



# MINUTES

21<sup>st</sup> of JULY 2021

## ORDINARY COUNCIL MEETING

Held at the Shires Administration Building situated at Gascoyne Junction  
commencing at 8.30am

### DISCLAIMER

#### Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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

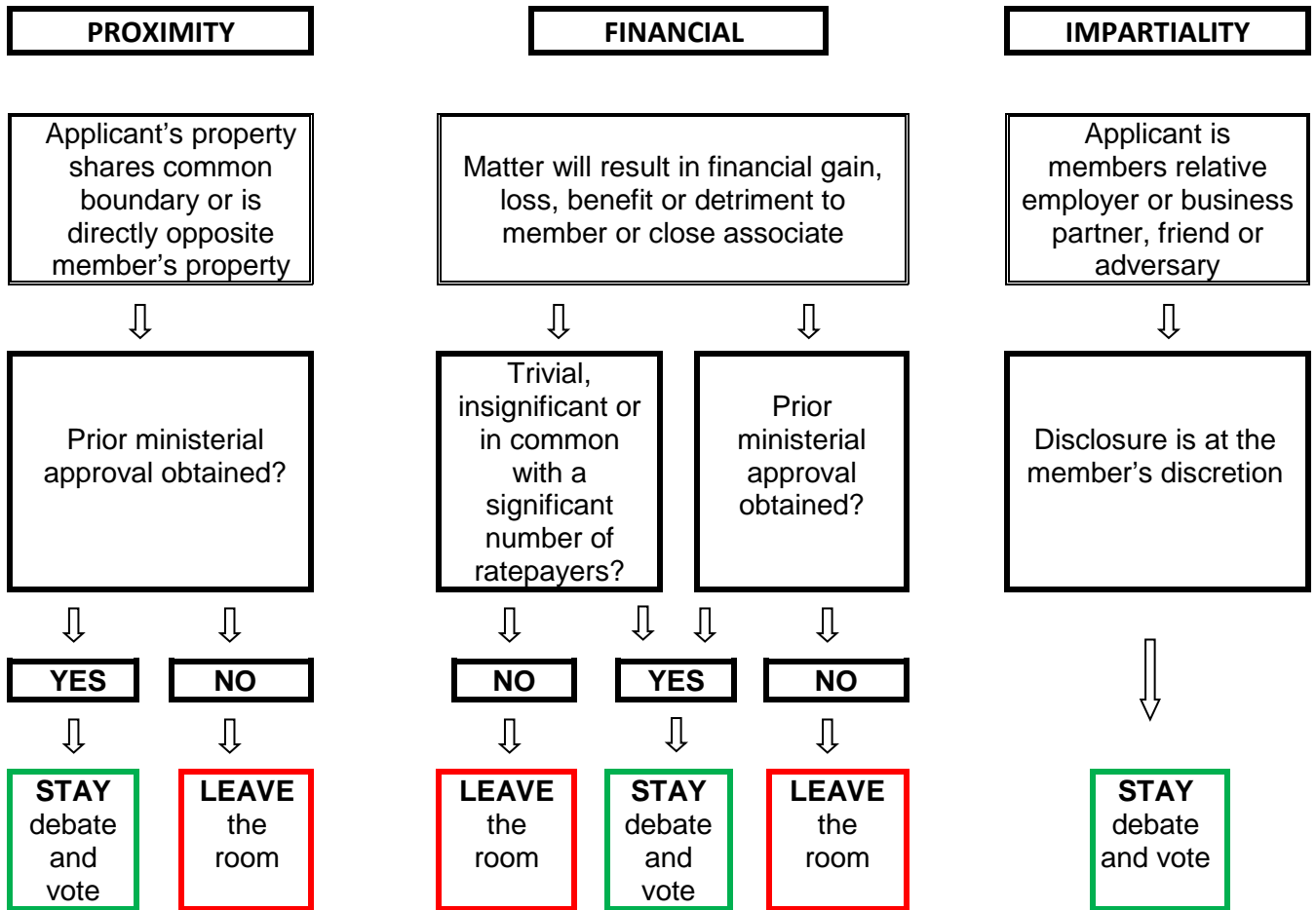
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John McCleary, JP  
CHIEF EXECUTIVE OFFICER

## \* 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.

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**SHIRE OF UPPER GASCOYNE**  
**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES**  
**ADMINISTRATION BUILDING SITUATED AT GASCOYNE JUNCTION ON THE 21<sup>ST</sup> OF JULY 2021**  
**COMMENCING AT 8.30AM**

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

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

**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 A. McKeough	Councillor
Cr H. McTaggart	Councillor
Cr R. Hoseason-Smith	Councillor

**Staff**

John McCleary JP	Chief Executive Officer
Jarrold Walker	Manager of Works and Services
Sa Toomalatai	Manager of Finance and Corporate Services
Travis Bate	Principal Accountant, RSM Australia Pty Ltd

**Visitors**

Josh Kirk	Greenfield Technical Services
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**2.2 Absentees**

Nil

**2.3 Leave of Absence previously approved**

Councillor Blanche Walker

**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**

Item No 10.7 – Bull Dozing Contract Renewal

Councillor J. Caunt  
Councillor H. McTaggart

Both Councillors declared an impartiality interest as the applicant is the Son of Councillor Caunt and brother in law of Councillor McTaggart.

