



MINUTES

17TH of DECEMBER 2020

ORDINARY COUNCIL MEETING

DISCLAIMER

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

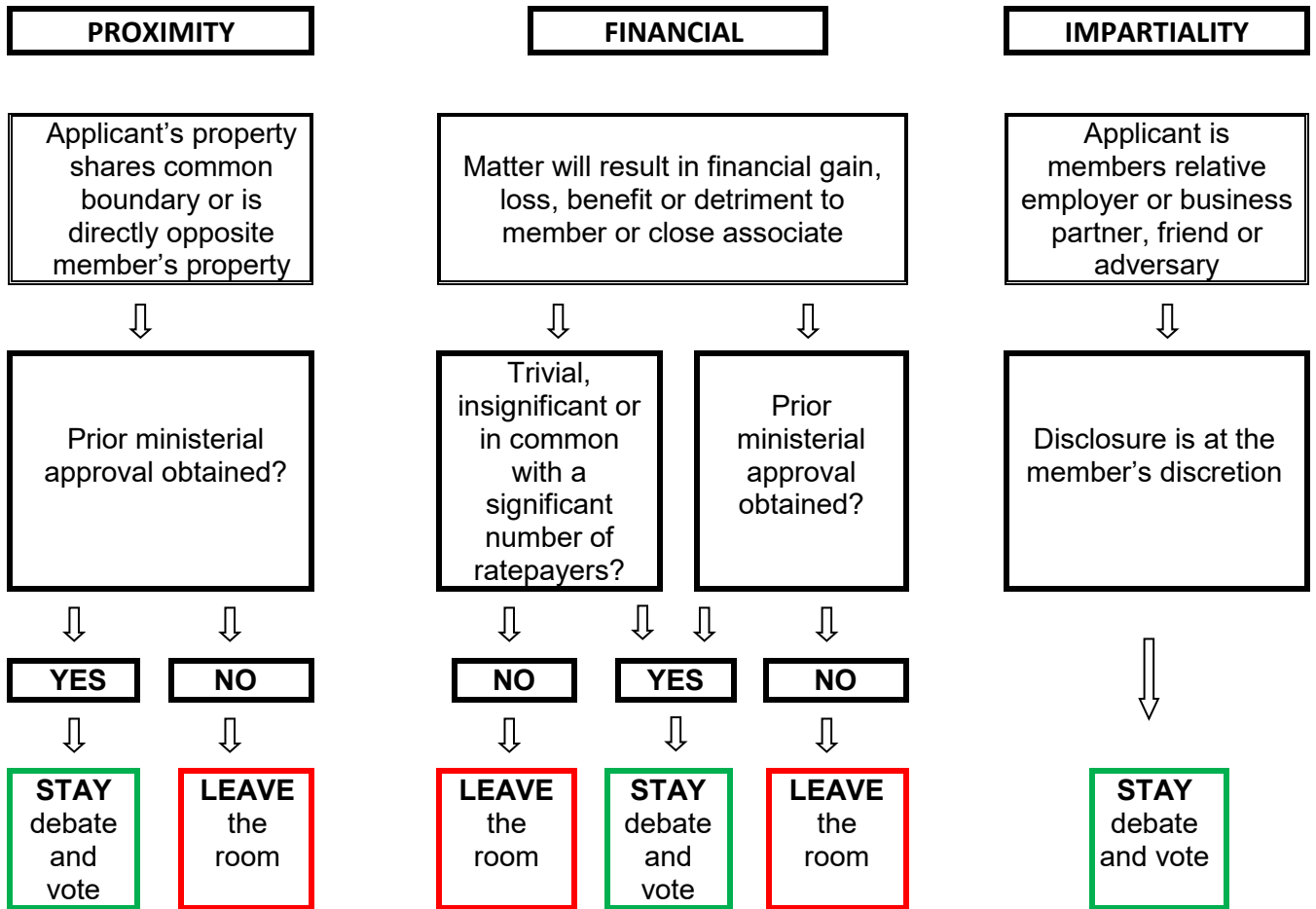
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* 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:

