



AGENDA

20th of OCTOBER 2021

ORDINARY COUNCIL MEETING

To be 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.

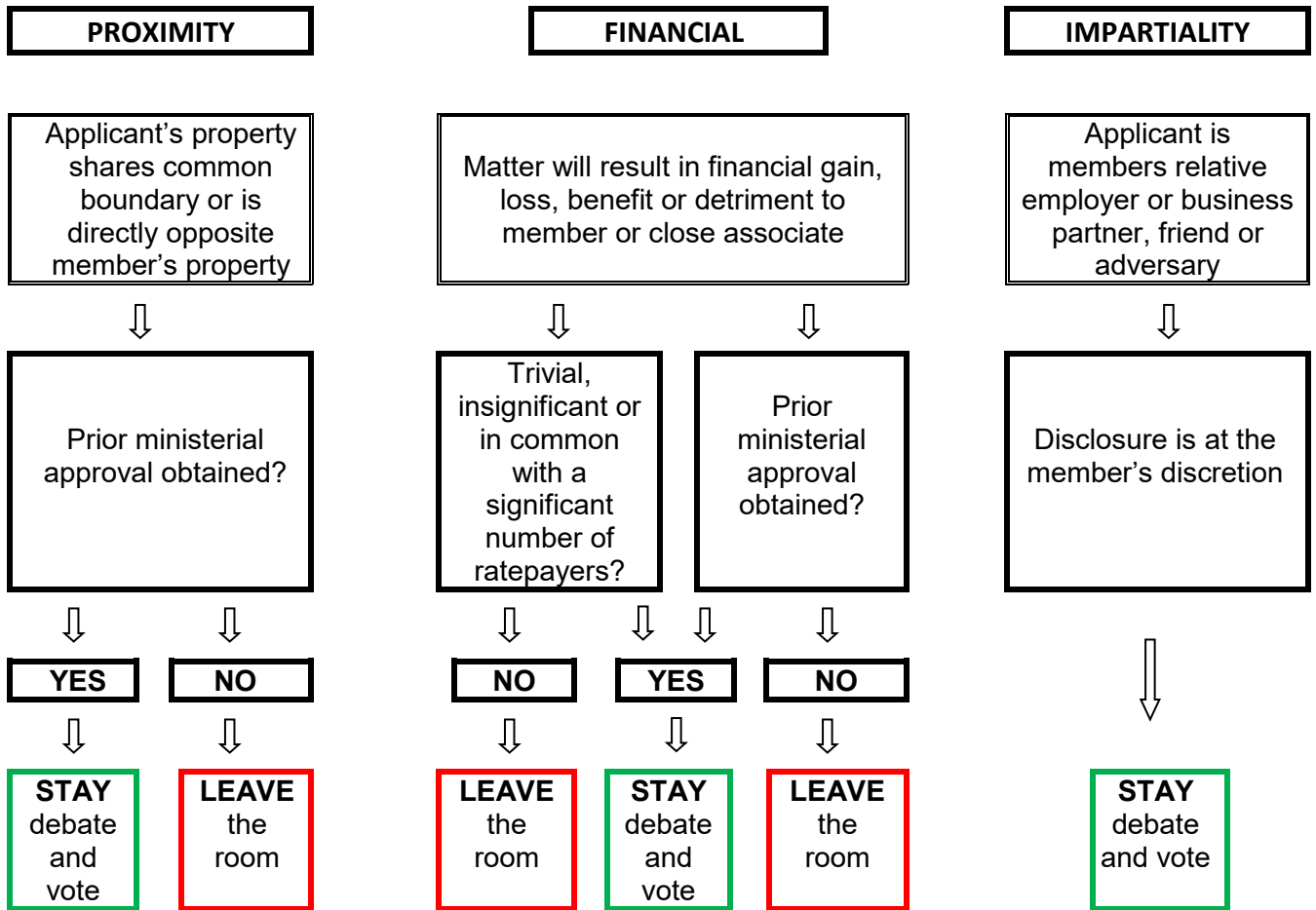
No responsibility whatsoever is implied or accepted by the Shire of Upper Gascoyne for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Upper Gascoyne disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Upper Gascoyne during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Upper Gascoyne. The Shire of Upper Gascoyne warns that anyone who has an application lodged with the Shire of Upper Gascoyne must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Upper Gascoyne in respect of the application.



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
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE SHIRES
ADMINISTRATION BUILDING SITUATED AT GASCOYNE JUNCTION ON THE 20TH OF OCTOBER
2021 COMMENCING AT 8.30 AM

Table of Contents

<u>1.</u>	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	7
<u>2.</u>	APOLOGIES AND APPROVED LEAVE OF ABSENCE	7
<u>3.</u>	APPLICATION FOR LEAVE OF ABSENCE	7
<u>4.</u>	PUBLIC QUESTION TIME	7
<u>5.</u>	DISCLOSURE OF INTEREST	7
<u>6.</u>	PETITIONS/DEPUTATIONS/PRESENTATIONS	7
<u>7.</u>	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	8
<u>8.</u>	MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS	8
<u>9.</u>	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	8
<u>10.</u>	REPORTS OF OFFICERS	9
	10.1 MANAGER OF FINANCE AND CORPORATE SERVICES REPORT	9
	10.2 MANAGER OF WORKS REPORT	11
	10.3 CEO REPORT	13
	10.4 ACCOUNTS AND STATEMENT OF ACCOUNTS	14
	10.5 MONTHLY FINANCIAL STATEMENT	17
	10.6 2022 COUNCIL MEETING DATES	19
	10.7 CHRISTMAS SHUTDOWN PERIOD FOR 2021/22	22
	10.8 2021 DELEGATION REGISTER REVIEW	25
	10.9 REQUEST FOR THE APPROVAL OF A BUDGET VARIATION AND FOR THE TRANSFER OF FUNDS FROM THE BUILDING RESERVE ACCOUNT	27
	10.10 TENDER DECISION CRITERIA – REMOVE OLD WORKSHOP, SUPPLY AND CONSTRUCTION OF NEW WORKSHOP AND ASSOCIATED EQUIPMENT	30
<u>11.</u>	MATTERS BEHIND CLOSED DOORS	33
<u>12.</u>	MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	33
<u>13.</u>	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	33
<u>14.</u>	ELECTED MEMBERS REPORT	33
<u>15.</u>	STATUS OF COUNCIL RESOLUTIONS	33
<u>16.</u>	STATUS OF PROJECTS	33
<u>17.</u>	MEETING CLOSURE	33



SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE SHIRES
ADMINISTRATION BUILDING SITUATED AT GASCOYNE JUNCTION ON THE 20TH OF OCTOBER
COMMENCING AT 8.30AM

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

John McCleary, JP will witness the swearing in ceremony.

2. **ELECTION OF PRESIDENT & DEPUTY PRESIDENT**
(Local Government Act 1995 – Schedule 2.3 refers)

3. **CEO to preside**

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

4. **How the Shire President is elected**

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

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

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

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

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

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

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

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

5. Votes may be cast a second time

- 5.1 If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for **not more than 7 days**.
- 5.2 Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- 5.3 When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election
- 5.4 The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

ELECTION OF DEPUTY PRESIDENT

8. How the deputy president is elected

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

9. Votes may be cast a second time

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

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

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

2. ATTENDANCE, 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

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
Richard Nixon	Global Groundwater

2.2 Absentees

2.3 Leave of Absence previously approved

Cr R. Hoseason-Smith – Granted leave at the September 2021 Ordinary Meeting of Council.

3. APPLICATION FOR LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

4.1 Questions on Notice

4.2 Questions without Notice

5. DISCLOSURE OF INTEREST

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

- 6.1 Greenfield Technical Services – Joshua Kirk
- 6.2 Global Groundwater – Richard Nixon

7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

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

Item 11.1 – CEO’s Performance Appraisal

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

- 9.1 Ordinary Meeting of Council held on 22nd of September 2021.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution No: 01102021			
MOVED:	CR:	SECONDED:	CR:
<p>That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 22nd of September 2021 be confirmed as a true and correct record of proceedings.</p> <p>F/A:</p>			

10. REPORTS OF OFFICERS

Council Resolution No: 02102021			
MOVED:	CR:	SECONDED:	CR:
That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports as read.			
F/A: 0/0			

10.1 Manager of Finance and Corporate Services Report

Corporate Services Update

As of the last Council meeting, we were undertaking our End of Year audit with William Buck for the 20/21 financial year. To date this process is still ongoing with the Auditors who continue their review of our audit reports and are preparing to finalise it with the OAG. I am hopeful to have the reports signed off by the next Council meeting in November. I will keep Council updated accordingly.

In addition to the EOY audit, the corporate team are getting ready to commence the roll out of our Eftsure program, which will integrate with our payment processing system. This will provide another layer of security for the Shire's payment procedures. Eftsure are a nationally recognised company that specialise in payment protection solutions and security.

Eftsure will assist the Shire in the verification of supplier information as part of our procurement process and part of the service provided by Eftsure is to closely examine vendor financial details and validate the information. This process is applied at all levels starting from creating the supplier in our system, right through to uploading a payment file to our Bank – the financial information is verified and confirmed at each stage prior to the payment being released. This additional layer of internal control helps to mitigate risk and protect the Shire from fraudulent activity. We look forward to implementing this new service and seeing the potential it has to offer.



Community Resource Centre Update

September was a busy month at the Community Resource Centre. Throughout September we hosted two more of our Be Connected Series and a second COVID Vaccine Clinic which again was well attended. The Shire of Upper Gascoyne is definitely rolling up their arms to get vaccinated.

We also welcomed the judging panel for Tidy Towns in early September to judge our entry into the 2021 Tidy Towns Awards. They were very complimentary of our town and the community feel. A special thanks to Sean, Nat and Ali for doing what they always do so well and having the town looking beautiful to welcome them. We also welcomed students from Exmouth and Carnarvon who spent two nights visiting the Shire with the Stephen Michael Foundation learning about life outback. During their time spent here they visited Bidjemia to experience life on a station, the Kennedy Range National Park and spent a morning learning Stories of the Junction at the Gascoyne Junction Remote Community School.

Visitors continued to call in to learn about what to do and see on their visit to the area and all are pleasantly surprised by our region. Many have chosen to spend more than a night here to relax and explore which is wonderful that they find here so welcoming. We are continuing to update merchandise in the CRC and now have Gascoyne Junction Polo Shirts.

Staff have continued their training and have updated their skills with Services Australia to provide support with Centrelink and Medicare. Work is continuing on the new library system and getting our current stock of books, audio books and DVD into the system. This is loaded onto one of our two new public use computers at the CRC that are all hooked up to the internet and printer for you to use. Discussions continue and we are slowly getting closer to having the return of a regular medical clinic at the Gascoyne Junction CRC. Equipment has been ordered and we are getting the space ready to house these items.

We have a busy month planned ahead in October with small grants received to provide Children's Week Activities and a Bike Safe initiative. Planning is well underway for the Community Christmas Party with more details being shared in the November edition of the Gassy Gossip.

Community Resource Centre – Monthly Income Report – September 2021

Printed at: 14/10/21			SHIRE OF UPPER GASCOYNE		
Page No: 1			General Ledger Detail Trial Balance (fmGLTrialBalance)		
Options: Year 21/22, 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	-720.00	-720.00	-1,440.00
	CRC INCO 10841330	Transport Commission: CRC	-53.94	-180.43	-234.37
	CRC INCO 10841340	Postal Agency Commission: CRC	-1,378.77	-579.77	-1,958.54
	CRC INCO 10841380	Postal Agency Sales	-463.92	-86.73	-550.65
	CRC INCO 10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,019.24	-380.05	-1,399.29
	CRC INCO 10842600	CRC Income Misc.	326.08	-30.95	295.13
	CRC INCO 10842610	CRC Merchandise Sales	-1,729.35	-436.26	-2,165.61
Total	CRC INCOME		<u>-5,039.14</u>	<u>-2,414.19</u>	<u>-7,453.33</u>
Total for division	GEN		<u>-5,039.14</u>	<u>-2,414.19</u>	<u>-7,453.33</u>
Grand Total			<u>-5,039.14</u>	<u>-2,414.19</u>	<u>-7,453.33</u>

Community Resource Centre – Monthly Customer Service Stats – September 2021

CUSTOMER SERVICES & ENQUIRIES	2021.2022 TOTAL	2020.2021 TOTAL	YTD DIFF	Sep- 21	Sep- 20	SEP DIFF
Aus Government Info/Roads	558	1318	-760	161	180	-19
Government Access Point	3	6	-3	0	0	0
Department of Human Services	1	17	-16	1	1	0
Department of Transport	10	54	-44	4	4	0
Computer/Internet Access	18	19	-1	4	0	4
Faxes	0	0	0	0	0	0
General Tourism Information	388	521	-133	97	67	30
Phonebook Purchases	0	0	0	0	0	0
Community Seminars	0	1	-1	0	0	0
Gassy Gossip yearly subscription	0	0	0	0	0	0
Training/Courses	2	0	2	2	0	2
Hot Office Bookings	2	2	0	1	0	1
Library	16	55	-39	2	2	0
Video Conference/Telehealth	0	11	-11	0	0	0
Book Sales	26	40	-14	7	3	4
Photocopying/Printing/Scanning/Emailing	18	26	-8	10	2	8
Laminating/Binding	5	8	-3	4	0	4
CRC Merchandise Sales	178	358	-180	45	91	-46
Community Events	4	8	-4	1	0	1
Gassy Gossip Advertisement	3	4	-1	1	1	0
Postage	60	81	-21	18	10	8
Horizon Power	10	0	10	10	0	10
Total Customer Service Enquiries	1302	2529	-1,227	368	361	7

10.2 Manager of Works and Services

Town:

Almost all of the maintenance and repairs at the Junction Tourist Park and Pub are complete. The park is looking really good and it is a credit to our new lease holders, Ken and Dianne Kempton, as to how clean and well run the facility is running. There is a few electrical and the parks and gardens defects that will be rectified in the next few weeks. I wish Ken and Dianne all the best in their new adventure.

There has been a bit more action down at the new tourist stop with footpaths and floor slabs being poured. GBSC have reached the decision to reconstruct the main carpark and bitumen surface. This will begin in the next few weeks. The new limestone wall has been constructed and we are working with the architect to design a “welcome” statement to go in front of it.