## **6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **6.1 Greenfield Technical Services – Joshua Kirk**

Josh provided an overview of works undertaken in relation to AGRN 908, proposed works for the coming month and a statement on the status of the financial recoups

## **7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

### **ROSS COLLINS, OAM, JP.**

It is with sad news that I must inform you the Ross Collins (Senior) passed away on Monday the 19<sup>th</sup> of July 2021. Ross is survived by his partner Rhonda and four children, Julie-Anne, Suzanne, Guy and Ross (Junior).

On behalf of the Shire of Upper Gascoyne and the broader community we offer our most sincere condolences to Ross's family and friends.

Ross Collins has spent most of his life as a pastoralist whom held the lease of Glenburgh Station which is situated 112 kilometres east of Gascoyne Junction in the Upper Gascoyne Shire for many of those years. Ross made the 224 kilometre round trip to council meetings on a monthly basis. It is estimated that as a minimum he travelled in excess of 86,240 kilometres. He is the 3<sup>rd</sup> generation of the Collins family, which the property was named Glenburgh by Ross's grandfather, Charles Collins in 1887.

Charles Collins, Ross's grandfather was a foundation member of the Upper Gascoyne council in 1907.

Ross was elected as a shire councillor in 1975 and served the shire for five years until stepping down. He ran again for council in 1985 and was re-elected. Ross became the shire President in 1990 and remained so until he retired in 2015.

In 2004 Ross was honoured to receive an Order of Australia (OAM) for his service to the community of Upper Gascoyne.

Ross served on the council for 35 years with 25 years as the President for the Shire of Upper Gascoyne. Ross was made a Freeman of the shire in 2015, and has also been a long serving Justice of the Peace.

Ross was also heavily involved in many community events, associations such as the Gascoyne Junction Gymkhana.

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

Item 11.1 Supply of Plant & Operators for Road Flood Damage Repairs – AGRN 951

## **9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**9.1** Ordinary Meeting of Council held on 23<sup>rd</sup> of June 2021.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

<b>Council Resolution No: 01072021</b>			
<b>MOVED:</b>	<b>CR: J. CAUNT</b>	<b>SECONDED:</b>	<b>CR: A. MCKEOUGH</b>
<p>That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 23<sup>rd</sup> of June 2021 be confirmed as a true and correct record of proceedings.</p> <p><b>F/A: 6/0</b></p>			

The meeting adjourned at 9.30am for morning tea.

The reconvened at 9.50am

### **10. REPORTS OF OFFICERS**

<b>Council Resolution No: 02072021</b>			
<b>MOVED:</b>	<b>CR: A. MCKEOUGH</b>	<b>SECONDED:</b>	<b>CR: R. HOSEASON-SMITH</b>
<p>That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports as read.</p> <p><b>F/A: 6/0</b></p>			

#### **10.1 Manager of Finance and Corporate Services Report**

##### **Corporate Services Update**

Happy End of Financial Year! We close off the year by reflecting on the last 12 months and wonder where the time has gone?! So much has happened in 20/21 from the development of new community and infrastructure projects, to planning the construction of a new staff house, to creating the foundations of our tourism strategic plan, to being inundated with unprecedented levels of rainfall and bidding farewell to old staff and welcoming new staff to our team – 20/21 has been a very busy year!

Since the last Council meeting the corporate team have prepared for and undertaken the first of two onsite audits with Auditors from William Buck. The interim audit was a fairly smooth process, with only a few outstanding items left pending to follow up on after the initial visit was conducted. At this stage we are waiting for the draft management interim audit report to be issued, and hope this can be presented to Council by the August meeting.

At the end of June we welcomed a new member to the team, Cynthia Wright who has been appointed in the role of Corporate Services Officer Finance. Cynthia has made a great start to her role by hitting the ground running and has offered much needed support to Cherie and I in sharing the current workload.

Budgets continue to be the flavour of the month and are still high on our priority list leading into the July Council meeting. Travis from RSM has been working with the management team in finalising our draft document and working towards presenting a balanced budget for adoption in August.



### **Community Resource Centre Update**

June has been a busy month at the CRC with an influx of visitors to the Shire. We have received so much positive feedback of our beautiful town and how well cared for it is.

Training has been undertaken by our staff updating our training with key stakeholders including Services Australia, Australia Post and the WA State Library.

On June 23 we hosted the Gascoyne Junction Biggest Morning Tea. With a smorgasbord of amazing treats, it was wonderful to see the community come together and raise \$415 for such a wonderful cause.