(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
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON THURSDAY THE 17TH OF DECEMBER 2020

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SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT
GASCOYNE JUNCTION SHIRE OFFICES ON THURSDAY THE 17TH OF DECEMBER 2020

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at 8.32am

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
Jarrod Walker	Manager of Works and Services
Sa Toomalatai	Manager of Finance and Corporate Services

Visitors

Josh Kirk	Greenfield Technical Services
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2.2 Absentees

Nil

2.3 Leave of Absence previously approved

Nil

3. APPLICATION FOR LEAVE OF ABSENCE

MOVED: CR: A. MCKEOUGH

SECONDED: CR: B. WALKER

That Councillor H. McTaggart be granted leave of absence for the Ordinary Meeting of Council to be held on the 5th of February 2021.

CARRIED: 7/0

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 for Greenfields provided Council with an overview of the works carried out and proposed works to be carried out for Flood Damage AGRN 908.

The meeting adjourned at 9.00am for morning tea and reconvened at 9.20am.

7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION

Nil

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

Nil

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

9.1 Ordinary Meeting of Council held on 25th of November 2020.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution No: 01122020			
MOVED:	CR: G. WATTERS	SECONDED:	CR: H. MCTAGGART
<p>That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 25th of November 2020 be confirmed as a true and correct record of proceedings.</p> <p>F/A: 7/0</p>			

10. REPORTS OF OFFICERS

10.1 Manager of Finance and Corporate Services Report

Since my last report update staff have been busy preparing for another audit, National Road Safety Week and participating in training – all whilst waiting with bated breath to hear the results of our Tidy Towns application!

Mid November saw staff busy preparing for our triennial Audit Regulation 17 and Financial Management Reviews. These two reviews are required under legislation and are to be completed every three years. The Shire procured the services of AMD Chartered Accountants to conduct both reviews onsite from the 16th to 20th November 2020. Two AMD auditors spent the week carefully scrutinising our processes and procedures, internal controls, checks and balances and quizzing staff on their roles and responsibilities. The audit was quite time consuming as the volume of information requested was in large quantities, but I look forward to receiving the review report as I am curious to see if they have made any recommendations on improving existing processes to create better efficiencies.

In the same week we had our AMD audit, staff also held a bike challenge event to support National Road Safety Week. The premise of the campaign is to advocate for road safety and to bring awareness to what is such an important message for everyone. To maximise on promoting this crucial safety message, the Shire invited teachers and students from the local school to participate in a Bike Challenge. Participants were required to travel a planned route around town and along the way, make a pit stop at a marked location where they would need to answer a series of road safety questions and complete a task. Once the task was completed, the participants could proceed to the next pit stop.

To conclude such a successful challenge, the Shire hosted a barbeque lunch and provided prizes for all the kids who attended the event. We received great feedback from the teachers and students and support to run a similar challenge next year. The event was funded by a small grant the Shire received from the National Road Safety Committee, so was nil cost to the Shire in the end. Without the hard work of staff and extended support, this event would not be possible. I would like to say a big thank you to our staff in the lead up and on the day of the challenge and also to the staff and students from the GJRC School for supporting the event on the day.



In early December the Shire held staff training that took place over the course of two days. The training was delivered by Allan Adams, the Director of Beyond IQ. Allan specialises in team building training and brain based behaviour solutions. We engaged his services to provide staff with an experience that would help them to develop better connections with each other, to encourage more

open communication and to enhance their abilities to manage conflict and find resolve. This was also a great opportunity for staff to have insight into each other's professional relationships and how they feel about their jobs, being part of a team and working for this organisation. Although at times the conversation was uncomfortable and confronting, I feel confident in saying that by the time the training was over, staff had a better appreciation for the challenges we each face in our roles and in the dynamics of our working relationships.

Now, drum roll please..... I am pleased to announce that our application for Tidy Towns 2020 was successful in taking out the General Appearance category! This again would not be without the efforts of our staff so I extend a huge thank you to Amanda, Sean, Nat and Ali for all the work they put in to make our little town stand out - great work team!

