process of securing funding. Our Gascoyne based team will deliver community engagement opportunities for school children and local people leading into the event.</p> <p>The program will build on the 2018 program - Friday night, All day Saturday and a Sunday morning send off.</p> <p>GiM in previous years has secured a cash budget of \$80k+ to deliver this event which brings hundreds of people into the Junction for two nights. GiM has the support of the Junction Pub and Local First Nations people.</p> <p>GiM request from the Shire of Upper Gascoyne</p> <p>\$15000 which will go directly to production costs (lighting, staging, sound, and specialist professionals including sound engineers, lighting techs who will also be training local people in these skills). As well additional event infrastructure such as portable toilets, etc</p> <p>Use of Junction Pavilion from Wednesday 12 May till Tuesday 18 May. GiM will clean the venue, etc. and request that power and plumbing be tested.</p> <p>A letter of support from the Shire stating its support for Gascoyne in May Inc to produce the Gascoyne River Music Festival.</p> <p>Gascoyne in May Inc will have Public Liability Insurance, Risk Management and Emergency Response Plans and a skilled team to implement these on site delivering this event.</p>

Comments:		Basically GiM are seeking \$15,000 in cash plus the use of the Pavilion Facilities for 7 days. The current budget allocation for all donations is \$18,000. All of this money apart from \$2,000 has been allocated. We also have a situation where one group has just sent in an invoice for \$5,000 for the 2019/20 financial period, this was not accounted for in the 2020/21 budget so we will be \$5,000 over in the budget, we can make an adjustment in the Budget Review. In effect we are 25% over the budget allocation as such I am required to report to the Council. As mentioned GiM have requested a donation of \$15,000 which is in effect 75% of our current allocated budget. In this instance I have not made a recommendation as to whether we donate to an amount or not donate.			
Statutory Environment:		Nil.			
Policy Implications:		Nil.			
Financial Implications:		2020 / 2021 Budget			
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:		Nil.			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<i>That Council:</i> <i>Authorise the CEO to advise GiM that the Shire will make the Pavilion available between the 12th of May 2021 and the 18th of May 2021</i>			
Council Resolution No: 10112020					
MOVED:	CR H. MCTAGGART	SECONDED:	CR: R. HOSEASON-SMITH		

That Council authorises the CEO to advise GiM that the Shire will make the Pavilion available between the 12th of May 2021 and the 18th of May 2021

CARRIED: 7/0

10.12 HOUSE TENDER DECISION MAKING CRITERIA

Applicant:	Shire of Upper Gascoyne	
Disclosure of Interest:	Nil	
Author:	Sean Walker – Works Foreman	
Date:	18 November 2020	
Matters for Consideration:	To determine the evaluation criteria for assessing tenders for the provision of one 4 x 2 transportable / kit home.	
Background:	At the ordinary meeting of Council held in August 2020, it was resolved that the Shire borrow monies from the WA Treasury for the purpose of constructing one new 4x2 staff house on lot 50.	
Comments:	As the total cost of the provision of these homes is going to be in excess of \$250,000 we will be required to go to public tender. It is our intention to Publish in accordance with the Act seeking companies to tender on the provision of a house.	
Statutory Environment:	Local Government Act 1995 Local Government (Function and General) Regulations 1996	
	2A.	If a local government —
	(a)	is required to invite a tender; or
	(b)	not being required to invite a tender, decides to invite a tender
	The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.	
Policy Implications:	Nil.	
Financial Implications:	Future Budgets – making allowance for the repayment of the loan.	
Strategic Implications:	<p>Strategic Community Plan</p> <p>Housing Stock:</p> <ul style="list-style-type: none"> • Increase housing stock by building a 4x 2 bedroom house on vacant land currently owned by the Shire; • The housing stock is generally aging and will soon need significant renewal and maintenance. There has been an increase in staff, Tourism Development officer. 	
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:		Staff Phil Swain – EHO / Building Surveyor																	
Voting requirement:		Simple Majority																	
Officer's Recommendation:		<p><i>That Council adopt the following decision criteria for deciding which tender should be accepted;</i></p> <p>Qualitative Criteria</p> <p><i>In determining the most advantageous Tender, the Principal will score each Tenderer against the qualitative criteria.</i></p> <p><i>It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the tender evaluation process.</i></p> <p><i>The qualitative criteria for this Request are as follows:</i></p> <table><tr><th>Description of Criteria</th><th>Weighting</th></tr><tr><td>Organisational Capacity</td><td>40%</td></tr><tr><td>Product Quality</td><td>40%</td></tr><tr><td>Occupational Health & Safety</td><td>10%</td></tr><tr><td>Methodology for Construction & Delivery</td><td>10%</td></tr></table> <p>Price Consideration: Weighted Cost Criteria</p> <table><tr><th>Criteria</th><th>Weighting</th></tr><tr><td>Tendered price</td><td>100%</td></tr></table>				Description of Criteria	Weighting	Organisational Capacity	40%	Product Quality	40%	Occupational Health & Safety	10%	Methodology for Construction & Delivery	10%	Criteria	Weighting	Tendered price	100%
Description of Criteria	Weighting																		
Organisational Capacity	40%																		
Product Quality	40%																		
Occupational Health & Safety	10%																		
Methodology for Construction & Delivery	10%																		
Criteria	Weighting																		
Tendered price	100%																		
Council Resolution No: 11112020																			
MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: B. WALKER																