Ainsley, attended a meeting of the Gascoyne DHAC at the beginning of the month which has providing a regular medical service to Gascoyne Junction as its top priority. Discussions are still underway in relation to having a clinic here. At the moment the main difficulty is the shortage of doctors across the state due to border closures, but with an increase in capacity things will progress further. In the meantime they are working on things in the background in relation to systems and equipment that will be required.

The CRC will be introducing a new Federal Government initiative in August called Be Connected which helps to educate Australians to reduce digital illiteracy. A series of lunch and learn sessions will be held at the CRC on a range of topics including spotting scams, safe online shopping and banking, connecting with others and helpful apps for your smartphone. Through this program we will also be able to use digital technologies to record local history from the perspective of our residents.

We have been in discussions to introduce a Library Management System for our local library. This will help with reporting, but most importantly will enable us to offer all residents of the Shire access to the library catalogue and to borrow remotely. It will also allow us to curate a local history collection.

A second meeting of the Visit Upper Gascoyne was held, with key projects identified for tourism across the Shire. The Tourism and Community Development Officer is working on a Tourism Action Plan to put in place which will have a first draft for the next meeting in September. A tourism advertisement for the Shire is currently running in June, July and August in the Seniors newspaper to which we have had a great initial responses, with people popping out to see what we have on offer.

## Community Resource Centre - Monthly Income Report – June 2021

Printed at: 15/07/21  
Page No: 1

SHIRE OF UPPER GASCOYNE

### General Ledger Detail Trial Balance

(frmGLTrialBalance)

Options: Year 20/21, From Month 12, To Month 12, 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	-704.76	-47.79	-752.55
	CRC INCO 10841340	Postal Agency Commission: CRC	-8,305.94	-661.72	-8,967.66
	CRC INCO 10841380	Postal Agency Sales	-639.51	-36.36	-675.87
	CRC INCO 10841390	Sales: Books/Maps/Souvenirs/Sundries	-2,191.16	-368.92	-2,560.08
	CRC INCO 10841500	Grant: CRC Operating	-98,430.11	-2,500.00	-100,930.11
	CRC INCO 10842600	CRC Income Misc.	-539.72	0.00	-539.72
	CRC INCO 10842610	CRC Merchandise Sales	-5,804.45	-670.56	-6,475.01
Total	CRC INCOME		-121,834.47	-4,285.35	-126,119.82
Total for division	GEN		-121,834.47	-4,285.35	-126,119.82
Grand Total			-121,834.47	-4,285.35	-126,119.82

## Community Resource Centre - Monthly Customer Service Stats – June 2021

CUSTOMER SERVICES & ENQUIRIES	2020.20 21 TOTAL	2019.202 0 TOTAL	YTD DIFF	Jun-21	Jun-20	JUN DIFF
Aus Government Info/Roads	1318	1486	-168	99	363	-264
Government Access Point	6	14	-8	0	1	-1
Department of Human Services	17	47	-30	5	10	-5
Department of Transport	54	82	-28	7	12	-5
Computer/Internet Access	19	33	-14	1	6	-5
Faxes	0	3	-3	0	2	-2
General Tourism Information	521	271	250	64	25	39
Phonebook Purchases	0	1	-1	0	1	-1
Community Seminars	1	1	0	0	0	0
Gassy Gossip yearly subscription	0	3	-3	0	0	0
Training/Courses	0	4	-4	0	0	0
Hot Office Bookings	2	6	-4	0	2	-2
Library	55	45	10	7	6	1
Video Conference/Telehealth	11	6	5	1	1	0
Book Sales	40	52	-12	3	5	-2
Photocopying/Printing/Scanning/Emailing	26	30	-4	1	1	0
Laminating/Binding	8	2	6	3	0	3
CRC Merchandise Sales	358	327	31	14	63	-49
Community Events	8	10	-2	2	1	1
Gassy Gossip Advertisement	4	33	-29	0	1	-1
Postage	81	0	81	6	0	6
<b>Total Customer Service Enquiries</b>	<b>2529</b>	<b>2456</b>	<b>73</b>	<b>213</b>	<b>500</b>	<b>113</b>



## 10.2

### **Manager of Works and Services**

And just like that another financial year has passed. I would like to thank my colleagues for an enormous effort in delivering the works programme and projects that we managed to complete in such a hectic and wet year. Unfortunately we have some projects uncompleted due to the continuous rain and labour shortage including the new tourist stop and 6km of bitumen on Carnarvon Mullewa Road. These projects will be completed in the first half of the new financial year. We have been busy preparing budget and finalising the 2020/21 financial year and have made some big cuts in order to deliver a beneficial works programme for 21/22.