Tidy Towns Winners 2020

General Appearance

Recognises improvements to a community's general appearance including, but not restricted to, entries/approaches to town, sporting areas, public parks and gardens, and private homes and streets (including footpaths and verges).

GASCOYNE JUNCTION Winner



Community Resource Centre - Monthly Income Report

Printed at: 09/12/20

Page No : 1

SHIRE OF UPPER GASCOYNE

General Ledger Detail Trial Balance

(fmGLTrialBalance)

Options : Year 20/21,From Month 05,To Month 05,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	-296.15	-162.91	-459.06
	CRC INCO 10841340	Postal Agency Commission: CRC	-3,351.18	-721.72	-4,072.90
	CRC INCO 10841380	Postal Agency Sales	-173.12	-86.11	-259.23
	CRC INCO 10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,538.30	-65.93	-1,604.23
	CRC INCO 10841500	Grant: CRC Operating	-2,430.11	0.00	-2,430.11
	CRC INCO 10842600	CRC Income Misc.	-531.37	-1.87	-533.24
	CRC INCO 10842610	CRC Merchandise Sales	-4,148.66	-190.94	-4,339.60
Total	CRC INCOME		<u>-17,687.71</u>	<u>-1,229.48</u>	<u>-18,917.19</u>
Total for division	GEN		<u>-17,687.71</u>	<u>-1,229.48</u>	<u>-18,917.19</u>
Grand Total			<u>-17,687.71</u>	<u>-1,229.48</u>	<u>-18,917.19</u>

Community Resource Centre - Monthly Customer Service Stats

CUSTOMER SERVICES & ENQUIRIES	2020.2021 TOTAL	2019.2020 TOTAL	YTD DIFF	Nov-20	Nov-19	NOV DIFF
Aus Government Info/Roads	762	1257	-495	1	7	-6
Government Access Point	5	14	-9	0	4	-4
Department of Human Services	7	38	-31	3	2	1
Department of Transport	22	77	-55	6	6	0
Computer/Internet Access	11	31	-20	0	4	-4
Faxes	0	1	-1	0	0	0
General Tourism Information	280	290	-10	1	8	-7
Phonebook Purchases	0	0	0	0	0	0
Community Seminars	0	1	-1	0	0	0
Gassy Gossip yearly subscription	0	3	-3	0	0	0
Training/Courses	0	4	-4	0	0	0
Hot Office Bookings	0	5	-5	0	0	0
Library	33	41	-8	27	6	21
Video Conference/Telehealth	5	5	0	2	0	2
Book Sales	27	47	-20	7	2	5
Photocopying/Printing/Scanning/Emailing	8	29	-21	3	2	1
Laminating/Binding	3	2	1	1	1	0
CRC Merchandise Sales	205	324	-119	9	5	4
Community Events	3	9	-6	1	1	0
Gassy Gossip Advertisement	3	33	-30	0	0	0
Postage	34	0	34	16	0	16
Total Customer Service Enquiries	1408	2211	-803	77	48	29

10.2 Manager of Works and Services

General:

Congratulations to our entire team on winning the Tidy Towns WA General Appearance Award. Special thanks to Sean, Nat and Ali for all of their hard work in keeping the town looking great. The Shire prides itself on delivering and maintaining a high level of service to our community. Some of the most recent outcomes include new footpaths in town, upgrades to the town pavilion, resealing and kerbing of Hatch Street, sale of town blocks, town beautification project and delivery of COVID19 relief packages. This is in addition to spending \$1.5M in road upgrades and \$14M flood damage repairs to roads.



Figure 1&2: pavilion upgrades- new verandas and internal cladding.

We are also busy preparing to deliver more projects such as an alternate water supply for the town, construction of a \$2.7M tourist stop beginning in January, reconstructing the seal around the pub and caravan park, 17km of new seal on the Gascoyne Junction to Meekatharra route beginning in February and the construction of a 4x2 staff house in Gascoyne Junction.

Staff attended team building training on the 3-4th December. Training was aimed at consolidating the team and assisting us on how to build positive relationships within and beyond our small team.