That Council adopt the following decision criteria for deciding which tender should be accepted;

Qualitative Criteria

In determining the most advantageous Tender, the Principal will score each Tenderer against the qualitative criteria.

It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the tender evaluation process.

The qualitative criteria for this Request are as follows:

Description of Criteria	Weighting
Organisational Capacity	40%
Product Quality	40%
Occupational Health & Safety	10%
Methodology for Construction & Delivery	10%

Price Consideration: Weighted Cost Criteria

Criteria	Weighting
Tendered price	100%

CARRIED: 7/0

11. MATTERS BEHIND CLOSED DOORS

Council Resolution No: 12112020

MOVED:	CR; G. WATTERS	SECONDED:	CR: J. CAUNT
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That Council go behind closed doors to discuss a confidential item.

CARRIED: 7/0

11.1 GASCOYNE JUNCTION TOURIST STOP TENDER

Item No 13112020

MOVED: CR: B. WALKER

SECONDED: CR: R. HOSEASON SMITH

That Council authorise the CEO to appoint Geraldton Building Services & Cabinets (GBSC) to construct the Gascoyne Junction Tourist Stop.

CARRIED: 7/0

Council Resolution No: 14112020

MOVED: CR H. MCTAGGART

SECONDED: CR: G. WATTERS

That Council come out from behind closed doors

CARRIED: 7/0

12. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Gascoyne Junction Tourist Stop Tender – RFT 06_20-21

Item No 15112020

MOVED: CR A. MCKEOUGH

SECONDED: CR: H. MCTAGGART

That Council approve item 13.1 – Gascoyne Junction Tourist Stop Tender – RFT 06_20-21 being tabled for consideration.

CARRIED: 7/0

14. ELECTED MEMBERS REPORTS

14.1 Cr Hammarquist OAM JP

Nil

14.2 Cr Caunt

Nil

14.3 Cr Watters

Nil

- 14.4 Cr McKeough
Gascoyne Catchment & CRBA Meetings
- 14.5 Cr McTaggart
Nil
- 14.6 Cr Walker
Nil
- 14.7 Cr Hoseason-Smith
Nil

15. STATUS OF COUNCIL MEETING 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
05102020	Land Sale Documents	Met with our solicitor and signed the relevant documents	Close	CEO
06102020	RFT 05 20-21	Awarded RFT 05 20-21 to Dean Contracting	Close	CEO
13102020	RFT 04 20-21	Awarded the tender to Dean Contracting	Close	CEO

16. STATUS OF SHIRE PROJECTS

As per [Appendix 5](#)

17. MEETING CLOSURE

The Shire President closed the meeting at 4.35pm.

To be confirmed at the Ordinary Meeting on the 17th December 2020.

Signed..... 

Presiding member at the meeting at which time the minutes were confirmed.