I enjoyed a week away from work and attended the Winning Bush Gymkhana along with other Councillors and local legends. The Upper Gascoyne were well represented with ribbons in the horse and bike riding in all divisions from first ridden to seniors. Congratulations to Hamish McTaggart who took out the Champion Gent in the Tin Horse Gymkhana. Thank you to Sean Walker who filled in for me while I was away.

We have engaged an independent property inspector and trades to compile a works report on repairs and maintenance required to reinstate the Junction Tourist Park and Pub back or as close to its condition prior to leasing it. We should receive the report sometime in the next week.

#### **Town Crew:**

The town crew have had their hands full with keeping up with the weeding of parks and gardens and roadsides. Insurance repair work on various buildings and assets to repair damage from the February storms including fencing, paving and water damaged buildings. We have also had contractors replace corroded veranda poles on Lot 39 Gregory Street, repair gyprock in Lot 52 Hatch and the decking on the CRC veranda.

#### **Maintenance Graders:**

Our maintenance graders have finally managed to sink their teeth into actual maintenance grading for the first time this year. All year we have been chasing our tails repairing flood damage, rain damage and wheel ruts caused by people driving on closed roads. Unfortunately it didn't last long as we have to revert to repairing wheel ruts once again caused by people ignoring closed roads and wet weather during the school holidays. Pimbee, Carnarvon Mullewa, Ullawarra and Glenburgh to Landor have all been damaged badly by inconsiderate travellers. The same excuses were trotted out including "we didn't know" and "there was no sign at the other end". Once again this has distracted us from what we should be doing and cost the shire significantly.

#### **Construction Crew:**

The construction crew have been carrying out repairs as mentioned while we wait for the new budget and works program to be adopted. If our proposed program is approved we will continue preparing for a further 7km of bitumen on the C'von Mullewa road and complete the remaining bitumen from our 20/21 schedule at the same time.

#### **Equipment:**

The new grader camp has arrived and the final minor alterations are being made before it put to work. We have sent our Bruce Rock side tipper to Geraldton to have the spring hangers and hydraulic ram mounting blocks replaced. We managed to nurse the trailer through until we had a break in works to carry out the repairs. Our mechanic Shane Pridham also used the quiet period to complete some minor repairs to various equipment and plant.

Next week we will advertise the sale of one of our 140M graders and padfoot rollers. We will then use the WALGA Preferred Supplier portal to procure replacement machines.

### 10.3 Chief Executive Officers Report

This month has been relatively busy with a host of administrative tasks associated with the end of one financial year and the beginning of another.

The Shire Auditors, William Buck, have had their representatives on site carrying out a range of audit tasks which are designed to check, review and test our procedures, policies and output over the previous year. We have not yet received the management letter; however, from conversations with the Auditors it appears there are no significant issues that raised a red flag.

All staff have had their individual performance appraisals undertaken, in general no major concerns were raised, with staff performing at a satisfactory or a level that exceeds expectations. From my perspective both Jarrod and Sa continue to grow and provide excellent support to me and the broader community.

At the last Regional Road Group Meeting it was identified that our Group did not have its own Procedures and Guidelines as required by the State Road Use Agreement. I volunteered to produce these and present them back to meeting in November. These are now complete and are with Ernie Reynolds for him to review and make comment prior to seeking our neighbour's comments. Whilst on the subject of Ernie Reynolds, Ernie advised that he had resigned from his position after 47 years of service; I would like to publically acknowledge Ernie's valuable contribution to our region over such a period of time – THANK-YOU ERNIE.

The Landor / Dalgety Sealing will be complete by the time of this Council Meeting; however, our contractors, Boral, have been extremely difficult to work with and caused all staff to expend a considerable amount of time and money to get the job completed.

Although no Councillor will complain about the rain; however, it has caused significant operational challenges with people continuing to drive on 'Closed Roads' and causing significant damage to our assets. I have sought legal advice on the remedies available but at this stage they are convoluted and not very practicable to implement. I have written to the Minister for road safety and Police, Paul Papalia, seeking a meeting with him to discuss this issue and perhaps find a legislative approach where we can charge drivers a significant amount in order to discourage this behaviour.

The entire staff have spent many hours in developing the 21/22 Budget, it has been quite a difficult year to get to a balanced position given our rates issue; however, we have managed to get into a relatively strong position where it can now be discussed at Council level.

As Jarrod mentioned in report he took some time off during the School Holiday's and Sean Walker filled in during absence, thanks Sean for stepping up.