On the 27th December, Don, John and I attended the Regional Road Group, WALGA Zone meetings and met with the Dept. Biosecurity Culture and Attractions to raise concerns about the lack of engagement between their department and local governments in the Gascoyne.

On Monday 7th December, Quantum Surveyors began setting out the new tourist stop and locations of Ross and Cream Streets. As part of the town development we are looking to open up these streets to encourage land sales and town growth. Quantum will also set out the Carnarvon Mullewa bitumen seal works during this visit.

We have engaged a hydrologist from Global Water Solutions to assist Long Neck Drilling on locating and firming up the alternate town water supply to the east of town. The crew will be onsite on the 8-9th December. This will hopefully give us certainty in whether there is adequate water quantity and quality at either of the three possible locations. In the event that there is not, then we will shift our focus elsewhere and discuss any other (if any) options available to us.

Maintenance Grading:

Ray Hoseason-Smith has continued to fill in for Thomas and has worked his way up the Ullawarra road concentrating on the corrugated sections only. Ian has completed grading the remaining top end of Ullawarra and Cobra Gifford Creek roads. The lads will demobilise and begin washing up equipment for on the Christmas shut down period.

Construction Crew:

The crew have completed the Landor re-sheeting works and have demobilised for the Christmas break. When we return next year we will begin the new bitumen works on the C'von Mullewa road approximately 20km east of town.

I would like to take this opportunity to thank all of the team in the Shire for their devotion and hard work this year. Thank you to the Council for their support and guidance and I hope everyone has a safe and happy Christmas.

10.3 Chief Executive Officers Report

It is that time of the year again, this time last year I was not sure if I was going to get another Christmas under my belt but thanks to the doctors, the support offered by Councillors, Staff and Family I am here to wish you all a very Merry Christmas and Happy and Prosperous New Year. As you are aware we will be closed from the 18th of December until the 4th of January, arrangements have been made for rubbish collections and mail collections for this period. I am available on my mobile should any issues arise that need my attention and will be monitoring my email as well.

Don, Jarrod and I attended three meetings on the 27th of November 2020. The first meeting was with the Director General of DBCA and this was attended by our neighbouring Shires. It was more generalist in nature however the common theme was the need for inclusion, improved communication and action. I believe the DG was left with no misunderstandings as to the failings of his department, they have committed to having 6 monthly meetings with all Shires to assist with rebuilding relationships and getting work done on the ground. The other two meetings were the WALGA Zone meeting and the Regional Road Group meeting.

I have been advised by our internal Auditors, AMD, that the report on Reg 17 and Financial Management Review will not be available until the February meeting due to extenuating circumstances. I have been advised that this will not affect our compliance as the review was undertaken in this calendar year.

I am still dealing with legacy issues, recently the mains water pipe burst and this runs through our depot. After some investigation it appears that the shire gates and fencing are in the wrong place and they should be in line with Horizon Powers fence line. Apparently Smith Street has two road

reserves hence the distance of the set back and the location of the mains water supply. However, all is not lost, there is the very real possibility that the water main will need to be replaced as this is the third time it has ruptured, if this is to occur I will see if they will relocate the mains outside of the current depot footprint and go through Landgate and see if we can resume the second road reserve and have this amalgamated onto our existing title.

Significant time has been spent on finalising our Annual Financial Report with plenty of back and forth with the OAG, RSM, Auditors and our staff.

We have had the surveyors on site and they have surveyed the proposed new roads that are to service the new residential lots as well as the sealing works on the Carnarvon/Mullewa Road. Once they have compiled all their data I will send this to Greenfields to get engineering undertaken as it appears that we will need to bring in a lot of fill.

The hydrologist has been in town for a couple of days and has looked at Mongers and other potential areas where we could look for water. I will wait for his report but after general conversation I believe we will need to undertake electromagnetic surveying to further identify highly likely sources.