The new staff house is coming along well with veranda paths and driveway being installed. We will need to install a retaining wall along two fences which was not originally scoped, however in order to keep the block above flood level this is necessary. The front carport and veranda/patio roofs will be

installed this month. Once construction works are completed Horizon can hook in the mains supply. Unfortunately the landscaper/gardener has pulled out and we are seeking interest from other contractors.

Nat and Ali has focussed their attention to the staff housing gardens this month and ensuring they are ready to tackle the incoming summer months. We have welcomed Ali fulltime in her role as cleaner/gardener. A shortfall was identified in labour for our town crew with the addition of new housing, visitors stop and future town planning development.

Construction Crew:

We have finally managed to get some bitumen down on the Carnarvon Mullewa road project. Fulton Hogan arrived onsite on the 12th October and will seal approximately 7.2km of the 12 km section. We will finish constructing the remaining section before Downer return in December to complete sealing. Unfortunately we have had a setback with the base course material that was carted into the last 3.5km. Testing was conducted on the gravel pit and results indicated that it met Main Roads specification. However after carting the material in and working it we discovered that it was unsuitable and we were unable to get sufficient compaction. While the material looked and tested good it simply wasn't. We trialled blending it but it still did not perform as expected. We will cart this unsuitable material away and import conforming gravel. This will impact the overall budget at an estimated \$70,000 however we believe this is a better outcome than constructing a road that will fail prematurely.



The new CAT Pad-foot roller has arrived and was put straight to work. The old roller was traded to Westrac and sold on straight away.



10.3 Chief Executive Officers Report

This month has been centred largely on administrative tasks, meetings, monitoring projects and unfortunately funerals.

I have had to attend three funerals this month who were all well-known Gascoyne identities, namely: Ada Fosser, Michel Poland and Jenifer Pepper.

I attended the opening of the new GDC offices situated in Robinson Street, Carnarvon. The office was opened by Minister Alannah McTiernan and attended by representatives for the Shires of Carnarvon, Shark Bay and Upper Gascoyne. It was pleasing to see the new CEO for Shark Bay in attendance given he has only been in the job for week. The GDC now have a shop front and the offices are very nicely appointed. Whilst there I did invite the Minister to come out to Gascoyne Junction for visit given that she has not made it out this far.

I have been working with our Lawyer who specialises in Indigenous Land Use Agreements (ILUA) to develop an agreement between the Yinggarda and the Shire of Upper Gascoyne so that we can develop the residential lots in Hatch Street. Although this is not an area that I have had any experience in I have found it quite enlightening as it has given me the opportunity to learn something new.

We have been contacted by the Yamatji Marlpa Aboriginal Corporation about our road works on Carnarvon / Mullewa Road. We were advised that these works posed a significant risk and that a heritage study should be undertaken. I have read the guidelines and have assessed the risk as minor and have sought advice from the Department of Planning, Lands and Heritage. I am pleased to say that our interpretation was correct given we were reconstructing the road within the existing footprint of the existing road. I have advised the Yamatji Marlpa Corporation of the advice received from DPLH and hope that this settles the matter.

I have had numerous contacts with contractors / employees of Hastings with the view of formalising a Road Use Agreement. We had a joint meeting between ARRB, Hastings, the Shire of Ashburton and ourselves, unfortunately the Shire of Carnarvon did not attend, to discuss the latest iteration of the road report prepared by ARRB on behalf of Hastings. Unfortunately the document presented fell well short of what is expected to be able to progress a RUA, they did not provide any information on issues such as the standard of road, standard of floodway's, reconstruction methodologies, maintenance schedule, bond, complaints procedure and where the gravel and water are to come from.

The new house is taking shape with all the internals having been completed except the car port which will be constructed in the next couple of weeks. The externals are coming along with the new retaining wall nearly ready for concrete and the electrical works only require sign off from Horizon Power. All in all this is a very nice house and will provide a great asset for the Shire for many years to come.

I have completed the review of the Delegated Authority Register and I am continuing to review and add to our policy manual which I hope to get to either the November or December OMC.

He had an onsite induction with our Employsure OH&S Consultant. In general terms we are doing okay but we desperately need to document what we do. We have now got an Employee Handbook and Safety Manual which we are now in the process of reviewing to make sure it reflects our organisation. In addition this we have been provided with a Correction Action Plan which provides a resource for making improvements. This will prove to be a good initiative in ensuring we are meeting our Work Safe obligations.

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	Unsuccessful
2/3/2021	26/3/2021	New Broad Acre Fire Fighting Appliance & Rural Tanker	LGGS Grant	DFES	Unknown	Unknown	Unsuccessful
2/3/21	26/3/2021	Water tanks / stand pipe – 200,000 litre	WA Recovery Plan	DFES	\$126,285	\$126,285	Successful

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	12 October 2021
Matters for Consideration:	<p>To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday the 20th of October 2021 as attached – see Appendix 1.</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 Appendix 1.</p>

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 September 2021.				
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:	2021/2022 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 /	Risk Rating (Prior to	Principal Risk	Risk Action Plan (Controls or

	with existing controls)	Consequence	Treatment or Control)		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:		<p><i>That Council endorse the payments for the period 1st of September to the 30th of September 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 30th of September 2021.</i></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs (13563 - 13636)</td> <td>\$2,042,796.43</td> </tr> <tr> <td>Payroll</td> <td>\$130,893.46</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$61,854.93</td> </tr> <tr> <td>TOTAL</td> <td>\$2,235,544.82</td> </tr> </table>				Municipal Fund Bank EFTs (13563 - 13636)	\$2,042,796.43	Payroll	\$130,893.46	BPAY/Direct Debit	\$61,854.93	TOTAL	\$2,235,544.82
Municipal Fund Bank EFTs (13563 - 13636)	\$2,042,796.43												
Payroll	\$130,893.46												
BPAY/Direct Debit	\$61,854.93												
TOTAL	\$2,235,544.82												
Council Resolution No: 03102021													
MOVED:	CR:	SECONED:	CR:										
F/A: 0/0													

10.5 MONTHLY FINANCIAL STATEMENT	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	12 October 2021
Matters for Consideration:	<p>The Statement of Financial Activity for the period of September 2021, 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 style="text-align: center;">see Appendix 2</p>
Background:	Under the Local Government (Financial Management Regulations 1996), a monthly Statement of Financial Activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but presents a complete overview of the financial position of the local government at the end of each month. The Statement of Financial Activity for each month must be adopted by Council and form part of the minutes.
Comments:	The Statement of Financial Activity is for the month of September 2021.
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 September 2021.</i>			
Council Resolution No: 04102021					
MOVED:	CR:	SECONDED:	CR:		
F/A: 0/0					

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Cherie Walker
Date:	20 th October 2021
Matters for Consideration:	To determine the dates and locations of the Ordinary Council Meetings and Committee Meetings for the 2022 calendar year.
Background:	<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"> • 5.3 - Ordinary and special council meetings • 5.4 – Calling council meetings • 5.25 - Regulations about council and committee meetings and committees <p>(1) Without limiting the generality of section 9.59, regulations may make provision in relation to-</p> <p>(g) The giving of public notice of the date and agenda for council or committee meetings</p> <p>Division 7 – Access to Information</p> <ul style="list-style-type: none"> • 5.96 – Copies of Information to be available • 5.96A – Information published on official website <p>(1) The CEO must publish the following information on the local government’s official website, unless it would be contrary to subsection</p> <p>(2) (2) to do so –</p> <p>(h) notice papers and agenda relating to council or committee meetings and reports and other documents</p>

Comments:		<p>Ordinary Council meetings have been held at the Gascoyne Junction Shire Chambers on the third Wednesday of each month for 2021, commencing at 8.30am. The only exception in the past has been the January meeting (when no ordinary meeting of Council is held) and December (moved to coincide with the last day of school) due to Community Christmas Party.</p> <p>Section 5.3 (2) of the Act provides that an ordinary meetings are to be held not more than 3 months apart.</p> <p>The Council is free to set and change meeting dates as it deems necessary to carry out Local Government Business.</p> <p>The CEO is to convene an ordinary meeting by giving each council member <u>at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting. [Section 5.5(1)]</u></p> <p>I have drafted up two models for council consideration and am seeking for council to endorse one of the models.</p> <p>Model 1 – Current model: The third Wednesday of each month the April meeting date conflicts with April school holidays.</p> <p>Model 2 – Traditional model: The last Wednesday of each month September meeting date conflicts with Queens PH and September/October School Holidays.</p> <p>Or Council could opt for an additional model “Model Three” and move the April meeting date to the 4th week or September meeting date to the 3rd week to avoid the clash with PH and SH. However this option would provide no consistency in regards to when the meeting is held.</p> <p>Please refer to Appendix 3 for further detail.</p>			
Statutory Environment:		Local Government [Administration] 12(1)			
Policy Implications:		Nil			
Financial Implications:		Nil as this has been accounted for in the budgetary process.			
Strategic Implications:		The meetings of the Council and Audit Committees should be set to coincide with the Act and Regulation requirements.			
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)
	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or	Accept Officer Recommendation

Not meeting Statutory Compliance				Compliance Requirements	
Consultation:	Nil				
Voting requirement:	Simple Majority				
Officer's Recommendation:	<p><i>That Council:</i></p> <p><i>Adopt the preferred model, for council meeting dates;</i></p> <p><i>And;</i></p> <p><i>Endorse that all meetings are to be held in the Shire Chambers located on 4 Scott Street, Gascoyne Junction, except for the May meeting – this will be held at the Mount Augustus Tourist Park in conjunction with the Eastern Road inspections.</i></p> <p><i>Western Road inspections – April 2022</i></p> <p><i>Eastern Road Inspections – May 2022</i></p>				
Council Resolution No: 05102021					
MOVED:		SECONDED:			
F/A: 0/0					

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Cherie Walker – Senior Corporate Services Officer Administration Sa Toomalatai – Manager, Finance & Corporate Services
Date:	20 th October 2021
Matters for Consideration:	To determine the Christmas Shutdown Period for 2021 / 22.
Background:	<p>In previous years the Shire has observed a Christmas/New Year stand down period in which both the Shire office and the CRC are closed during this time. Typically this would commence Friday lunchtime the day after the Community Christmas party, and then we would re-open the next working day after the New Year's day public holiday.</p> <p>This year we would like Council to consider changing the Christmas shutdown period dates for the Shire and CRC to close at 12:00pm (noon) on Thursday 23rd December 2021 and re-open on Monday the 10th January 2022 as per normal business hours.</p> <p>With regards to the provision of services during this time, staff have identified a few options such as providing local residents an additional wheelie bin whilst the rubbish collection service is deferred until staff return to work. We also intend to give our community ample notice of our closure times to ensure they can be well prepared in accessing services such as DoT, Centrelink, postal, library and utilities prior to the shutdown. This includes giving notice to our suppliers and other trade services to our community.</p> <p>The Shire and CRC closure dates and times will be advertised well in advance and extensively leading up to the Christmas/New Year period. Staff will circulate a public notice with the closure information via our website, social media pages, mail drop and in the Gassy Gossip.</p>

Comments:		<p>Although the revised dates proposed above vary from what has been the typical closure period, the actual length of time the office is closed does not differ. The dates proposed simply push the timeframe of the closure out by a week - so we close a week later and then we re-open a week later than what has been the normal practise in the past.</p> <p>By pushing the timeframe out by a week, this allows staff to work right up to the day before Christmas Eve, giving officers the opportunity to finalise pending work before taking leave at the end of the year. Starting a week later in the New Year will also be more aligned with when most businesses are back in operation. As it seems to be standard for most companies that the Shire trades with, to open up in the second week of January of the new year.</p> <p>It must also be noted that the dates proposed for the Shire and CRC shutdown is traditionally a very quiet period where there is little demand for administrative services – as a result of this, staff seize the opportunity to take leave during this time as there is no need to compete with other staff to get in first to have the Christmas break off. All staff have an equal opportunity to enjoy the festive holidays with their families.</p> <p>As per previous years, on-call arrangements will be put in place prior to the proposed Christmas/New Year closure to ensure emergencies can be responded to. CEO and Senior staff will be available on mobile phone and emergency contact details will also be distributed where required.</p>			
Statutory Environment:		Nil			
Policy Implications:		Nil			
Financial Implications:		Nil as this has been accounted for in the budgetary process.			
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:	<p><i>That Council –</i></p> <ol style="list-style-type: none"> 1. <i>Note the observance of a Christmas/New Year shut-down for the Shire Administration Office, Works Depot and Community Resource Centre; and endorse the following dates and time for the Christmas Closure Period:</i> <ul style="list-style-type: none"> • <i>Close from 12:00pm (noon) Thursday 23rd December 2021</i> • <i>Re-open Monday 10th January 2022 (normal business hours)</i> 2. <i>Cease work from 17th of December 2021 and recommence work on the 31st of January 2022 for the Works Crew.</i>

Council Resolution No: 06102021

MOVED:		SECONDED:	
---------------	--	------------------	--

F/A: 0/0

10.8 2021 DELEGATION REGISTER REVIEW

Applicant:	Shire of Upper Gascoyne	
Disclosure of Interest:	Nil	
Author:	John McCleary – Chief Executive Officer	
Date:	14 October 2021	
Matters for Consideration:	To review the existing delegations register as provided in Appendix 4 .	
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 November 2020 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:		<i>That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in Appendix 4 of this Agenda.</i>			
Council Resolution No: 07102021					
MOVED:		SECONDED:			
F/A: 0/0					

10.9 REQUEST FOR THE APPROVAL OF A BUDGET VARIATION AND FOR THE TRANSFER OF FUNDS FROM THE BUILDING RESERVE ACCOUNT

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Sean Walker – Town Maintenance Supervisor Sa Toomalatai – Manager of Finance & Corporate Services
Date:	12 October 2021
Matters for Consideration:	<p>The authors of this report are asking Council to consider the following –</p> <p>To approve a budget variation request to increase the capital expenditure budget at general ledger account number 10943000 Capital Improvements Staff Housing (job number SC09 “Construct new Staff House”) by \$26,004 (including GST) to cover the cost of installing a retaining wall.</p> <p>In addition, to also approve the transfer of these funds from the Building Reserve account to the Shires Municipal account to help cover the expense.</p>
Background:	<p>In September 2021 the contractor conducting the civil work to construct the new staff house arrived on site to commence work. Due to ongoing issues with the block being low lying and creating a vast pool of water with every rain event, it was decided by the Works Manager and the Town Maintenance Supervisor that the block be built up to accommodate the new house at a level that would not be detrimental to the footings after a rain event occurs. This placed the finished ground level higher than the current fence was able to maintain safely. Through conversation it was determined that retaining walls were required to maintain structural and footing integrity.</p> <p>Further discussions on this matter highlighted the urgency around the need to install the retaining walls as soon as possible, as until it was built it would further halt construction works on the house and delay the completion date. Given the contractors were already on site and could continue works without further delays, it was suggested that the retaining walls be treated of high importance. At the time of design and engineering these were not taken into account.</p> <p>Upon consultation with the CEO, the Works Manager and the Finance Manager, it was determined that to allow continuation of construction, further funds from the Building Reserve account would be required to cover the cost of installing the retaining wall.</p>