#### STATUS OF GRANTS FOR 2021

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
18/2/2021	5/3/2021	Seal from Meekatharra Boundary towards the Landor Dalgety Turn-off	Building Better Regions Fund	Federal Government	\$7,971,000	\$10,000,000	<b>Pending</b>
2/3/2021	26/3/2021	New Broad Acre Fire Fighting Appliance & Rural Tanker	LGGS Grant	DFES	Unknown	Unknown	<b>Pending</b>

<b>10.4 ACCOUNTS &amp; STATEMENTS OF ACCOUNTS</b>	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	None
<b>Author:</b>	Sa Toomalatai – Manager of Finance & Corporate Services
<b>Date:</b>	5 July 2021
<b>Matters for Consideration:</b>	<p>To receive the List of Accounts Due &amp; Submitted to Ordinary Council Meeting on Wednesday the 21<sup>st</sup> of July as attached – see <a href="#">Appendix 1</a>.</p> <p>In addition to the List of Accounts and as part of this agenda report, Council are also requested to receive the Legal Expenses report. This report details all legal costs incurred to the end of this reporting period for both general legal and rates debt recovery expenses – refer to <a href="#">Appendix 1</a>.</p>
<b>Background:</b>	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.
<b>Comments:</b>	The list of accounts are for the month of June 2021.
<b>Statutory Environment:</b>	<p>Local Government (Financial Management Regulations) 1996</p> <p><b>13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.</b></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"> <li>(a) the payee’s name; and</li> <li>(b) the amount of the payment; and</li> <li>(c) the date of the payment; and</li> <li>(d) Sufficient information to identify the transaction.</li> </ul> <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"> <li>(a) for each account which requires council authorisation in that month — <ul style="list-style-type: none"> <li>(i) the payee’s name; and</li> <li>(ii) the amount of the payment; and</li> <li>(iii) sufficient information to identify the transaction; and</li> </ul> </li> <li>(b) the date of the meeting of the council to which the list is to be presented.</li> </ul>

	(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.												
<b>Policy Implications:</b>	Nil												
<b>Financial Implications:</b>	2020/2021 Budget												
<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>													
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>Voting requirement:</b>	Simple Majority												
<b>Officer's Recommendation:</b>	<p><i>That Council endorse the payments for the period 1<sup>st</sup> of May to the 30<sup>th</sup> of June 2021 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 30<sup>th</sup> of June 2021.</i></p> <table border="1"> <tr> <td><i>Municipal Fund Bank EFTs (13238 - 133314)</i></td> <td><i>\$4,493,962.73</i></td> </tr> <tr> <td><i>Payroll</i></td> <td><i>\$102,608.82</i></td> </tr> <tr> <td><i>BPAY/Direct Debit</i></td> <td><i>\$27,545.33</i></td> </tr> <tr> <td><b><i>TOTAL</i></b></td> <td><b><i>\$4,624,116.88</i></b></td> </tr> </table>					<i>Municipal Fund Bank EFTs (13238 - 133314)</i>	<i>\$4,493,962.73</i>	<i>Payroll</i>	<i>\$102,608.82</i>	<i>BPAY/Direct Debit</i>	<i>\$27,545.33</i>	<b><i>TOTAL</i></b>	<b><i>\$4,624,116.88</i></b>
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<i>Payroll</i>	<i>\$102,608.82</i>												
<i>BPAY/Direct Debit</i>	<i>\$27,545.33</i>												
<b><i>TOTAL</i></b>	<b><i>\$4,624,116.88</i></b>												
<b>Council Resolution No: 03072021</b>													
<b>MOVED:</b>	<b>CR: A. MCKEOUGH</b>	<b>SECONED:</b>	<b>CR: R. HOSEASON-SMITH</b>										

That Council endorse the payments for the period 1<sup>st</sup> of May to the 30<sup>th</sup> of June 2021 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 30<sup>th</sup> of June 2021.

<i>Municipal Fund Bank EFTs (13238 - 133314)</i>	<i>\$4,493,962.73</i>
<i>Payroll</i>	<i>\$102,608.82</i>
<i>BPAY/Direct Debit</i>	<i>\$27,545.33</i>
<b>TOTAL</b>	<b>\$4,624,116.88</b>

**F/A: 6/0**

<b>10.5 MONTHLY FINANCIAL STATEMENT</b>	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	None
<b>Author:</b>	Sa Toomalatai – Manager of Finance & Corporate Services
<b>Date:</b>	5 July 2021
<b>Matters for Consideration:</b>	<p>The Statement of Financial Activity for the period of June 2021, include the following reports:</p> <ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• Significant Accounting Policies</li> <li>• Graphical Representation – Source Statement of Financial Activity</li> <li>• Net Current Funding Position</li> <li>• Cash and Investments</li> <li>• Major Variances</li> <li>• Budget Amendments</li> <li>• Receivables</li> <li>• Grants and Contributions</li> <li>• Cash Backed Reserve</li> <li>• Capital Disposals and Acquisitions</li> <li>• Trust Fund</li> </ul> <p style="text-align: center;"><b>see <a href="#">Appendix 2</a></b></p>
<b>Background:</b>	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.
<b>Comments:</b>	The Statement of Financial Activity is for the month of June 2021.
<b>Statutory Environment:</b>	<p>Local Government Act 1995 – Section 6.4</p> <p>Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>
<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>	

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>Voting requirement:</b>		Simple Majority			
<b>Officer's Recommendation:</b>		<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2021.</i>			
<b>Council Resolution No: 04072021</b>					
<b>MOVED:</b>	<b>CR: G. WATTERS</b>	<b>SECONDED:</b>	<b>CR: R. HOSEASON-SMITH</b>		
That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2021.					
<b>F/A: 6/0</b>					

10.15am - The Council meeting was adjourned and went into Budget Workshop mode.