Council Resolution No: 02122020			
MOVED:	CR: G. WATTERS	SECONDED:	CR: R. HOSEASON-SMITH
That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports.			
CARRIED: 7/0			

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	9 December 2020
Matters for Consideration:	To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 17 of December 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 November 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> <ul style="list-style-type: none"> (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. <p>(2) A list of accounts for approval to be paid is to be prepared each month showing —</p> <ul style="list-style-type: none"> (a) for each account which requires council authorisation in that month — <ul style="list-style-type: none"> (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:	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 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 endorse the payments for the period 1st of November to the 30th of November

<i>Municipal Fund Bank EFTs (12639 - 12727)</i>	<i>\$1,709,624.24</i>
<i>Payroll</i>	<i>\$ 108,669.07</i>
<i>BPAY/Direct Debit</i>	<i>\$ 19,091.13</i>
TOTAL	\$1,837,384.44

2020 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

Council Resolution No: 03122020

MOVED:	CR: H. MCTAGGART	SECONED:	CR: A. MCKEOUGH
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That Council endorse the payments for the period 1st of November to the 30th of November

<i>Municipal Fund Bank EFTs (12639 - 12727)</i>	<i>\$1,709,624.24</i>
<i>Payroll</i>	<i>\$ 108,669.07</i>

BPAY/Direct Debit	\$ 19,091.13
TOTAL	\$1,837,384.44

2020 as 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:	9 December 2020
Matters for Consideration:	<p>The Statement of Financial Activity for the periods of November 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 November 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:		<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of November 2020.</i>			
Council Resolution No: 04122020					
MOVED:	CR: A.MCKEOUGH	SECONDED:	CR: G. WATTERS		
<p>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of November 2020.</p> <p>CARRIED: 7/0</p>					

10.6

CHANGE OF FEBRUARY ORDINARY MEETING DATE

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	John McCleary – CEO
Date:	1 December 2020
Matters for Consideration:	To change the date of the February Ordinary Meeting of Council.
Background:	<p>The CEO has been invited to deliver a presentation to the WA Transport and Roads Forum to speak on the SUG's experience with WANDRRA. The conference is scheduled for the 11th of February 2021.</p> <p>It is a positive outcome to be involved in conferences at this level as it puts the Shire in a positive light within our industry.</p>
Comments:	<p>If we leave the date as set for the February 2021 OMC – 10th of February 2021 there will not be sufficient time to get to Perth to deliver the presentation.</p> <p>There was thought to push the meeting out to the 17th of February 2020; however, if we do this then we will not be able to hold the electors meeting within the 56 day time limited and therefore be non-compliant.</p> <p>It is then a matter of bringing the meeting forward so that we are compliant with the legislation as such it is proposed OMC for February 2021 be brought forward to Monday the 8th of February 2021.</p>
Statutory Environment:	<p>As per the local Government Act 1995:</p> <p>Part 5 – Administration</p> <p>(a) Deals with Council meetings, committees and their meetings and electors' meetings</p> <p>Division 2 – Council meetings, committees and their meetings and elector's meetings</p> <p>Subdivision 1 – Council meetings</p> <ul style="list-style-type: none"> • 5.4 – Calling council meetings • 5.25 - Regulations about council and committee meetings and committees <p>Local Government (Administration) Regulations 1996</p> <p>12.Publication of meeting details (Acts.5.25(1)(g))</p> <p>(1) In this regulation—meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.</p> <p>(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—</p> <p>(a) Ordinary council meetings.</p>

Policy Implications:		Nil			
Financial Implications:		Nil			
Strategic Implications:		The meetings of the Council and Audit Committees should be set to coincide with the Act and Regulation requirements.			
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:		Department of Local Government			
Voting requirement:		Simple Majority			
Officer's Recommendation:		<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Move the date of the Ordinary Meeting of Council scheduled to be held on the 10th of February 2021 to the 5th of February 2021; and 2. Instruct the CEO to advertise as required by the Local Government (Administration) Regulations 1996. 			
Council Resolution No: 05122020					
MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: B. WALKER		
<p>That Council:</p> <ol style="list-style-type: none"> 1. Move the date of the Ordinary Meeting of Council scheduled to be held on the 10th of February 2021 to the 5th of February 2021; and 2. Instruct the CEO to advertise as required by the Local Government (Administration) Regulations 1996. <p>CARRIED: 7/0</p>					