Comments:	<p>The purpose of the Building Reserve fund is – “To be used for new buildings, future repairs or upgrades on an as required basis (excluding the Tourism Precinct)”.</p> <p>At the time of writing this report the balance of the Building Reserve fund was \$153,885. As mentioned earlier in the report, the amount required to cover the cost of the retaining wall is \$26,004 – the current reserve balance provides sufficient funds to cover this expense without reducing it too significantly.</p> <p>It must be noted that the amount of \$26,004 includes GST and normally this would not be factored into a budget variation or reserve transfer request, however it <u>does</u> need to be considered here for the house as we cannot claim the tax (GST) from the ATO when declaring acquisitions made as part of constructing a new staff house.</p>				
Statutory Environment:	<p>Local Government Act 1995 – Part 6 Financial Management, Division 4 General Financial Provisions, Section 6.8</p> <p>Local Government Act 1995 – Part 6, Section 6.11.</p> <p>Local Government (Financial Management Regulations) 1996 – Part 3, Section 6.2 Regulation 27.</p>				
Policy Implications:	Nil				
Financial Implications:	<p>There is nil financial implications on the budget bottom line if Council approve this budget variation and reserve transfer request. However, if it is not approved there is a risk of recording a further overspend on this capital budget as it has been clearly identified that this work needs to be done due to the reasons outlined in this report.</p>				
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:	<p>Consultation has taken place between the contractors procured to construct the new house and with senior staff monitoring the project.</p> <p>Further consultation via email correspondence has taken place with Councillors prior to the Ordinary Council Meeting to ensure Council were notified of the immediate risk and the work required to rectify issues identified with completing the construction.</p> <p>As noted above, at the time email correspondence was issued to the Councillors the amount quoted for installing the retaining wall was the ex GST amount of \$23,640 – we can now confirm that the correct amount required for both the budget variation and the reserve transfer is the GST inclusive amount of \$26,004 as we cannot claim the GST back from the ATO.</p>		
Voting requirement:	<p>Absolute Majority for Budget Variation Request</p> <p>Simple Majority for Transfer of Reserve Funds Request</p>		
Officer's Recommendation:	<p><i>That Council –</i></p> <ol style="list-style-type: none"> 1. <i>In accordance with section 6.8(1)(b) of the Local Government Act, adopt the following budget variations;</i> <ol style="list-style-type: none"> a) <i>Increase budget funds at GL 10943000 Capital Improvements Staff Housing by \$26,004</i> b) <i>Transfer from the Building Reserves of \$26,004</i> <i>(Absolute Majority)</i> 2. <i>Approves the transfer of \$26,004 from the Building Reserve account into the Municipal account to cover the cost of installing a retaining wall at the new staff house.</i> <i>(Simple Majority)</i> 		
Council Resolution No: 08102021			
MOVED:	CR:	SECONDED:	CR:
<p>F/A: 0/0</p>			

10.10 TENDER DECISION CRITERIA – REMOVE OLD WORKSHOP, SUPPLY AND CONSTRUCTION OF NEW WORKSHOP AND ASSOCIATED EQUIPMENT.	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Sean Walker – Town Maintenance Supervisor
Date:	14 October 2021
Matters for Consideration:	To determine the decision making criteria for assessing tenders to remove old workshop, supply and install new workshop and associated equipment.
Background:	<p>Upon the recommendation by the CEO regarding the poorly and unsafe condition of a section of the current Depot Workshop a decision was made by Council to endorse the upgrade of the facilities.</p> <p>Upon that directive the Shire of Upper Gascoyne has begun the process of upgrading its workshop facilities. This project will consist of (but not limited to) the following;</p> <ul style="list-style-type: none"> • Removal of the unsafe section of the existing workshop, and its associated equipment. • Engineering of the existing section of the workshop that will remain to ensure it falls under Australian building code. • Supply and installation of a new section of the workshop and associated equipment.
Comments:	The Shire has been awarded \$424,000 under Phase 2 funding via the LRCI grant to complete this project.
Statutory Environment:	<p>Local Government (Functions & General) Regulations 1996</p> <p>Reg 14 (2a) If a local government —</p> <p>(a) is required to invite a tender; or</p> <p>(b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, <u>determine in writing the criteria for deciding which tender should be accepted.</u></p>
Policy Implications:	Purchasing Policy
Financial Implications:	Nil

Strategic Implications:	<p>Civic Leadership</p> <p>Objective 4: <i>To provide Good Governance to the Upper Gascoyne Shire area through:</i></p> <ul style="list-style-type: none"> • <i>Detailed and professional administration;</i> • <i>High levels of accountability;</i> • <i>Compliance with statutory requirements;</i> • <i>High-quality forward planning, particularly for assets and finances;</i> • <i>Openness and transparency and enhanced consultations and public participation;</i> • <i>Provision of quality customer services, good financial management and pursuit of excellence in professional administration and communication.</i> <p>Economic</p> <p>Objective 1: <i>To develop and maintain an efficient road transport system.</i></p>
--------------------------------	--

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:	<p><i>That Council endorse the following decision making criteria when assessing tenders for the demolition and construction of a new workshop:</i></p> <table border="1"> <thead> <tr> <th>Description of Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Organisational Capacity</td> <td>40%</td> </tr> <tr> <td>Product Quality & Demonstrated Similar Projects</td> <td>30%</td> </tr> <tr> <td>Methodology for Construction & Demonstrated Capacity for Delivery within Proposed Timelines</td> <td>20%</td> </tr> <tr> <td>Occupational Health & Safety</td> <td>10%</td> </tr> </tbody> </table>	Description of Criteria	Weighting	Organisational Capacity	40%	Product Quality & Demonstrated Similar Projects	30%	Methodology for Construction & Demonstrated Capacity for Delivery within Proposed Timelines	20%	Occupational Health & Safety	10%
Description of Criteria	Weighting										
Organisational Capacity	40%										
Product Quality & Demonstrated Similar Projects	30%										
Methodology for Construction & Demonstrated Capacity for Delivery within Proposed Timelines	20%										
Occupational Health & Safety	10%										
Council Resolution No: 09102021											
MOVED:	SECONDED:										
F/A:											

11. MATTERS BEHIND CLOSED DOORS

Item No: 09102021
MOVED: CR: SECONDED: CR:
That Council go behind closed doors to discuss confidential matters.
F/A: /

11.1 CEO's Performance Appraisal

Item No: 11102021
MOVED: CR: SECONDED: CR:
That Council come out from behind closed doors.
F/A: 0/0

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

14.2 Cr Caunt

14.3 Cr Watters

14.4 Cr

14.5 Cr

14.6 Cr

15. STATUS OF COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
07082021	Activities in Thoroughfares Local	Currently in the advertising process.	Open	CEO
Confidential Item	Tourist Park Lease	The lease has been signed by all parties. Work is still being undertaken to get the premise back to standard and repair the damaged items. Once work is complete the lawyer will be instructed to pursue the costs associated.	Close	CEO

16. STATUS OF SHIRE PROJECTS

As per [Appendix 5](#)

17. MEETING CLOSURE

The Shire President closed the meeting at ____ pm.

APPENDIX 1

(List of Accounts Paid Report for September 2021)

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 1

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
RSM Australia Pty Ltd					
EFT13563	03/09/2021	Accounting Services for August 2021	1		10,030.37
INV 290029281	26/08/2021	Accounting Services for August 2021., 4.2% CPI Increase effective 01.07.2021 as per contract, Accounting Services for August 2021 - Milage claim. Geraldton return, Accounting Services for August 2021 - Accommodation and meals 12-14 July and 19-21 July 2021	1	10,030.37	
Dust Up Projects					
EFT13564	03/09/2021	Freight to Gascoyne Junction to 31.07.2021	1		732.25
INV INV-2093	05/08/2021	35% Share of Standing Order cost for Works Freight.to 31.07.2021, 40% Share of Standing Order cost for Parts and repairs freight.to 31.07.2021, 10% Share of Standing Order cost for CRC Freight.to 31.07.2021, 15% Share of Standing Order cost for Admin Freight.to 31.07.2021, Freight from Carnarvon to Gascoyne Junction for John McCleary - Matteress.to 31.07.2021., Expense to be recovered from Staff member., Freight from Carnarvon to Gascoyne Junction for Sean Walker - Al's Liquor.to 31.07.2021, Expense to be recovered from Staff member.	1	732.25	
Canine Control A Division Of Trepheene Pty Ltd					
EFT13565	03/09/2021	Ranger Services for the period of 21.08.2021 to 22.08.2021	1		2,200.00
INV 3371	22/08/2021	Ranger Services for the period of 21.08.2021 to 22.08.2021 - Patrols of townsite and sourrounding areas including tourist sites and Koorda Community.	1	2,200.00	
Carnarvon Auto Service Pty Ltd					
EFT13566	03/09/2021	P100 - Tryre replacement and repairs	1		1,815.85
INV 00001513	13/08/2021	Supply and fitting of Samson 17.5R25 GLR09 M3 Grader tyre. Includes disposal and freight.	1	1,815.85	
Child Support Agency					
EFT13567	03/09/2021	Payroll deductions	1		369.35
INV DEDUCTIO01/09/2021		Payroll Deduction 01/09/2021		369.35	
Gascoyne Earthmoving					
EFT13568	03/09/2021	45E - Carnarvon Mullewa Road - Dozer Hire - Remove culvers and correct drainage	1		7,125.80
INV INV-0009	05/08/2021	Carnarvon Mullewa Road - Dozer Hire - Remove culverts and correct drainage	1	7,125.80	
Geraldton Fuel Company T/as Refuel Australia					
EFT13569	03/09/2021	LIPLEX EP2 20kg (second Shipment for August)	1		743.31
INV 01817005	03/08/2021	Supply Liplex EP2 20kg - First Shipment	1	371.16	
INV 01831243	28/08/2021	Supply LIPLEX EP2 20kg - Second Shipment	1	372.15	
Grants Empire					
EFT13570	03/09/2021	Drought Resilience Fund - Junction Water Supply - Payment 2 of 2	1		528.00
INV 00002016	24/08/2021	Drought Resilience Fund - Junction Water Supply - Payment 2 of 2	1	528.00	
Hare and Forbes Pty Ltd					
EFT13571	03/09/2021	P87 - Parts	1		443.00
INV 2333419	13/08/2021	P87 CAT Grader - Parts - TCS-907 crane, P87 CAT Grader - Parts -1PW001 ute crane ram	1	443.00	
Quadrio Earthmoving Pty Ltd					

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 2

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Quadrio Earthmoving Pty Ltd					
EFT13572	03/09/2021	Emergency Works - Damaged Roads 13.06.2021 to 16.06.2021	1		8,954.00
INV 00011112	23/06/2021	Emergency Works 28-30th May 2021 event Landor Meekatharra Road, Emergency Works - Damaged Roads 13.06.2021 to 16.06.2021, Emergency Works 28-30th May 2021 event Landor Mt Augustus Road, Emergency Works - Damaged Roads 13.06.2021 to 16.06.2021	1	8,954.00	
Rural Press Pty Ltd					
EFT13573	03/09/2021	Kennedy Range - Advertising in Seniors Newspapers June 2021	1		346.00
INV 0808568215	03/06/2021	Kennedy Range - Advertising in Seniors Newspapers June 2021	1	173.00	
INV 0808627001	02/07/2021	July 2021 Seniors Newspaper Advertising	1	173.00	
Shire of Upper Gascoyne Social Club					
EFT13574	03/09/2021	Payroll deductions	1		375.00
INV DEDUCTIO01	09/2021	Payroll Deduction for Nathaniel John Rogers 01/09/2021, Payroll Deduction for Leeson Richard Dorey 01/09/2021, Payroll Deduction for Thomas George Fletcher 01/09/2021, Payroll Deduction for Jarrod Lachlan Walker 01/09/2021, Payroll Deduction for John Leslie McCleary 01/09/2021, Payroll Deduction for Dameon Dwayne Whitby 01/09/2021, Payroll Deduction for Francis Xavier Drayton 01/09/2021, Payroll Deduction for Cherie Walker 01/09/2021, Payroll Deduction for Alison Watson 01/09/2021, Payroll Deduction for Ian Douglas Golding 01/09/2021, Payroll Deduction for Mativa Saitulagi Toomalatai 01/09/2021, Payroll Deduction for Sean Wallace Walker 01/09/2021, Payroll Deduction for Billie O'Sullivan 01/09/2021, Payroll Deduction for Ainsley Mia Hardie 01/09/2021, Payroll Deduction for Cynthia Ann Wright 01/09/2021		375.00	
Greenfield Technical Services					
EFT13575	08/09/2021	AGRN 908 - Package 2 - J0497 - Project Management for the period 12.08.2021 TO 25.08.2021	1		91,198.25
INV INV-2038	26/08/2021	AGRN 908 - Package 2 - J0497 - Project Management for the period 12.08.2021 to 25.08.2021	1	33,668.25	
INV INV-2039	27/08/2021	AGRN 908 - Package 2 - J0497 - Project Management for the period 01.07.2021 to 31.07.2021	1	26,834.50	
INV INV-2040	27/08/2021	AGRN 908 - Package 1 - J0496 - Project Management for the period 01.07.2021 to 31.07.2021	1	30,695.50	
Quadrio Earthmoving Pty Ltd					
EFT13576	08/09/2021	AGRN - 908 - Supply of Equipment and Labour for flood damage repairs 04.08.2021 to 17.08.2021 Package 1	1		328,970.95
INV 00011144	23/08/2021	AGRN 908 Dooley Downs Road - Supply of Equipment and Labour for flood damage repairs 04.08.2021 to 17.08.2021, Package 1, AGRN 908 Pingandy Homestead Access Road - Supply of Equipment and Labour for flood damage repairs 04.08.2021 to 17.08.2021 Package 1, AGRN 908 Pingandy Road - Supply of Equipment and Labour for flood damage repairs 04.08.2021 to 17.08.2021 Package 1	1	328,970.95	
Them Earth Moving					
EFT13577	08/09/2021	AGRN-908 - Supply of Equipment and Labour for flood damage repairs 12.08.2021 to 25.08.2021 Package 2	1		342,478.40
INV 00000692	27/08/2021	AGRN-908 Eudamullah Road - Supply of Equipment and Labour for flood damage repairs 12.08.2021 to 25.08.2021 Package 2, AGRN-908 Minnie Creek Road - Supply of Equipment and Labour for flood damage repairs 12.08.2021 to 25.08.2021 Package 2, AGRN-908 Ullawarra Road - Supply of Equipment and Labour for flood damage repairs 12.08.2021 to 25.08.2021 Package 2	1	342,478.40	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 3