11.50am – The meeting reconvened.

<b>10.6 WATER CART CONTRACT</b>	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – CEO
DATE:	9 July 2021
<b><i>Matters for Consideration:</i></b>	
To determine whether to enact clause 3.26 and offer the contractor a 12 month extension on the existing Water Cart Contract.	

<b>Background:</b>	
<p>The Shire currently has a contract with Junction Contracting Services to supply Water Carts. This contract was a 2 year contract with a further 2 one year options available at the discretion of the Principal. The current contract will expire on the 1<sup>st</sup> of November 2021. Mr Quadrio has requested that the Shire extend his existing contract for a further one year term as provided in clause 3.26 of the Contract. The Shire have received a letter from Mr Quadrio seeking to have a one year extension of the existing contract, please refer to <a href="#">Appendix 3</a>.</p>	
<b>Comments:</b>	
<p>The Shire went to tender in September 2018 with a decision made at the ordinary meeting of Council held on the 31<sup>st</sup> of October 2018. It was resolved at this meeting :</p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>Not accept any tender and notify the tenderer;</i></li> <li>2. <i>Authorises the CEO to go to market and seek a supplier of the services required without going back through the tender process; and</i></li> <li>3. <i>Authorise the CEO to enter into contractual arrangements with a selected supplier subject to a rise and fall clause being included along with a two (2) year term with two (2) one (1) year extensions if requested and approved by the Council.</i></li> </ol> <p>From all accounts the provision of the contract services and the quality of service provision has been adequate with the Contractor meeting all of their obligations.</p> <p>Should Council determine to offer the one (1) year contract extension this will be the last extension and the Shire will need to go back to the market.</p>	
<b>Statutory Environment:</b>	
Nil	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
Nil	
<b>Strategic Implications:</b>	
Nil	
<b>Risk:</b>	
Nil	
<b>Consultation:</b>	
Mr Jarrod Walker	
<b>Officer's Recommendation:</b>	<b>Voting requirement:</b>
<p><i>That Council extends the Water Cart Contract currently being provided by Junction Contracting Services by a further 12 months as detailed in section 3.26 of the Contract expiring on the 1<sup>st</sup> of November 2022.</i></p>	



<b>Council Decision: 05072021</b>	
<b>MOVED: CR: R. HOSEASON-SMITH</b>	<b>SECONDED: CR: G. WATTERS</b>
That Council extends the Water Cart Contract currently being provided by Junction Contracting Services by a further 12 months as detailed in section 3.26 of the Contract expiring on the 1 <sup>st</sup> of November 2022.	
<b>F/A : 6/0</b>	

<b>10.7 BULL DOZING CONTRACT</b>	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Cr J. Caunt & Cr H. McTaggart
AUTHOR:	John McCleary – CEO
DATE:	9 July 2021
<b>Matters for Consideration:</b>	
To determine whether to enact clause 4.21 and offer the contractor a 12 month extension on the existing Dozer Contract.	
<b>Background:</b>	
The Shire currently has a contract with Gascoyne Earthmoving to provide Bull Dozer services. This contract was a 2 year contract with a further 2 one year options available at the discretion of the Principal. The current contract will expire on the 1 <sup>st</sup> of December 2021. Mr Caunt has requested that the Shire extend his existing contract for a further one year term as provided in clause 4.21 of the Contract. The Shire have received a letter from Mr Caunt seeking to have a one year extension of the existing contract, please refer to <a href="#">Appendix 4</a> .	
<b>Comments:</b>	
<p>The Shire went to tender in September 2018 with a decision made at the ordinary meeting of Council held on the 31<sup>st</sup> of October 2018. It was resolved at this meeting :</p> <p><i>That Council award RFT 1 2018-19 to JW &amp; JP Caunt subject to:</i></p> <ol style="list-style-type: none"> <li>1. <i>The contract being 2 years initially with a further 1 year plus an additional 1 year</i></li> <li>2. <i>A rise and fall clause is included in the contract with the base price stipulated in the tender submission.</i></li> </ol> <p>Subsequent to the tender being awarded to JW &amp; JP Caunt the contract was assigned to Gascoyne Earthmoving (Tim Caunt) on the 29<sup>th</sup> of May 2019.</p> <p>From all accounts the provision of the contract services and the quality of service provision has been adequate with the Contractor meeting all of their obligations. Should Council determine to offer the one (1) year contract extension this will be the last extension and the Shire will need to go back to the market.</p>	