10.7

SEALING PROGRAM - REQUEST FOR QUOTE & DECISION CRITERIA

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Jarrold Walker – Manager of Works and Services
Date:	3 December 2020
Matters for Consideration:	To determine the decision criteria for awarding the contract for the various sealing works.
Background:	The Shire has received funding to seal approximately 17km of road on the Dalgety Downs Landor and Carnarvon Mullewa Road. The sealing works will be carried out in the first quarter of 2021 by a single contractor.
Comments:	<p>Approval to combine funding from HSVPP, DRFAWA, RRG has been granted to reconstruct and seal two sections of road on the Dalgety Downs Landor and Carnarvon Mullewa roads. These roads form part of the Shire's strategic plan to seal between Gascoyne Junction and Meekatharra.</p> <p>The Shire will conduct a WALGA Preferred Supplied undertaking to accept a successful tender to carry out the sealing works in both locations. This will represent best value for money and efficiency in completing the works</p> <p>As it is the last Council meeting for 2020 and meetings do not resume until February 2021, the CEO seeks Council to adopt the selection criteria and delegate the authority for the CEO to award the contract to the successful tenderer before the next meeting. We would like to award as early as possible so that the preferred contractor can have sufficient time to plan these works into their sealing schedules.</p> <p>In consultation with Greenfields Technical Services it is advised that the sealing works shall not exceed \$1.5M.</p>

Statutory Environment:	<p><i>Local Government (Functions & General) Regulations 1996</i></p> <p>(2a) If a local government —</p> <p>(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.</p> <p>Local Government Act 1995</p> <p><i>5.42. Delegation of some powers and duties to CEO</i></p> <p>(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—</p> <p>(a) this Act other than those referred to in section 5.43; or (b) the Planning and Development Act 2005 section 214(2), (3) or (5)</p> <p><i>5.43. Limits on delegations to CEO</i></p> <p>A local government cannot delegate to a CEO any of the following powers or duties...</p> <p>(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.</p>				
Policy Implications:	Purchasing Policy				
Financial Implications:	2020/21 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 Requirements:	Absolute Majority				

Officer's Recommendation:	<p><i>That Council:</i></p> <p>1. <i>Adopt the following decision criteria and their weightings:</i></p> <ul style="list-style-type: none"> • <i>Price 60%</i> • <i>Skills and experience of key field personnel 10%</i> • <i>Technical support experience including seal design 10%</i> • <i>Demonstrated capability and capacity including quality systems 10%</i> • <i>Workplace OSH practices and procedures 10%</i> <p>2. <i>Delegate the authority for the CEO to award the contract for the provision of sealing services for Dalgety Downs Landor and Carnarvon Mullewa roads that provides the best value for money on the provision that the cost does not exceed two (2) Million dollars.</i></p>
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Council Resolution No: 06122020

MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: G. WATTERS
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<p>That Council:</p> <p>1. Adopt the following decision criteria and their weightings:</p> <ul style="list-style-type: none"> • Price 60% • Skills and experience of key field personnel 10% • Technical support experience including seal design 10% • Demonstrated capability and capacity including quality systems 10% • Workplace OSH practices and procedures 10% <p>2. Delegate the authority for the CEO to award the contract for the provision of sealing services for Dalgety Downs Landor and Carnarvon Mullewa roads that provides the best value for money on the provision that the cost does not exceed two (2) Million dollars.</p> <p>CARRIED: 7/0</p>
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10.8