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Greenfield Technical Services					
EFT13578	17/09/2021	AGRN-951 Management RFT percurement process and Tender advertisement	1		12,322.33
INV INV-2004	12/08/2021	Conduct Tender process for Flood Damage Event AGRN951.	1	8,362.33	
INV INV-2027	23/08/2021	May 2021 Flood Damage Event, Funding Submission - Onsite Inspections for Carnarvon Mullewa Road, Cobra/Dairy Creek Road and Ullawarra Road for the period between 01/07/2021 to 05/07/2021.	1	3,960.00	
Dust Up Projects					
EFT13579	17/09/2021	Freight from Carnarvon to Gascoyne Junction to 29.08.2021	1		663.05
INV INV-2137	31/08/2021	Works Freight from Carnarvon to Gascoyne Junction to 29.08.2021, Parts Freight from Carnarvon to Gascoyne Junction to 29.08.2021, CRC Freight from Carnarvon to Gascoyne Junction to 29.08.2021, Admin Freight from Carnarvon to Gascoyne Junction to 29.08.2021	1	663.05	
Rock On					
EFT13580	17/09/2021	Craft Sales for August 2021	1		94.00
INV CRAFT SA	31/08/2021	Craft Sales for August 2021	1	94.00	
Ainsley Mia Hardie					
EFT13581	17/09/2021	Ainsley Hardie - Reimbursement of relocation expences as per Council Policy 4.16 (B) and approved by the CEO	1		561.09
INV DREQ-05.2	24/08/2021	Reimbursement of relocation expenses paid to the TCDO (A. Hardie) as per Council Policy 4.16 (B) and approved by the CEO.	1	561.09	
Barry Evans Furniture & Floor Coverings					
EFT13582	17/09/2021	P53 - Holland Roller Blinds	1		319.00
INV 00032691	28/08/2021	P53 Camp Trailer - Holland Blockout Roller Blinds	1	319.00	
Carnarvon Betta Home Living					
EFT13583	17/09/2021	3 x Vast Boxes - Stock on hand	1		897.00
INV LE222527	30/08/2021	3 x Vast Boxes - Replenish stock on hand	1	897.00	
BirdLife Australia					
EFT13584	17/09/2021	Community Event - Aussie Backyard Bird Count	1		220.00
INV 4038	25/08/2021	Community Event - Robin Package - Aussie Backyard Bird Count	1	220.00	
Blanche Maree Walker					
EFT13585	17/09/2021	Craft Sales for August 2021	1		12.00
INV CRAFT SA	31/08/2021	Craft Sales for August 2021,	1	12.00	
Boc Limited					
EFT13586	17/09/2021	Container Charge for Heilium Gas - CRC 29.07.2021 TO 28.08.2021	1		34.78
INV 4029216633	29/08/2021	Container Charge for Heilium Gas - CRC 29.07.2021 to 28.08.2021	1	34.78	
Carnarvon Timber & Hardware					
EFT13587	17/09/2021	Pool Salt	1		640.00
INV 10726808	06/09/2021	SH03 - Pool Salt 20kg bag	1	640.00	
Carnarvon Pest Control					
EFT13588	17/09/2021	Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021	1		2,898.50

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 4

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Carnarvon Pest Control					
INV INV00789	23/08/2021	Lot 39 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 40 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 45 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 23 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 21 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 19 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 17 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 48 Gregory Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 52 Hatch Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Lot 6 Scott Street - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Shire Depot- Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Shire Office - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Shire CRC - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021, Pavilion - Bi-annual pest control to Shire housing and Shire Buildings 26 & 27.07.2021	1	2,898.50	
Child Support Agency					
EFT13589	17/09/2021	Payroll deductions	1		369.35
INV DEDUCTIO	15/09/2021	Payroll Deduction 15/09/2021		369.35	
Geraldton Fuel Company T/as Refuel Australia					
EFT13590	17/09/2021	Fuel for Shire Staff Fleet Vehicles - August 2021	1		1,240.98
INV 31082021	31/08/2021	P117 - Fuel Card GU0 - CEO - August 2021, P113 - Fuel Card GU31 - Works Manager - August 2021, P85 - Fuel Card GU28 - Town Maintenance Supervisor - August 2021, Annual Card Fee - P85 Fuel Card GU28 - Town Maintenance Supervisor,	1	1,240.98	
Autopro					
EFT13591	17/09/2021	P58 - Parts	1		521.65
INV 2044137	12/08/2021	P95 Service Truck - 20L 15W40 Oil and Filter kit	1	219.35	
INV 2044272	13/08/2021	P18 CAT Loader - 24 to12V reducer 12A	1	52.60	
INV 2045292	30/08/2021	P58 Camp Trailer - Parts - Baldwin PF981, P58 Camp Trailer - Parts - Donaldson P822686	1	249.70	
Ilda Joan Williams					
EFT13592	17/09/2021	Craft Sales for August 2021	1		142.00
INV CRAFT SA	31/08/2021	Craft Sales for August 2021,	1	142.00	
Linda's Books					
EFT13593	17/09/2021	Craft Sales for August 2021	1		26.99
INV CRAFT SA	31/08/2021	Craft Sales for August 2021,	1	26.99	
Market Creations Agency					
EFT13594	17/09/2021	Junction Tourist Park and Pub - Website Upgrade	1		990.00
INV GV85-9	31/08/2021	Junction Tourist Park and Pub - Website Upgrade	1	990.00	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 5

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Modularis Pty Ltd T/a Modular Wa					
EFT13595	17/09/2021	Progress payment for new staff housing, 22 Hatch Street. August 2021. RFT 07 20-21.	1		123,288.00
INV 2819	27/08/2021	Progress payment 4 - Construction of new staff house at Lot 50, number 22 Hatch Street.	1	123,288.00	
Nature's Botanical Pty Ltd					
EFT13596	17/09/2021	CRC - Souveniors and sundry - Cost of Goods Sold	1		161.81
INV NB03800	23/08/2021	CRC - Souveniors and sundry - Natures Botanical 50g Creme, CRC - Souveniors and sundry - Natures Botanical 50ml Roll On Lotion, CRC - Souveniors and sundry - Natures Botanical 125ml Spray Lotion, CRC - Souveniors and sundry - Postage and Handling	1	161.81	
Nella's Preserves					
EFT13597	17/09/2021	Craft Sales for August 2021	1		26.00
INV CRAFT SA	31/08/2021	Craft Sales for August 2021,	1	26.00	
Perth Observatory Volunteer Group Inc					
EFT13598	17/09/2021	Community Event - Astronomy Night 14th August 2021	1		1,737.00
INV INV21-240021/06/2021		Star Gazing Community Event - Astronomy Night 14th August 2021	1	1,737.00	
Philip Swain					
EFT13599	17/09/2021	Environment Health and Building Contract 05.05.2021 to 31.08.2021	1		8,244.00
INV 220901.202001/09/2021		Environment Health and Building Contract - Additional hours as per agreement - 2020-21	1	2,340.00	
INV 220901	01/09/2021	Environment Health and Building Contract - 05.05.2021 to 31.08.2021, Environment Health and Building Contract - Additional hours as per agreement - 2021/22	1	5,904.00	
Shire of Upper Gascoyne Social Club					
EFT13600	17/09/2021	Payroll deductions	1		375.00
INV DEDUCTIO15/09/2021		Payroll Deduction for Nathaniel John Rogers 15/09/2021, Payroll Deduction for Leeson Richard Dorey 15/09/2021, Payroll Deduction for Thomas George Fletcher 15/09/2021, Payroll Deduction for Jarrod Lachlan Walker 15/09/2021, Payroll Deduction for John Leslie McCleary 15/09/2021, Payroll Deduction for Dameon Dwayne Whitby 15/09/2021, Payroll Deduction for Francis Xavier Drayton 15/09/2021, Payroll Deduction for Cherie Walker 15/09/2021, Payroll Deduction for Alison Watson 15/09/2021, Payroll Deduction for Ian Douglas Golding 15/09/2021, Payroll Deduction for Mativa Saitulagi Toomalatai 15/09/2021, Payroll Deduction for Sean Wallace Walker 15/09/2021, Payroll Deduction for Billie O'Sullivan 15/09/2021, Payroll Deduction for Ainsley Mia Hardie 15/09/2021, Payroll Deduction for Cynthia Ann Wright 15/09/2021		375.00	
Von-Katz Soaps and Gift Baskets					
EFT13601	17/09/2021	CRC - Souvenirs - Cost of Goods Sold	1		195.00
INV INV-02622	30/08/2021	CRC - Souvenirs - Delivery, CRC - Souvenirs - Coffee Scrub Exfoliating Soap, CRC - Souvenirs - Lemon Scented Gum Australia Day Soap, CRC - Souvenirs - Tropical Plumeria (Frangipani) Soap, CRC - Souvenirs - Watermelon Sorbet Soap, CRC - Souvenirs - Wood & Rum Luxury Soap for Men, CRC - Souvenirs - Natural Goats Milk Soap, CRC - Souvenirs - Laundry Soap, CRC - Souvenirs - Violet Soap	1	195.00	
West Australian Newspapers Ltd					
EFT13602	17/09/2021	Midwest Times Advertising - Tender for Big Foot Roller	1		389.07

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
West Australian Newspapers Ltd					
INV 1019950920	31/08/2021	Shire of Upper Gascoyne tender advert for midwest times 4th August 2021 - disposal of padfoot roller., (as per quote #4488846)	1	389.07	
Westrac Pty Ltd					
EFT13603	17/09/2021	P100 - Parts	1		2,089.99
INV PI 6123668	25/08/2021	P100 CAT Grader - Parts - 4755473 Tip General (220-9089) bucket teeth, P100 CAT Grader - Parts - 353-3810 harness	1	919.80	
INV PI 6128300	26/08/2021	P87 - CAT Grader - Replacement window and associated parts - Insurance Claim, 351-7042 r/h door glass, 214-918 Button, 110-7524 Button, 3E-9413 Seal	1	889.95	
INV PI 6128299	26/08/2021	P100 CAT Grader - 4755473 Tip General (220-9089) bucket teeth	1	280.24	
Greenfield Technical Services					
EFT13604	17/09/2021	AGRN951 Flood Damage, Assessment and Funding Submission. Feburary to May 2021	1		22,522.50
INV INV-1948	22/06/2021	Provision of project management, consultancy for emergency and reinstatement works relating to AGRN951 for period February to May 2021. Job No. J000582.	1	18,287.50	
INV INV-2005	12/08/2021	AGRN-951 Flood Damage Assessment and Funding Submission 01.07.2021 to 31.07.2021.	1	4,235.00	
Greenfield Technical Services					
EFT13605	17/09/2021	AGRN - 908 Package 1 (J0496) Project Management 18.08.2021 to 31.08.2021	1		38,748.60
INV INV-2048	02/09/2021	AGRN - 908 Package 1 (J0496) Project Management 18.08.2021 to 31.08.2021 Flood Claims	1	38,748.60	
Quadrio Earthmoving Pty Ltd					
EFT13606	17/09/2021	AGRN 908 - Flood Damage. Supply of equipment and labour 18.08.2021 to 31.08.2021	1		367,672.80
INV 00011148	01/09/2021	AGRN 908 - Flood Damage. Supply of equipment and labour 18.08.2021 to 31.08.2021 Dooley Downs Road, AGRN 908 - Flood Damage. Supply of equipment and labour 18.08.2021 to 31.08.2021 Lyndon Minnie Creek Rd, AGRN 908 - Flood Damage . Supply of equipment and labour 18.08.2021 to 31.08.2021 Pingandy Rd	1	367,672.80	
Them Earth Moving					
EFT13607	17/09/2021	AGRN 908 - Flood Damage. Supply of equipment and labour 26.08.2021 to 01.09.2021	1		164,147.50
INV 00000694	03/09/2021	AGRN 908 - Flood Damage. Supply of equipment and labour 26.08.2021 to 01.09.2021 Package Two. Eudamullah Rd, AGRN 908 - Flood Damage . Supply of equipment and labour 26.08.2021 to 01.09.2021 Package Two. Ullawarra Rd	1	164,147.50	
Department of Transport (AGENT CHARGES)					
EFT13609	10/09/2021	Motor Vehicle License Fees - CRC Collections - 1DIN179	1		459.70
INV 18756	08/09/2021	Motor Vehicle License Fees - CRC Collections - 1DIN179	1	459.70	
Commonwealth Mastercard					
EFT13610	02/09/2021	Athenaeum - Software Subscription to 01.02.2023 - Library Management	1		2,531.70
INV 103557	03/08/2021	Hospitality Geraldton: Accommodation for Sean Walker in Geraldton for pre operation consultation for knee and ankle injury. Injury incurred on the job during rain and flooding event February 2021., Hospitality Geraldton: Accommodation - Eftpos Fee	1	344.05	
INV 05082021	05/08/2021	Telstra - Pre-Paid Credit for Finance Manager Phone August 2021	1	40.00	
INV AP5478128	10/08/2021	Australia Post - Postage cost on Parcel	1	24.25	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 7