<b>Statutory Environment:</b>	
Nil	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
Nil	
<b>Strategic Implications:</b>	
Nil	
<b>Risk:</b>	
Nil	
<b>Consultation:</b>	
Mr Jarrod Walker	
<b>Officer's Recommendation:</b>	<b>Voting requirement:</b>
<i>That Council extends the Dozer Contract currently being provided by Gascoyne Earthmoving by a further 12 months as detailed in section 4.21 of the Contract expiring on the 1<sup>st</sup> of December 2022.</i>	
<b>Council Decision: 06072021</b>	
<b>MOVED: CR: A. MCKEOUGH</b>	<b>SECONDED: CR: R. HOSEASON-SMITH</b>
That Council extends the Dozer Contract currently being provided by Gascoyne Earthmoving by a further 12 months as detailed in section 4.21 of the Contract expiring on the 1 <sup>st</sup> of December 2022.	
<b>F/A: 4/0</b>	

Councillors Caunt and McTaggart left the meeting at 11.53am and did not vote or participate in the debate as they had declared a proximity of interest.

## 10.8 ATTENDANCE AT WALGA ANNUAL CONFERENCE

<b>Applicant:</b>	Shire of Upper Gascoyne				
<b>Disclosure of Interest:</b>	John McCleary- CEO – potential attendee Alys McKeough – Shire Councillor – potential attendee Jim Caunt – Shire Councillor – potential attendee				
<b>Author:</b>	John McCleary – Chief Executive Officer				
<b>Date:</b>	12 July 2021				
<b>Matters for Consideration:</b>	To authorise or otherwise Shire Councillor(s) and Staff to attend the WALGA State Conference.				
<b>Background:</b>	<p>This year the WALGA Local Government Convention will be held on the 19<sup>th</sup> of September through to the 21<sup>st</sup> of September 2021 at the Crown Perth.</p> <p>Emails have been sent to all Councillors seeking their interest in attending, at this stage only Councillor McKeough has indicated that she would like to attend. The CEO has also indicated that he would like to attend however this depends on line up of the Federal Ministers who may or may not attend; it is looking likely that due to COVID and the recent changes in the Local Government Ministers that it will be unlikely.</p>				
<b>Comments:</b>	Nil				
<b>Statutory Environment:</b>	Nil				
<b>Policy Implications:</b>	Nil				
<b>Financial Implications:</b>	Nil as an allowance has been made in the 2021/22 Annual Budget.				
<b>Strategic Implications:</b>	Nil				
<b>Risk:</b>					
Risk	Risk Likelihood (based on history and with existing controls)		Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)		Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

<b>Consultation:</b>	Nil		
<b>Voting requirement:</b>	Simple Majority		
<b>Officer's Recommendation:</b>	<i>That the Council authorise Councillor McKeough and the CEO to attend the WALGA Local Government Convention on the 19<sup>th</sup> of September through to the 21<sup>st</sup> of September 2021.</i>		
<b>Council Resolution No: 07072021</b>			
<b>MOVED:</b>	<b>CR: R. HOSEASON-SMITH</b>	<b>SECONDED:</b>	<b>CR: G. WATTERS</b>
<p>That the Council authorise Councillor McKeough, Councillor Caunt and the CEO to attend the WALGA Local Government Convention on the 19<sup>th</sup> of September through to the 21<sup>st</sup> of September 2021.</p> <p><b>F/A: 4/0</b></p>			

Councillors McKeough and Caunt did not leave the room but did not debate the motion or vote.

#### **10.9 ENDORSEMENT TO EXPEND MONIES FROM THE MUNICIPAL ACCOUNT PRIOR TO THE ADOPTION OF THE 2021/22 BUDGET**

<b>APPLICANT:</b>	Shire of upper Gascoyne
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>AUTHOR:</b>	John McCleary – CEO
<b>DATE:</b>	12 July 2021
<b><i>Matters for Consideration:</i></b>	
To endorse expenditure from the Municipal Account prior to the adoption of the 2021 / 22 budget.	
<b><i>Background:</i></b>	
<p>The draft budget was presented to Council at the May meeting. Since then the CEO and Works Manager have identified items that both need to be added and others removed. This has been done on the basis that there is no extra cost to the budget.</p> <p>The Shire is currently in position where we have significant cash available to be in position to issue purchase orders now for the capital items that have a long lead time from ordering to receiving them, rather than wait until the budget is officially adopted at the August Council Meeting.</p>	
<b><i>Comments:</i></b>	
<p>We are in the process of issuing Purchase Orders for the following Capital Items</p> <ol style="list-style-type: none"> <li>1. Vibrating Roller Replacement</li> </ol>	