BBRF APPLICATION - GASCOYNE CONNECTOR PROJECT

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	John McCleary
Date:	3 December 2020
Matters for Consideration:	To endorse the submission of a Building Better Regions Fund (Round 5) Application seeking a contribution towards the Gascoyne Connector Project.
Background:	In September 2020, the Federal Government announced its intent to deliver \$200 million for Round 5 of the Building Better Regions Fund. It is expected that half of this funding will be specifically targeted at regional tourism projects and the remaining half be distributed to infrastructure projects as per previous rounds. Guidelines were released in December 2020 and the official opening for applications is 12 January 2021, with closure 5 March 2021. Applicants may be eligible for either 50% or 75% of total project costs, depending on their geographical remoteness classification. Some applicants may be able to apply for an exemption to contribute the minimum requirement should a clear justification be presented in the application.
Comments:	Landor-Meekatharra Road at the southern boundary border of the Shire forms a part of the east-west connecting route between Carnarvon and Meekatharra. It is incorporated into the Main Roads WA – Roads 2030 Road Development Strategy Mid-West Region and is considered a pivotal access road for Burringurrah Aboriginal Community and travellers into the Shire, heading to Mt Augustus National Park and surrounding points of interest. This Project has significant road efficiencies and tourism potential which will contribute to driving economic benefits as well as enabling social outcomes for the region. Planning for the upgrade and seal of this Road has been considerable, with a feasibility undertaken in 2019 and Cost Benefit Analysis undertaken in December 2020. This Project is considered appropriate to make an application under the BBRF Round 5.
Statutory Environment:	Local Government Act 1995
Policy Implications:	Nil
Financial Implications:	The anticipated cost of undertaking the Gascoyne Connector Project as estimated by Greenfield Technical Services is just under \$14.15million over two financial years. The Shire intends to utilise Regional Road Group funding as well as a cash contribution already budgeted for in 2021/22 with further contributions for 22/23. The remainder is being sought under the BBRF.

Financial Year	RRG	Own	BBRF
2021/22	\$659,138	\$329,569	\$6,011,691
2022/23	\$329,000	\$164,000	\$6,656,198
	\$988,138	\$493,569	\$12,667,889
	\$1,481,707		

Strategic Implications:

Seven major priorities are listed in the SCP (page 12) and this Project meets four of the priorities including:

- Maintenance and renewal of the road network;
- Development of better access through the Upper Gascoyne by campaigning for funding to seal the road through from Gascoyne Junction to Meekatharra;
- Improve the road linkage from Mt Augustus through to Karijini National Park to promote tourism in the Gascoyne/Pilbara region; and
- Promote Tourism in the region.

It also aligns with the following:

Strategies to Achieve Economic Outcomes

- Maintenance and Upgrade of Road Network - To develop, maintain and improve an efficient road system to support the transport requirements associated with the pastoral and mining industries and tourism.

Actions planned for the future

- Further investigation of options for a road connecting the region's key tourism icons (the Kennedy Range and Mt Augustus) with the Karijini National Park in the neighbouring Pilbara region. Currently there is no direct road between these regions. Such a road would significantly increase tourism in the region; and
 - Explore options for a sealed route between Gascoyne Junction and Meekatharra. Such a route would connect inland regions from the Great Northern Highway to the coast at Carnarvon. This would save on transport costs as well as potentially increasing tourism in the region.
- Emphasise and maximise the tourism potential of our natural attractions, history and local events. To promote and support a sustainable tourism industry in the Shire of Upper Gascoyne.

Actions planned for the future

- Conduct feasibility studies for developing road access between Mount Augustus and Karijini National Parks.
- Shire support for tourism opportunities pursued by the local community where appropriate.

Risk:

Risk	Risk Likelihood (based on history and with	Risk Impact / Consequence	Risk Rating (Prior to Treatment or	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
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	existing controls)		Control)		
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Consultation:			Greenfield Technical Services Grants Empire Pracsys		
Voting requirement:			Simple Majority		
Officer's Recommendation:			<i>That Council endorse the CEO to submit a Building Better Regions Fund (Round 5) application seeking a contribution towards the Gascoyne Connector Project.</i>		
Council Resolution No: 07122020					
MOVED:	CR: B. WALKER	SECONDED:	CR: R. HOSEASON-SMITH		
<p><i>That Council endorse the CEO to submit a Building Better Regions Fund (Round 5) application seeking a contribution towards the Gascoyne Connector Project.</i></p> <p>CARRIED: 7/0</p>					