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Commonwealth Mastercard					
INV 1954614292	12/08/2021	Apple - iCloud 50GB Storage Plan - 12.08.2021 to 11.09.2021	1	1.49	
INV 0000000204	16/08/2021	Spot Devices for the works crew - 8 Monthly Services 17.08.2021 to 16.09.2021	1	346.05	
INV 18665	20/08/2021	Australia Post - Pre paid Bag	1	14.55	
INV 201206010	22/08/2021	Athenaeum - Annual Subscription for Library Software with Support Agreement, Filemaker Pro Annualised	1	1,073.77	
INV 47140205	23/08/2021	Crazy Domains - Junction Tourist Park - 23.08.2021 to 23.08.2026 Domain Registration junctionpubandtouristpark.com, Crazy Domains - Junction Tourist Park - 23.08.2021 to 23.08.2026 Domain Registration 5 Year Domain Registration junctionpubandtouristpark.com.au	1	184.90	
INV 18695	25/08/2021	Australia Post - Postal Agency Sales - 25.08.2021	1	17.65	
INV 28082021	28/08/2021	Apple Online Store - unverified transaction - currently being investigated by CBA.	1	184.99	
INV AU0001433	30/08/2021	RM Williams - Digital Gift Card for Retiring Ernie Reynolds from Main Roads Carnarvon.	1	300.00	
Dust Up Projects					
EFT13611	23/09/2021	Freight from Carnarvon to Gascoyne Junction to 13.09.2021	1		581.35
INV INV-2161	14/09/2021	Freight from Carnarvon to Gascoyne Junction to 13.09.2021 - Works, Freight from Carnarvon to Gascoyne Junction to 13.09.2021 - Parts and repairs, Freight from Carnarvon to Gascoyne Junction to 13.09.2021 - Admin	1	581.35	
AIT Specialists Pty Ltd					
EFT13612	23/09/2021	Monthly Fee for determination of Fuel Tax Credits 2021/2022 - August 2021	1		754.93
INV INV-12260	17/09/2021	Monthly Fee for determination of Fuel Tax Credits 2021/2022 - August 2021,	1	754.93	
Carnarvon Electrics					
EFT13613	23/09/2021	Shire Office Garden Light, Find fault and repair lights.	1		15,918.00
INV INV-10968	16/09/2021	Pavilion - Replace Toilet Exhaust fans, motion sensor, speakers and air cooler - Labour., Pavilion - Replace Toilet Exhaust fans, motion sensor, speakers and air cooler - Materials., Pavilion - Replace Toilet Exhaust fans, motion sensor, speakers and air cooler - Travel costs.	1	5,515.40	
INV INV-10967	16/09/2021	Shire Admin Office Garden lights - fault finding and repairs - Labour costs., Shire Admin Office Garden lights - fault finding and repairs - Materials., Shire Admin Office Garden lights - fault finding and repairs - Travel costs.	1	9,532.60	
INV INV-10989	17/09/2021	Test pump on pump trailer (P72), repair wiring. Connect new pump To pump trailer - Labour costs. Test pump on pump trailer (P72), repair wiring. Connect new pump to pump trailer - Materials.	1	870.00	
Carey Downs Station					
EFT13614	23/09/2021	Clean out 3 grids on Carey Downs Road	1		3,267.00
INV INV-0034	09/09/2021	Clean out Grids on Carey Downs Road	1	2,255.00	
INV INV-0035	09/09/2021	Catering for Stargazing Night - August 2021 community event	1	1,012.00	
Carnarvon Fresh IGA					
EFT13615	23/09/2021	CRC Be Connect Event Catering - July 2021	1		128.80
INV 06/7857	29/07/2021	Administration & Council Amenities (Coffee) - July 2021, Packing and Delivery Surcharge	1	62.56	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Carnarvon Fresh IGA					
INV 06/7924	02/08/2021	CRC Be Connect Event Catering - July 2021 - GST, CRC Be Connect Event Catering - July 2021 - EX GST	1	66.24	
CSV Drafting					
EFT13616	23/09/2021	Working drawings for Workshop additions.	1		7,040.00
INV 951	06/09/2021	Provide working drawings for Workshop addition's at the Shire of Upper Gascoyne Depot., , Drawings included in this proposal, - Site Plan, - Floor Plan, - Roof Plan, - Ceiling Layout, - Elevations, - Sections Thru Building Structure, - Sectional/Construction Detail as required, - New Service Pit details, - Internal Room Layouts (Crib Room, UAT), - Door and Window Schedule, - Electrical Power & Lighting Plans (details to be provided by electrical contractor), , Not Included in Fee Proposal, - Engineering drawings (to be provided by Engineer), - Plumbing and Compressed airline layouts , - Energy Assessment Rating,	1	7,040.00	
Eastern Gascoyne Race Club					
EFT13617	23/09/2021	2021 Annual Sponsorship for the Eastern Gascoyne Race Club	1		5,500.00
INV 00000178	01/07/2021	2021/2022 Sponsorship of the Landor Races event held in October 2021. Approved by Council as part of the 21/22 Annual Budget.	1	5,500.00	
Elders Ltd					
EFT13618	23/09/2021	Workshop Equipment - Chain Blocks, Shackles, D Rings	1		1,616.93
INV EE 83016	17/09/2021	Workshop Equipment - Ratchet Tie Downs	1	250.00	
INV EE 83015	17/09/2021	Workshop Equipment - Chain Blocks, Shackles, D Rings	1	1,366.93	
Employsure					
EFT13619	23/09/2021	2021/2022 OH&S and HR Consultancy Services	1		20,991.83
INV SF-1303554	09/09/2021	Supply OH&S and HR consultancy services to the Shire of Upper Gascoyne for the 2021/2022 financial year.	1	20,991.83	
Gascoyne Group Pty Ltd					
EFT13620	23/09/2021	C3353 - Water Cart and Labour Hire Carnarvon - Mullewa Rd 26.07.2021 to 01.09.2021	1		89,685.75
INV 00000059	01/09/2021	C3353 - Water Cart and Labour Hire Carnarvon - Mullewa Rd 26.07.2021 to 01.09.2021	1	49,755.75	
INV 00000060	16/09/2021	Water Cart Hire - Carnarvon Mullewa Road for the period 06.09.2021 to 15.09.2021	1	39,930.00	
Geraldton Fuel Company T/as Refuel Australia					
EFT13621	23/09/2021	Fuel - Depot Underground Bowser 8835 litres @ 1.4567, Overhead Tank 4400 litres at 1.4567	1		39,271.73
INV 01840251	01/09/2021	Fuel - Gifford Creek Tank 4550 litres @ 1.4677.	1	6,678.04	
INV 01840258	01/09/2021	Fuel Supplies - Depot Underground Bowser 8,835 litres @ 1.4567, Fuel Supplies - Overhead Tank 4,400 litres @ 1.4567	1	19,279.42	
INV 01840246	01/09/2021	P58 Camp Trailer - Fuel - 3,300 litres @ 1.4677	1	4,843.41	
INV 01840256	01/09/2021	P79 Drop Deck Trailer with Porta Cabin - Fuel - 1,100 litres @ 1.4567	1	1,602.37	
INV 01840259	01/09/2021	P53 Camp Trailer - Fuel - 1,200 litres @ 1.4567	1	1,748.04	
INV 01840260	01/09/2021	P55 Low Loader Float - Fuel - 1,500 litres @ 1.4567	1	2,185.05	
INV 01840261	01/09/2021	P52 Camp Trailer - Fuel - 2,000 litres @ 1.4677	1	2,935.40	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 9

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Henry & Mouat Pty Ltd T/a Kennedy Vinciullo					
EFT13622	23/09/2021	Junction Tourist Park and Pub - Lease dispute	1		11,427.70
INV 314	02/09/2021	Costs Agreement and Retainer - The Junction Pub and Tourist Park. Lease dispute	1	11,427.70	
Paul D Kearney - Carpenter & Joiner					
EFT13623	23/09/2021	Insurance - Storm Damage repair works	1		11,737.00
INV 68	10/09/2021	Storm Damage / Shire Admin Guttering, Supply labour and materials to reattach the guttering to the fascia and reattach one down pipe. , Quote includes labour, materials accommodation and travel. , , Storm Damage / 3 Gregory Street, Supply labour and materials to remove 4m2 of pavers, fill sunken area, screed and reinstate existing pavers., Quote includes labour, materials accommodation and travel. , , Storm Damage / 19 Gregory Street., Supply labour and materials to remove 5m2 of pavers, fill sunken area, screed and reinstate existing pavers., Quote includes labour, materials accommodation and travel. , , Storm Damage / 31 Gregory Street , Supply labour and materials to repair pool pump shed roof and replace the pool cover., Quote includes labour, materials accommodation and travel.	1	6,897.00	
INV 71	13/09/2021	Storm Damage - Repair doorways in Works Managers Office. Supply labor and materials to remove and replace 1 set of double external doors and 1 single external door. Patch and paint existing door frames.	1	2,420.00	
INV 72	15/09/2021	Brick over external doors no longer required. , Supply labour and Materials to brick over 3 existing doorways. 2 in works managers office and 1 in the council chambers. ,	1	2,420.00	
Metrocount					
EFT13624	23/09/2021	Full Field Kit for Metro traffic counter x 3	1		1,191.30
INV INV030106	10/09/2021	Full Field Kit for Metro traffic counter x 3, 10 pack 200mm deck spikes, 10 pack centre flaps	1	1,191.30	
Northern Aspect Construction					
EFT13625	23/09/2021	Repairs to Juntion Pub and Roadhouse	1		50,193.55
INV 29	18/08/2021	Travel to Gascoyne Junction from Carnarvon to quote on scope of works as required for maintenance on the Tourist Precinct facility.	1	880.00	

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Northern Aspect Construction					
INV 3789	17/09/2021	Ablution Block - install timber/plastic cover over all transverse and vertical cracks in plaster - includes materials CA,PT in all areas listed above, Ablution Block - , - Replace/Paint damaged cornice in laundry, - Replace code lock with standard lever handle lock, - Repair bubbling paint on ceiling throughout block - prep and repaint from scratch, - soap dispensers, Cabins- , Gascoyne- CA If repairing tiles due to repair of shower mixer tap \$429 remove if not required, Daurie- CA Install stainless steel angle over chip in benchtop, Lyons- CA Install stainless steel angle over chip in benchtop, Thomas- CA Install stainless steel angle over chip in benchtop, Camp Kitchen - CA Install timber cover over all vertical cracks in plaster, PT Painting - color match existing, Fred's House (Staff Accommodation), CA Replace lever handle lock , CA/PT Repair plaster walls and vinyl skirting in shower with 1200mmwide , FC sheet from under cornice to 50mm below top of vinyl skirting includes painting, Main Building, PT Paint barge board 150LM, PT Paint Kitchen storeroom, PT Paint lime green wall in bar area, PT Paint notice board wall in bar area, PT Paint deep purple wall in bar area, PT Paint over "Toilet" in dining wall, PT Paint office entry notice board wall, CA SAI storeroom solid core door 915 x 2040, RT Retic - Allowance of \$2500 has been made to bring the retic up to standard. This provisional sum may vary up or down., Nic's Place- , CA/PT Repair plaster walls and vinyl skirting in shower with 1200mm wide , FC sheet from under cornice to 50mm below top of vinyl skirting , CA/PT Patch hole from door handle , CA/PT Replace front entry door with solid core door and paint - reuse door furniture , CA Curtain rail caps x 2 , CA Replace fly screen 470 x 1135, Omo's Place - , CA/PT Patch hole from door handle, CA SAI floor mounted door stop , CA/PT WC - repair damaged plaster , refix vinyl skirting , CA Refix laundry tub door , CA/PT Ensuite Vanity - repair damaged plaster , refix vinyl skirting , CA/PD SAI new shower cubicle - remove existing shower base and walls that have cracked and leaked causing water damage to walls and skirting with acrylic wall sheets and shower base , CA Ensuite - Repair rusted steel door frames at bottom , CA Bathroom - towel rail x 1, Ensuites- , CA/PT Install timber cover over all transverse cracks in plaster , CA .5 replace broken obscure glass , CA .5 replace torn flyscreen, Pool shed, CA SAI Solid core door - reuse existing door furniture, PT Paint door complete, Single man's quarters- , PT Paint exterior balustrades of units, PT Paint barge - all three buildings, CA Hole in shower recess - an allowance of \$5000 has been made for the bathroom where the shower recess has collapsed. Needs further investigation to determine full extent of water damage to bathroom floor. This amount may vary up or down., CA Replace doors on sink cupboards x 4, CA Replace laminate edge strip on sink benchtops, PT Paint drawer front - kitchen, Travel- Allowance for 4 trades to travel and return to Carnarvon 4 times Includes meal allow, accommodation clean fee (Allow - 21 days)., Extra trips charged out at \$110p/hr and \$1.25 + GST per/km	1	49,313.55	
Portside Engineering and Crane Services					
EFT13626	23/09/2021	Fabrication of 9 x 9.5m road closed swing gates.	1		20,086.13
INV 00022211	31/08/2021	Fabrication of 9 x 9.5m "Road Closed" swing gates.	1	20,086.13	
Raw Cattle Co Pty Ltd					
EFT13627	23/09/2021	Grader Operator - Cobra Dairy Creek Road - 02.09.2021 to 05.09.2021	1		3,203.20
INV INV-0039	07/09/2021	Grader Operator - Cobra Dairy Creek Road - 02.09.2021 to 05.09.2021	1	3,203.20	
Tropics Hardware					