<b>Statutory Environment:</b>	
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>	
It is anticipated that these changes will have no net effect on the draft Budget that has been presented to Council for consideration.	
<b>Strategic Implications:</b>	
Nil	
<b>Consultation:</b>	
Nil	
<b>Officer's Recommendation:</b>	<b>Voting requirement: Absolute Majority</b>
<p><i>That Council endorses the CEO to purchase the following capital items prior to the 2021 / 22 budget being adopted at the August 2021 ordinary meeting of Council:</i></p> <p>1. <i>Vibrating Roller Replacement.</i></p>	
<b>Council Decision 08072021</b>	
<p><b>MOVED: CR: R. HOSEASON-SMITH      SECONDED: CR: J. CAUNT</b></p> <p>That Council endorses the CEO to purchase the following capital items prior to the 2021 / 22 budget being adopted at the August 2021 ordinary meeting of Council:</p> <p>1. Vibrating Roller Replacement.</p> <p><b>F/A: 6/0</b></p>	

## 10.10 REQUEST TO APPROVE A RESERVE TRANSFER AS AT 30 JUNE 2021

APPLICANT:	Shire of upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Sa Toomalatai – Manager, Finance & Corporate Services
DATE:	15 July 2021
<b>Matters for Consideration:</b>	
To approve a transfer of funds from the Shire's Employee Leave Reserve account to the Shire's Municipal account as at 30 June 2021.	
<b>Background:</b>	
<p>In March 2021, a member of the Works team became eligible to take Long Service Leave (LSL). The staff member had completed 10 consecutive years of service and under the Local Government Long Service Leave Regulations, was entitled to access his long service leave accrual (equivalent of 13 weeks leave) upon reaching his 10 year anniversary.</p> <p>As is allowable under the LSL regs, the staff member has requested to access his leave entitlement in portions taking the first six weeks of LSL in a period between May to June 2021 and the remaining balance in the following financial of 2021/22.</p> <p>At the time of adopting the 2020/21 budget the pay out of this leave entitlement was not considered, therefore to assist in covering the cost of paying the staff members leave entitlement to date, the author of this report is requesting Council approve a transfer from the Employee Leave Reserve fund that will cover the cost of leave taken up to the 30<sup>th</sup> June 2021.</p>	
<b>Comments:</b>	
<p>The purpose of the Employee Leave Reserve fund is to fund annual and long service leave requirements. As of the last Ordinary Meeting of Council held in May 2021, the balance of this reserve was \$91,016 with a further transfer of \$30,000 pending to the reserve as part of the 20/21 adopted budget. With the additional \$30,000 going into this reserve fund, the anticipated closing balance for the 20/21 financial year will be \$121,016.</p> <p>The total cost of LSL paid to the staff member for six weeks of leave taken in May to June 2021 was \$10,527 – it is requested that this amount be transferred from the Employee Leave Reserve fund as at 30 June 2021.</p>	
<b>Statutory Environment:</b>	
Local Government Act 1995 – Part 6, Section 6.11. Local Government (Financial Management Regulations) 1996 – Part 3, Section 6.2 Regulation 27. Local Government (Long Service Leave) Regulations.	
<b>Policy Implications:</b>	
Nil	



## 11. MATTERS BEHIND CLOSED DOORS

**MOVED: CR: G. WATTERS**

**SECONDED: CR: H. MCTAGGART**

That Council go behind closed doors to discuss confidential matters.

**F/A: 6/0**

### 11.1 Supply of Plant & Operators for Road Flood Damage Repairs – AGRN 951

**MOVED: CR: H. MCTAGGART**

**SECONDED: CR: G. WATTERS**

That Council award RFT 09 20-21 to:

1. Package 1: QEM for the estimated total cost of between \$4,000,000 and \$4,375,700+GST; and
2. Package 2: THEM Earthmoving for the estimated total cost of between \$4,000,000 and \$4,843,710+GST

**F/A: 6/0**

**MOVED: CR: G. WATTERS**

**SECONDED: CR: H. MCTAGGART**

That Council come out from behind closed doors.

**F/A: 6/0**

## 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 WALGA Zone meeting and Regional Road Group Meeting
- 14.2 Cr Caunt  
Nothing to report
- 14.3 Cr Watters  
Nothing to report



- 14.4 Cr McKeough  
Nothing to report
- 14.5 Cr Hoseason-Smith  
Nothing to report
- 14.6 Cr McTaggart  
Nothing to report

#### 15. STATUS OF COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
05062021	Member Fees	Included in the 21/22 budget	Close	CEO/MCS
06062021	Differential Rates	Sent to the Minister for approval	Close	MCS
Confidential Item	Sale of Grader and Roller	Still developing up the tender documents to go out to public tender.	Open	MWS/CEO
Confidential Item	Tourist Park Lease	Financial information received waiting on payment of Bond and then start the process of transitioning.	Open	CEO

#### 16. STATUS OF SHIRE PROJECTS

As per [Appendix 5](#).

#### 17. MEETING CLOSURE

The Shire President closed the meeting at 12.45pm.

To be confirmed at the Ordinary Meeting on the 18<sup>th</sup> August 2021.

Signed.....*DA Hammarquist CAM JP*.....

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