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	John McCleary – Chief Executive Officer
Date:	3 December 2020
Matters for Consideration:	To accept the annual report for the financial year ending June 30, 2020 containing the audited financials and the auditor's report for the financial year as provided in Appendix 1 – as contained in the Audit Committee Agenda.
Background:	<p>Section 5.53 requires the local government prepare an annual report for each financial year.</p> <p>Among other things, the annual report should contain the auditor's report for the financial year.</p> <p>Section 5.54 provides that the local government accept the annual report by no later than 31 December after that financial year.</p> <p>The CEO must give local public notice of the availability of the report as soon as practical after the report is accepted.</p> <p>An independent Audit as required under section 7.9 of the Local Government Act 1995 was carried out by the Office of the Auditor General.</p>
Comments:	<p>A copy of the Annual Report and Annual Financial Report for the 2019/20 financial year together with the auditor's report are attached to the Audit Committee agenda and the matter will be considered at that meeting for recommendation to Council.</p> <p>The Auditor has given the Shire a clean bill of health with no adverse findings or areas for improvement.</p>
Statutory Environment:	<p>Local Government Act 1995 – Division 3 – Conduct of Audit</p> <p>Audit to be conducted</p> <p>7.9 (1) an auditor is required to examine the accounts and annual report submitted for audit and, by the 31st December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –</p> <p>(a) The mayor or president; and</p> <p>(b) The CEO, of the local government; and</p> <p>(c) The Minister.</p>
Policy Implications:	Nil
Financial Implications:	Council has made an appropriate allowance for the costs associated with Auditing as required under the Local Government Act 1995.
Strategic Implications:	Nil

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:		OAG			
Voting requirement:		Absolute Majority			
Officer's Recommendation:		<p><i>That Council:</i></p> <p>1. Adopts the Annual Financial Report, Annual Report together with Auditors Management Letter for the period 1st July 2019 to 30th June 2020.</p> <p>2. Sets 8th of February 2021 as the date of the Annual Meeting of Electors</p>			
Council Resolution No: 08122020					
MOVED:		SECONDED:			
<p>THIS ITEM LAPSED DUE TO NO MOVER OR SECONDER.</p> <p>THE REASON FOR THIS WAS THAT THE OFFICE OF THE AUDITOR GENERAL DID NOT HAVE THE AUDITED FINANCIAL STATEMENTS READY IN TIME FOR THE COUNCIL MEETING.</p> <p>F/A: 0/0</p>					

Adjourned for lunch at 11.25am
Reconvened the meeting at 1.55pm

11. MATTERS BEHIND CLOSED DOORS

Nil

12. PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

14. ELECTED MEMBERS REPORTS

14.1 *Cr Hammarquist OAM JP*

Attended the Gascoyne WALGA Zone Meeting, Gascoyne Regional Road Group Meeting and a meeting with the Department of Biosecurity, Conservation and Attractions.

14.2 *Cr Caunt*

Nothing to report.

14.3 *Cr Watters*

Attended the Landor Races meeting and advised that the 2021 event will be held on the 2, 3 & 4 of October 2021.

14.4 *Cr McKeough*

Attended Cue Parliament

14.5 *Cr McTaggart*

Attended the Gascoyne Junction Races Meeting.

14.6 *Cr Walker*

Attended the Gascoyne Junction Races meeting and was appointed as the Treasurer and assisted to organise a Bike Ride to

14.7 *Cr Hoseason-Smith*

Nothing to report.

15. STATUS OF COUNCIL MEETING RESOLUTIONS

Resolution N ^o	Subject	Status	Open / Close	Responsible Officer
10042019	Formation of a	This is still being worked on, I need	Open	CEO

	Tourism Working Group	to establish the terms of reference prior to advertising for members.		
06112020	Delegation Review	Up-loaded onto our web-site	Close	SCSO
07112020	Purchasing Policy Amendment	Incorporated into our Policy Manual	Close	SCSO
10112020	Request for Donation	Provided advice to GiM	Close	CEO

16. STATUS OF SHIRE PROJECTS

As per [Appendix 3](#)

17. MEETING CLOSURE

The Shire President closed the meeting at 2.55pm.

To be confirmed at the Ordinary Meeting on the 5th February 2021.

Signed..........

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