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 11

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Tropics Hardware					
EFT13628	23/09/2021	SG03 - Baracuda Triple Action Chlorine 10kg	1		86.25
INV 538198	13/09/2021	Lot 19 Gregory Street (Gardens) - Baracuda Triple Action Chlorine 10kg	1	86.25	
Westrac Pty Ltd					
EFT13629	23/09/2021	P87 - 9000hr Service SMU Reading 8970 - Labour, Parts and Travel costs	1		6,210.02
INV SI 1574857	11/09/2021	P100 CAT Grader - Travel costs associated with warranty works- replace alternator	1	1,210.00	
INV PI 6185665	11/09/2021	P106 CAT Grader -276-1318 wear strip (top of blade), P100 CAT Grader - 276-1318 wear strip (top of blade), P87 CAT Grader - 276-1318 wear strip (top of blade)	1	262.97	
INV SI 1575131	13/09/2021	P87 CAT Grader - 9000hr Service Labour costs, P87 CAT Grader - Parts for Service and Repairs, P87 CAT Grader - Travel, mobilisation and other miscellaneous costs	1	4,737.05	
Workwear Group					
EFT13630	23/09/2021	Staff Uniforms - Cherie Walker	1		96.00
INV 13442893	25/08/2021	Uniform order for Cherie Walker, SKU CATUHN Matt Jersey Boat Neck Short Sleeve Top 2x size medium Navy	1	96.00	
Boral Construction Materials Group Ltd trading as Boral Resources Pty Ltd					
EFT13631	23/09/2021	RFQ 04_20-21- Supply aggregate for Dalgety Down Landor Road and Landor Meekatharra Rd	1		200,068.00
INV AWWPS00318/08/2021		Supply, Spray and Cover Bitumen Sealing including seal design and aggregate supply as per response to RFQ 04_20-21, Supply, Spray and Cover Bitumen Sealing including seal design and aggregate supply as per response to RFQ 04_20-21	1	200,068.00	
Activ8me					
EFT13632	23/09/2021	CEO House - Internet for the period 08.09.2021 to 07.10.2021	1		154.95
INV 3111229	08/09/2021	CEO House - Internet for the period 08.09.2021 to 07.10.2021	1	154.95	
Horizon Power					
EFT13633	23/09/2021	Street Lighting for period 01.08.2021 to 31.08.2021	1		323.07
INV 21 010 694902/09/2021		Street Lighting for period 01.08.2021 to 31.08.2021	1	323.07	
Horizon Power (non-energy)					
EFT13634	23/09/2021	Ready Power Purchase	1		925.00
INV RPDDDB004	01/09/2021	Ready Power Purchases - 01.09.2021	1	925.00	
Pivotel Satellite Pty Ltd					
EFT13635	23/09/2021	Satellite Phone Costs - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021	1		1,367.02

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 12

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Pivotel Satellite Pty Ltd					
INV 3118840	15/08/2021	Satellite Phone Charges for 0405 464 076 L Dorey - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021 Satellite Phone Charges for 0405 468 077 F Drayton - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021 Satellite Phone Charges for 0405 468 286 I Golding - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021 Satellite Phone Charges for 0405 468 683 D Whitby - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021 Satellite Phone Charges for 00405 471 973 J McCleary - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021 Satellite Phone Charges for 0405 472 285 T Fletcher - Usage Charges - 15.07.2021 to 14.08.2021, Service Charges 15.08.2021 to 14.09.2021	1	728.39	
INV 3139650	15/09/2021	Satellite Phone Charges for 0405 464 076 L Dorey - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021, Satellite Phone Charges for 0405 468 077 F Drayton - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021, Satellite Phone Charges for 0405 468 286 I Golding - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021, Satellite Phone Charges for 0405 468 683 D Whitby - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021, Satellite Phone Charges for 00405 471 973 J McCleary - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021, Satellite Phone Charges for 0405 472 285 T Fletcher - Usage Charges - 15.08.2021 to 14.09.2021, Service Charges 15.09.2021 to 14.10.2021	1	638.63	
Westnet					
EFT13636	23/09/2021	Annual Email hosting protection 31.08.2021 - 31.08.2022	1		119.00
INV 128427755	16/09/2021	Annual Renewal for Hosting Email Protection service for the period 31/08/2021 - 31/08/2022, ,	1	119.00	
SUPER DIRECTIONS FUND					
DD9387.1	01/09/2021	Superannuation contributions	1		264.80
INV SUPER	01/09/2021	Super. for Nathaniel John Rogers 967644975 01/09/2021	1	264.80	
CBUS					
DD9387.2	01/09/2021	Superannuation contributions	1		288.46
INV SUPER	01/09/2021	Super. for Cynthia Ann Wright 6406493 01/09/2021	1	288.46	
The Trustee For Aware Super					
DD9387.3	01/09/2021	Superannuation contributions	1		5,649.27
INV DEDUCTIO01/09/2021		Payroll Deduction for Leeson Richard Dorey 01/09/2021, Payroll Deduction for Dameon Dwayne Whitby 01/09/2021, Payroll Deduction for Ian Douglas Golding 01/09/2021	1	577.23	
INV DEDUCTIO01/09/2021		Payroll Deduction for Thomas George Fletcher 01/09/2021	1	300.00	
INV DEDUCTIO01/09/2021		Payroll Deduction for Jarrod Lachlan Walker 01/09/2021	1	232.77	
INV DEDUCTIO01/09/2021		Payroll Deduction for John Leslie McCleary 01/09/2021	1	149.88	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 13

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	01/09/2021	The Trustee For Aware Super Super. for Leeson Richard Dorey 65321115 01/09/2021, Super. for Leeson Richard Dorey 65321115 01/09/2021, Super. for Thomas George Fletcher 65322422 01/09/2021, Super. for Thomas George Fletcher 65322422 01/09/2021, Super. for Jarrod Lachlan Walker 65337760 01/09/2021, Super. for Jarrod Lachlan Walker 65337760 01/09/2021, Super. for John Leslie McCleary 65329048 01/09/2021, Super. for John Leslie McCleary 65329048 01/09/2021, Super. for Dameon Dwayne Whitby 65322126 01/09/2021, Super. for Dameon Dwayne Whitby 65322126 01/09/2021, Super. for Francis Xavier Drayton 65323893 01/09/2021, Super. for Mativa Saitulagi Toomalatai 65318794 01/09/2021	1	4,389.39	
DD9387.4	01/09/2021	CBH Sunsuper Superannuation contributions	1		473.08
INV DEDUCTIO	01/09/2021	Payroll Deduction for Cherie Walker 01/09/2021	1	157.69	
INV SUPER	01/09/2021	Super. for Cherie Walker 902432443 01/09/2021	1	315.39	
DD9387.5	01/09/2021	MLC Masterkey Super Superannuation contributions	1		283.40
INV DEDUCTIO	01/09/2021	Payroll Deduction for Sean Wallace Walker 01/09/2021	1	70.85	
INV SUPER	01/09/2021	Super. for Sean Wallace Walker 004901151 01/09/2021, Super. for Sean Wallace Walker 004901151 01/09/2021	1	212.55	
DD9387.6	01/09/2021	ANZ SMART CHOICE SUPER Superannuation contributions	1		377.20
INV DEDUCTIO	01/09/2021	Payroll Deduction for Billie O'Sullivan 01/09/2021	1	94.30	
INV SUPER	01/09/2021	Super. for Billie O'Sullivan 016610240380065 01/09/2021, Super. for Billie O'Sullivan 016610240380065 01/09/2021	1	282.90	
DD9387.7	01/09/2021	SUNSUPER Superannuation contributions	1		157.69
INV SUPER	01/09/2021	Super. for Cherie Walker 902432443 01/09/2021	1	157.69	
DD9387.8	01/09/2021	Australian Super Superannuation contributions	1		126.00
INV SUPER	01/09/2021	Super. for Alison Watson 702403355 01/09/2021	1	126.00	
DD9387.9	01/09/2021	AMP Flexible Super Superannuation contributions	1		527.18
INV SUPER	01/09/2021	Super. for Ian Douglas Golding 953593995 01/09/2021, Super. for Ian Douglas Golding 953593995 01/09/2021	1	527.18	
DD9393.1	01/09/2021	Department of Transport (AGENT CHARGES) REVERSAL OF CORRECTION BATCH NO. 9381 FOR DOT CHARGES BY DIRECT DEBIT. INCORRECTLY PROCESSED.	1		30.50
INV 18713 REV	31/08/2021	REVERSAL OF CORRECTION BATCH NO. 9381 FOR DOT CHARGES BY DIRECT DEBIT. INCORRECTLY PROCESSED.	1	30.50	
DD9395.1	01/09/2021	Department of Transport (AGENT CHARGES)	1		-30.50
INV 18713 REV.	31/08/2021	REVERSAL OF BACTH 9392 - INCORRECTLY PROCESSED.	1	-30.50	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 14

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Department of Transport (AGENT CHARGES)					
DD9397.1	01/09/2021	Reversal of Department of Transport Commission - August 2021 (CNO REVERSAL OF BATCH 9381).	1		30.50
INV 18713	31/08/2021	Reversal of Department of Transport Commission - August 2021 - due to not allocating payment to Purchase ord3er 4377	1	-30.50	
Activ8me					
DD9406.1	17/09/2021	Finance Manager - Internet for the period 03.09.2021 to 02.10.2021	1		69.95
INV 3101848	03/09/2021	Finance Manager - Internet for the period 03.09.2021 to 02.10.2021	1	69.95	
Activ8me					
DD9406.2	21/09/2021	Office - Internet for the period 07.09.2021 to 06.10.2021	1		94.95
INV 3109301	07/09/2021	Standing order for Office Internet	1	94.95	
SUPER DIRECTIONS FUND					
DD9409.1	15/09/2021	Superannuation contributions	1		264.80
INV SUPER	15/09/2021	Super. for Nathaniel John Rogers 967644975 15/09/2021	1	264.80	
CBUS					
DD9409.2	15/09/2021	Superannuation contributions	1		288.46
INV SUPER	15/09/2021	Super. for Cynthia Ann Wright 6406493 15/09/2021	1	288.46	
My North Super					
DD9409.3	15/09/2021	Superannuation contributions	1		231.00
INV SUPER	15/09/2021	Super. for Brian, Laurence Whitby Y15280456 15/09/2021	1	231.00	
The Trustee For Aware Super					
DD9409.4	15/09/2021	Superannuation contributions	1		5,684.99
INV DEDUCTIO	15/09/2021	Payroll Deduction for Leeson Richard Dorey 15/09/2021, Payroll Deduction for Dameon Dwayne Whitby 15/09/2021, Payroll Deduction for Ian Douglas Golding 15/09/2021	1	596.75	
INV DEDUCTIO	15/09/2021	Payroll Deduction for Thomas George Fletcher 15/09/2021	1	300.00	
INV DEDUCTIO	15/09/2021	Payroll Deduction for Jarrod Lachlan Walker 15/09/2021	1	232.77	
INV DEDUCTIO	15/09/2021	Payroll Deduction for John Leslie McCleary 15/09/2021	1	149.88	
INV SUPER	15/09/2021	Super. for Leeson Richard Dorey 65321115 15/09/2021, Super. for Leeson Richard Dorey 65321115 15/09/2021, Super. for Thomas George Fletcher 65322422 15/09/2021, Super. for Thomas George Fletcher 65322422 15/09/2021, Super. for Jarrod Lachlan Walker 65337760 15/09/2021, Super. for Jarrod Lachlan Walker 65337760 15/09/2021, Super. for John Leslie McCleary 65329048 15/09/2021, Super. for John Leslie McCleary 65329048 15/09/2021, Super. for Dameon Dwayne Whitby 65322126 15/09/2021, Super. for Dameon Dwayne Whitby 65322126 15/09/2021, Super. for Francis Xavier Drayton 65323893 15/09/2021, Super. for Mativa Saitulagi Toomalatai 65318794 15/09/2021	1	4,405.59	
CBH Sunsuper					
DD9409.5	15/09/2021	Superannuation contributions	1		473.08
INV DEDUCTIO	15/09/2021	Payroll Deduction for Cherie Walker 15/09/2021	1	157.69	

Date: 05/10/2021
Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
PAGE: 15

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
CBH Sunsuper					
INV SUPER	15/09/2021	Super. for Cherie Walker 902432443 15/09/2021	1	315.39	
MLC Masterkey Super					
DD9409.6	15/09/2021	Superannuation contributions	1		283.40
INV DEDUCTIO	15/09/2021	Payroll Deduction for Sean Wallace Walker 15/09/2021	1	70.85	
INV SUPER	15/09/2021	Super. for Sean Wallace Walker 004901151 15/09/2021, Super. for Sean Wallace Walker 004901151 15/09/2021	1	212.55	
ANZ SMART CHOICE SUPER					
DD9409.7	15/09/2021	Superannuation contributions	1		377.20
INV DEDUCTIO	15/09/2021	Payroll Deduction for Billie O'Sullivan 15/09/2021	1	94.30	
INV SUPER	15/09/2021	Super. for Billie O'Sullivan 016610240380065 15/09/2021, Super. for Billie O'Sullivan 016610240380065 15/09/2021	1	282.90	
SUNSUPER					
DD9409.8	15/09/2021	Superannuation contributions	1		157.69
INV SUPER	15/09/2021	Super. for Cherie Walker 902432443 15/09/2021	1	157.69	
Australian Super					
DD9409.9	15/09/2021	Superannuation contributions	1		239.40
INV SUPER	15/09/2021	Super. for Alison Watson 702403355 15/09/2021	1	239.40	
Wa Treasury Corporation					
DD9417.1	07/09/2021	Loan Repayment for Loan 28 - Principal	1		33,533.60
INV LOAN 28	07/09/2021	Loan Repayment for Loan 28 - Principal, Loan Repayment for Loan 28 - Interest	1	33,533.60	
Department of Transport (AGENT CHARGES)					
DD9417.2	08/09/2021	Motor Vehicle License Fees - CRC Collections - Transfer Fee	1		413.25
INV 18754	08/09/2021	Motor Vehicle License Fees - CRC Collections - 1BAK820	1	373.75	
INV 18757	08/09/2021	Motor Vehicle License Fees - CRC Collections - Transfer Fee	1	39.50	
Department of Transport (AGENT CHARGES)					
DD9417.3	10/09/2021	Motor Vehicle License Fees - CRC Collections - Registration	1		370.45
INV 18763	10/09/2021	Motor Vehicle License Fees - CRC Collections - Registration	1	370.45	
Activ8me					
DD9417.4	28/09/2021	Shire office internet - period 13.09.2021 to 12.10.2021	1		129.95
INV 30039028	13/09/2021	Shire office internet - Period 13.09.2021 to 12.10.2021	1	129.95	
SUPER DIRECTIONS FUND					
DD9432.1	29/09/2021	Superannuation contributions	1		264.79
INV SUPER	29/09/2021	Super. for Nathaniel John Rogers 967644975 29/09/2021	1	264.79	
CBUS					
DD9432.2	29/09/2021	Superannuation contributions	1		288.46
INV SUPER	29/09/2021	Super. for Cynthia Ann Wright 6406493 29/09/2021	1	288.46	

Cheque /EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
My North Super					
DD9432.3	29/09/2021	Superannuation contributions	1		381.50
INV SUPER	29/09/2021	Super. for Brian, Laurence Whitby Y15280456 29/09/2021	1	381.50	
The Trustee For Aware Super					
DD9432.4	29/09/2021	Superannuation contributions	1		5,902.89
INV DEDUCTIO	29/09/2021	Payroll Deduction for Leeson Richard Dorey 29/09/2021, Payroll Deduction for Dameon Dwayne Whitby 29/09/2021, Payroll Deduction for Ian Douglas Golding 29/09/2021	1	656.43	
INV DEDUCTIO	29/09/2021	Payroll Deduction for Thomas George Fletcher 29/09/2021	1	300.00	
INV DEDUCTIO	29/09/2021	Payroll Deduction for Jarrod Lachlan Walker 29/09/2021	1	232.77	
INV DEDUCTIO	29/09/2021	Payroll Deduction for John Leslie McCleary 29/09/2021	1	149.88	
INV SUPER	29/09/2021	Super. for Leeson Richard Dorey 65321115 29/09/2021, Super. for Leeson Richard Dorey 65321115 29/09/2021, Super. for Thomas George Fletcher 65322422 29/09/2021, Super. for Thomas George Fletcher 65322422 29/09/2021, Super. for Jarrod Lachlan Walker 65337760 29/09/2021, Super. for Jarrod Lachlan Walker 65337760 29/09/2021, Super. for John Leslie McCleary 65329048 29/09/2021, Super. for John Leslie McCleary 65329048 29/09/2021, Super. for Dameon Dwayne Whitby 65322126 29/09/2021, Super. for Dameon Dwayne Whitby 65322126 29/09/2021, Super. for Francis Xavior Drayton 65323893 29/09/2021, Super. for Mativa Saitulagi Toomalatai 65318794 29/09/2021	1	4,563.81	
CBH Sunsuper					
DD9432.5	29/09/2021	Superannuation contributions	1		473.08
INV DEDUCTIO	29/09/2021	Payroll Deduction for Cherie Walker 29/09/2021	1	157.69	
INV SUPER	29/09/2021	Super. for Cherie Walker 902432443 29/09/2021	1	315.39	
MLC Masterkey Super					
DD9432.6	29/09/2021	Superannuation contributions	1		769.24
INV DEDUCTIO	29/09/2021	Payroll Deduction for Sean Wallace Walker 29/09/2021	1	192.31	
INV SUPER	29/09/2021	Super. for Sean Wallace Walker 004901151 29/09/2021, Super. for Sean Wallace Walker 004901151 29/09/2021	1	576.93	
ANZ SMART CHOICE SUPER					
DD9432.7	29/09/2021	Superannuation contributions	1		377.20
INV DEDUCTIO	29/09/2021	Payroll Deduction for Billie O'Sullivan 29/09/2021	1	94.30	
INV SUPER	29/09/2021	Super. for Billie O'Sullivan 016610240380065 29/09/2021, Super. for Billie O'Sullivan 016610240380065 29/09/2021	1	282.90	
SUNSUPER					
DD9432.8	29/09/2021	Superannuation contributions	1		157.69
INV SUPER	29/09/2021	Super. for Cherie Walker 902432443 29/09/2021	1	157.69	
Australian Super					
DD9432.9	29/09/2021	Superannuation contributions	1		239.40

Date: 05/10/2021
 Time: 11:10:15AM

SHIRE OF UPPER GASCOYNE

USER: Corporate Services
 PAGE: 17

Cheque/EFT No	Date	Name Invoice Description	Bank Code	INV Amount	Amount
Australian Super					
INV SUPER	29/09/2021	Super. for Alison Watson 702403355 29/09/2021	1	239.40	
NGS Super					
DD9387.10	01/09/2021	Superannuation contributions	1		326.95
INV SUPER	01/09/2021	Super. for Ainsley Mia Hardie 440111567 01/09/2021	1	326.95	
AMP Flexible Super					
DD9409.10	15/09/2021	Superannuation contributions	1		585.75
INV SUPER	15/09/2021	Super. for Ian Douglas Golding 953593995 15/09/2021, Super. for Ian Douglas Golding 953593995 15/09/2021	1	585.75	
NGS Super					
DD9409.11	15/09/2021	Superannuation contributions	1		326.95
INV SUPER	15/09/2021	Super. for Ainsley Mia Hardie 440111567 15/09/2021	1	326.95	
AMP Flexible Super					
DD9432.10	29/09/2021	Superannuation contributions	1		644.33
INV SUPER	29/09/2021	Super. for Ian Douglas Golding 953593995 29/09/2021, Super. for Ian Douglas Golding 953593995 29/09/2021	1	644.33	
NGS Super					
DD9432.11	29/09/2021	Superannuation contributions	1		326.95
INV SUPER	29/09/2021	Super. for Ainsley Mia Hardie 440111567 29/09/2021	1	326.95	

TOTAL INVOICES BY PAYMENT TYPE

Direct Debit / BPAY 61,854.93
 EFT 2,042,796.43

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	2,104,651.36
TOTAL		2,104,651.36
TOTAL CREDIT NOTES		0.00
TOTAL PAYMENTS LESS CREDIT NOTES		2,104,651.36

Date: 14/10/2021

SHIRE OF UPPER GASCOYNE



Time 7:38 AM

Shire Legal Expenses for the Period 01/09/2021 to 30/09/2021

Invoice Date	Creditor	Invoice No.	Invoice Description	Invoice Amount
02/09/2021	Henry & Mouat Pty Ltd T/a Kennedy Vinciullo	314	Costs Agreement and Retainer - Lease dispute with previous Lessee for the Junction Tourist Park and Pub	11,427.70

Total Legal Expenses during the Period 01/09/2021 to 30/09/2021

11,427.70

Date: 14/10/2021

SHIRE OF UPPER GASCOYNE

Time 7:38 AM

Shire Rates Debt Collection Expenses for the Period 01/09/2021 to 30/09/2021

Invoice Date	Creditor	Invoice No.	Invoice Description	Invoice Amount
---------------------	-----------------	--------------------	----------------------------	-----------------------

NIL Expenditure to report for Rates Debt Collection during the Period 01/09/2021 to 30/09/2021

0.00

APPENDIX 2

(Monthly Financial Report Statement for September 2021)



Shire of Upper Gascoyne

Lot 4 Scott Street

Gascoyne Junction WA 6705

T +61 (0) 8 9943 0988

www.uppergascoyne.wa.gov.au

SHIRE OF UPPER GASCOYNE

MONTHLY FINANCIAL REPORT

For the Period Ending 30 September 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2021
CONTENTS PAGE

General

Note

Compilation Report

Contents Page

Executive Summary

Financial Statements

Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Rate Setting Statement

Statement of Capital Acquisitions and Funding

Notes to the Statement of Financial Activity

Significant Accounting Policies Note 1

Explanation of Material Variances Note 2

Net Current Funding Position Note 3

Cash and Investments Note 4

Trust Fund Note 5

Receivables Note 6

Cash Backed Reserves Note 7

Capital Disposals Note 8

Capital Acquisitions Note 9

Rating Information Note 10

Information on Borrowings Note 11

Grants and Contributions Note 12

Budget Amendments Note 13

RSM Australia Pty Ltd

Level 1, 12 Bayly Street Geraldton WA 6530

PO Box 61 Geraldton WA 6531

T +61 (0) 8 9920 7400

F +61 (0) 8 9920 7450

www.rsm.com.au

Compilation Report

To the Council

Shire of Upper Gascoyne

Scope

We have compiled the accompanying special purpose financial statements.

The specific purpose for which the special purpose financial report has been prepared is to provide information relating to the financial performance and financial position of the Shire that satisfies the information needs of the Council and the *Local Government Act 1995* and associated regulations.

The responsibility of the Shire

The Shire is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the Council and the *Local Government Act 1995* and associated regulations.

Our responsibility

On the basis of information provided by the Shire, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Management provided, into a financial report. Our procedures do not include any verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Shire of Upper Gascoyne, may suffer arising from negligence on our part.

This report was prepared for the benefit of the Council of the Shire of Upper Gascoyne and the purpose identified above. We do not accept responsibility to any other person for the content of the report.



Signed at GERALDTON

Date 15th October 2021

RSM Australia Pty Ltd
Chartered Accountants

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321 377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

Liability limited by a scheme approved under Professional Standards Legislation

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2021
EXECUTIVE SUMMARY

Statement of Financial Activity

Statements are presented on page 8 showing a deficit as at 30 September 2021 of **-\$2,974,546**

Significant Revenue and Expenditure

	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Significant Projects				
HVSPP	44%	2,285,332	380,888	1,006,929
Tourist Stop	19%	1,497,483	499,162	281,619
Residential Land Development	0%	1,150,000	-	-
Staff Housing	70%	353,514	117,838	246,576
	29%	5,286,329	997,888	1,535,124
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	19%	3,937,432	745,155	761,113
Non-operating Grants, Subsidies and Contributions	36%	7,679,889	300,000	2,790,910
	31%	11,617,321	1,045,155	3,552,023
Rates Levied	108%	481,034	523,447	521,457

% - Compares current YTD actuals to the Annual Budget

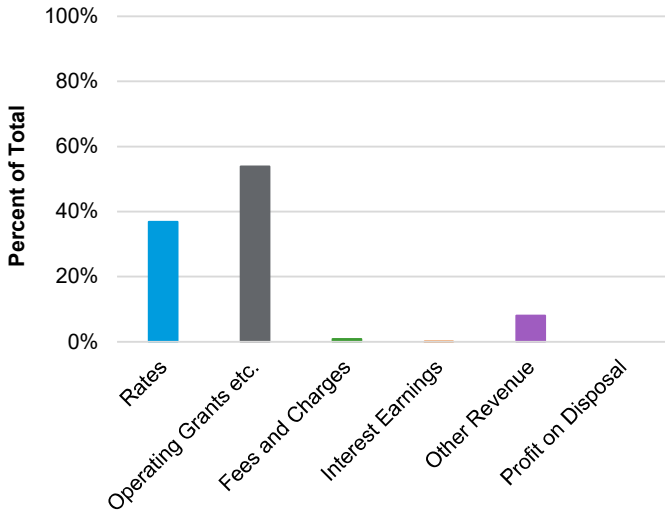
Financial Position

Account	Difference to Prior Year %	Current Year 30 Sep 21 \$	Prior Year 30 Sep 20 \$
Adjusted Net Current Assets	(92%)	(2,974,545)	3,223,136
Cash and Equivalent - Unrestricted	80%	3,916,368	4,883,302
Cash and Equivalent - Restricted	(20%)	(930,599)	4,655,437
Receivables - Rates	78%	365,265	468,389
Receivables - Other	78%	173,283	221,631
Payables	115%	7,918,967	6,909,221

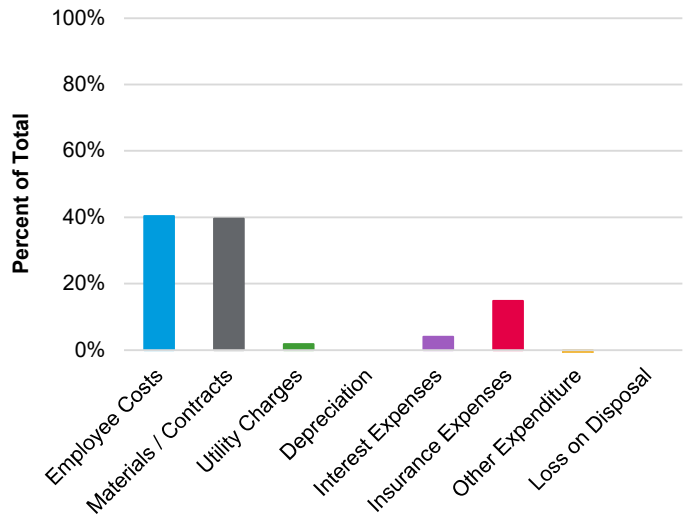
% - Compares current YTD actuals to prior year actuals

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2021
SUMMARY GRAPHS - OPERATING

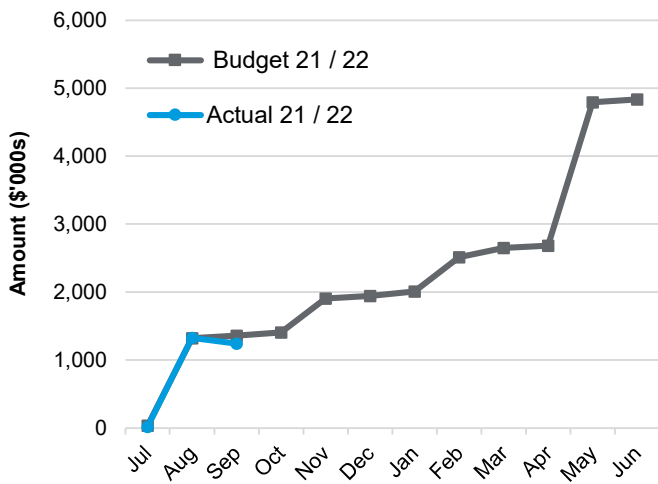
Operating Income (exc. Flood Damage)



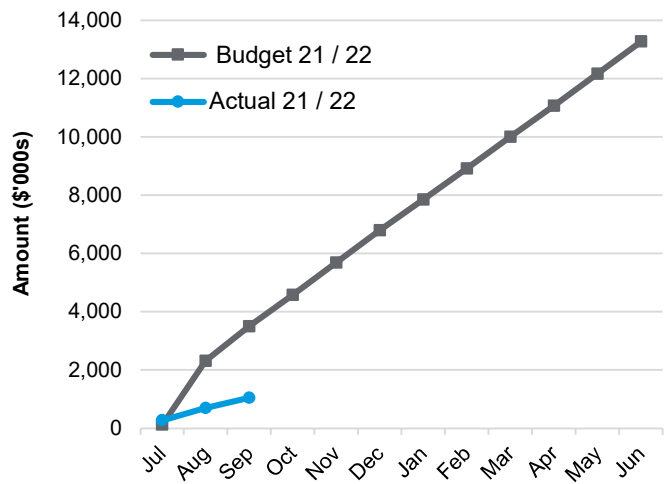
Operating Expenditure (exc. Flood Damage)



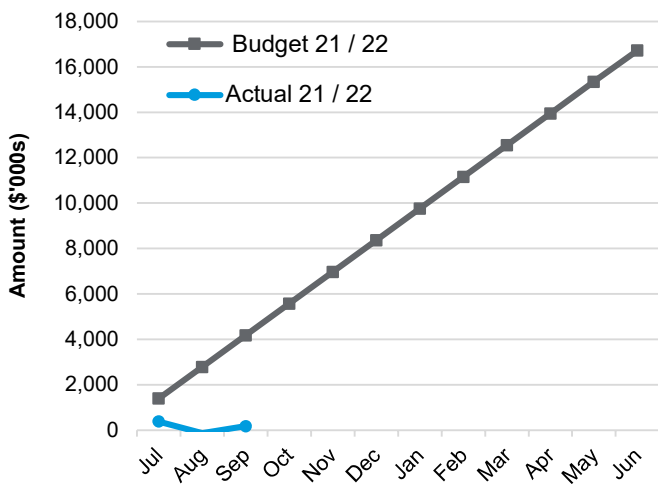
Operating Revenues (exc. Flood Damage)



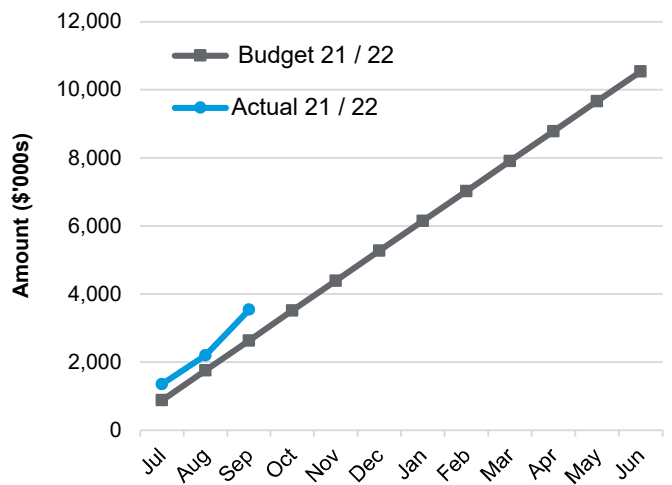
Operating Expenses (exc. Flood Damage)



Flood Damage Revenue



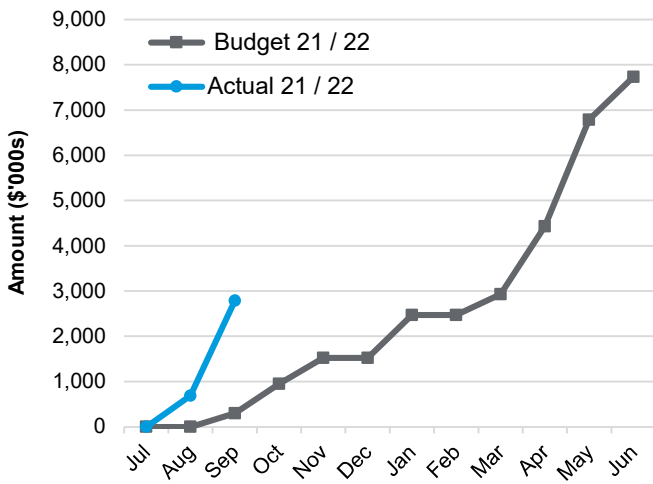
Flood Damage Expenses



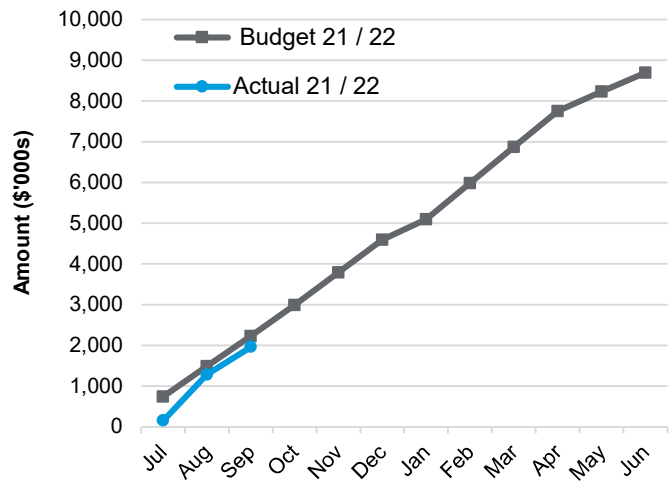
This information needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE
MONTHLY FINANCIAL REPORT
For the Period Ending 30 September 2021
SUMMARY GRAPHS - CAPITAL

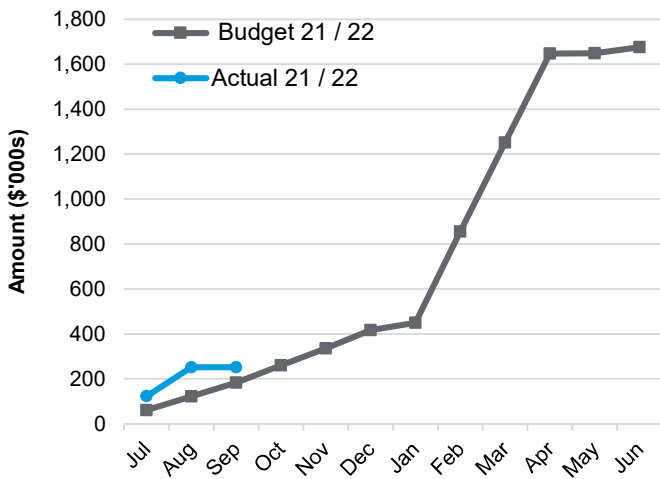
Capital Revenue



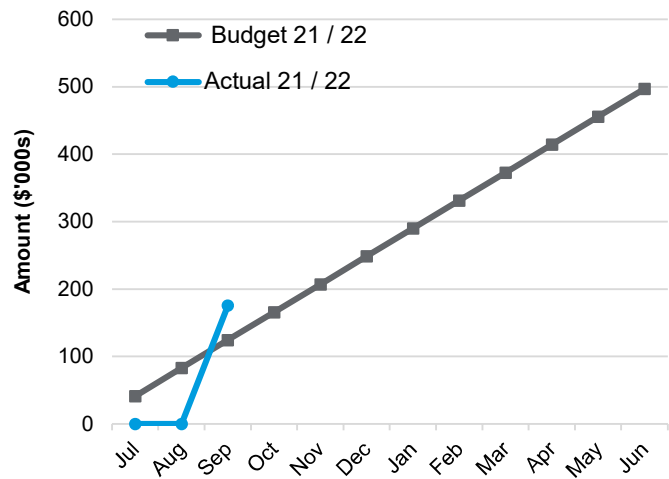
Capital Expenditure



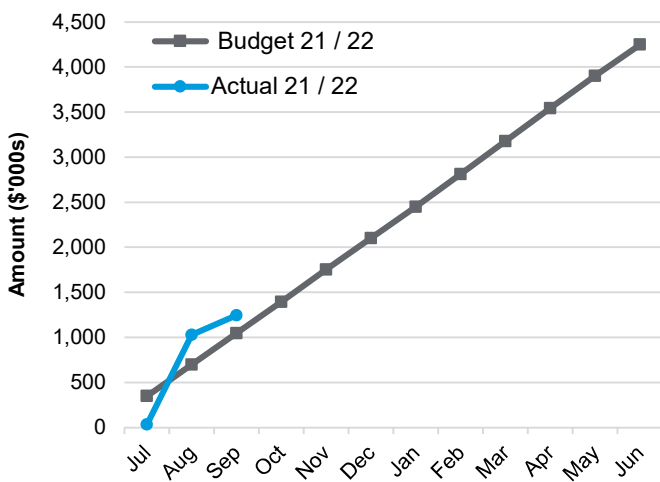
Land and Buildings



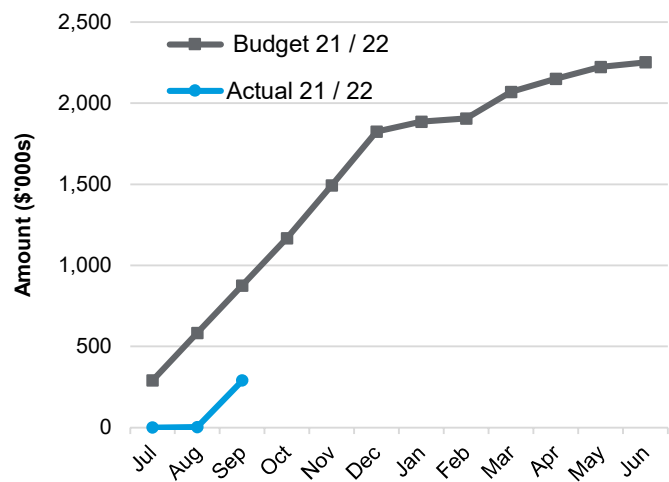
Plant and Equipment



Roads



Other Infrastructure



This information needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 30 September 2021

NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Revenue						
Rates	10	481,034	523,447	521,457	(1,990)	(0%)
Grants, Subsidies and Contributions	12(a)	3,937,432	745,155	761,113	15,958	2%
Fees and Charges		28,346	16,072	13,281	(2,791)	(17%)
Interest Earnings		19,000	5,500	2,173	(3,327)	(60%)
Other Revenue		334,907	70,224	114,663	44,439	63%
		4,800,719	1,360,398	1,412,688		
Expenses						
Employee Costs		(1,519,235)	(425,682)	(423,514)	2,168	1%
Materials and Contracts		(2,359,657)	(529,962)	(415,246)	114,716	22%
Utility Charges		(156,385)	(34,184)	(19,153)	15,031	44%
Depreciation on Non-current Assets		(3,204,622)	(820,842)	-	820,842	100%
Interest Expenses		(44,844)	(13,148)	(43,138)	(29,990)	(228%)
Insurance Expenses		(250,306)	(249,686)	(155,928)	93,758	38%
Other Expenditure		(70,800)	(2,506)	8,416	10,922	436%
		(7,605,849)	(2,076,010)	(1,048,563)		
Other Income and Expenses						
Grants, Subsidies and Contributions	12(b)	7,679,889	300,000	2,790,910	2,490,910	830%
Profit on Disposal of Assets	8	33,000	-	-	-	
(Loss) on Disposal of Assets	8	(2,000)	-	-	-	
		7,710,889	300,000	2,790,910		
Flood Damage						
Reimbursements	12(c)	16,735,843	4,183,959	-	(4,183,959)	(100%)
Employee Costs		-	-	-	-	
Materials and Contracts		(16,201,017)	(4,050,252)	(3,539,053)	511,199	13%
		534,826	133,707	(3,539,053)		
Net Result		5,440,585	(281,905)	(384,017)		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 30 September 2021
REPORTING PROGRAM

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$
Revenue					
Governance		87,694	21,672	508	(21,164)
General Purpose Funding		1,874,612	872,593	889,491	16,898
Law, Order and Public Safety		15,864	8,096	8,272	176
Health		1,000	249	180	(69)
Education and Welfare		165,630	16,173	7,644	(8,529)
Housing		-	-	190	190
Community Amenities		4,200	4,200	4,200	-
Recreation and Culture		15,365	6,517	4,140	(2,377)
Transport		2,397,150	383,410	465,615	82,205
Economic Services		178,264	32,067	12,402	(19,665)
Other Property and Services		60,940	15,421	20,046	4,625
		4,800,719	1,360,398	1,412,688	
Expenses					
Governance		(706,422)	(200,396)	(166,914)	33,482
General Purpose Funding		(88,033)	(23,864)	(64,904)	(41,040)
Law, Order and Public Safety		(114,159)	(33,147)	(14,336)	18,811
Health		(26,038)	(6,414)	(10,712)	(4,298)
Education and Welfare		(526,296)	(133,763)	(53,506)	80,257
Housing		(247,973)	(74,183)	(60,256)	13,927
Community Amenities		(108,167)	(26,365)	(22,670)	3,695
Recreation and Culture		(293,706)	(88,766)	(67,765)	21,001
Transport		(4,686,226)	(1,205,629)	(600,027)	605,602
Economic Services		(746,638)	(206,894)	(128,864)	78,030
Other Property and Services		(62,191)	(76,589)	141,390	217,979
		(7,605,849)	(2,076,010)	(1,048,563)	
Other Income and Expenses					
Grants, Subsidies and Contributions	12(b)	7,679,889	300,000	2,790,910	2,490,910
Profit on Disposal of Assets	8	33,000	-	-	-
(Loss) on Disposal of Assets	8	(2,000)	-	-	-
		7,710,889	300,000	2,790,910	
Flood Damage - Transport					
Reimbursements	12(c)	16,735,843	4,183,959	-	(4,183,959)
Employee Costs		-	-	-	-
Materials and Contracts		(16,201,017)	(4,050,252)	(3,539,053)	511,199
		534,826	133,707	(3,539,053)	
Net Result					
		5,440,585	(281,905)	(384,017)	

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE
RATE SETTING STATEMENT
For the Period Ending 30 September 2021

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	(353,499)	(353,499)	(587,549)		
Revenue from Operating Activities						
Governance		87,694	21,672	508	(21,164)	(98%)
General Purpose Funding		1,393,578	349,146	368,034	18,888	5%
Law, Order and Public Safety		15,864	8,096	8,272	176	2%
Health		1,000	249	180	(69)	(28%)
Education and Welfare		165,630	16,173	7,644	(8,529)	(53%)
Housing		-	-	190	190	
Community Amenities		4,200	4,200	4,200	-	0%
Recreation and Culture		15,365	6,517	4,140	(2,377)	(36%)
Transport		19,165,993	4,567,369	417,615	(4,149,754)	(91%)
Economic Services		178,264	32,067	12,402	(19,665)	(61%)
Other Property and Services		60,940	15,421	20,046	4,625	30%
		21,088,528	5,020,910	843,231		
Expenditure from Operating Activities						
Governance		(706,422)	(200,396)	(166,914)	33,482	17%
General Purpose Funding		(88,033)	(23,864)	(64,904)	(41,040)	(172%)
Law, Order and Public Safety		(114,159)	(33,147)	(14,336)	18,811	57%
Health		(26,038)	(6,414)	(10,712)	(4,298)	(67%)
Education and Welfare		(526,296)	(133,763)	(53,506)	80,257	60%
Housing		(247,973)	(74,183)	(60,256)	13,927	19%
Community Amenities		(108,167)	(26,365)	(22,670)	3,695	14%
Recreation and Culture		(293,706)	(88,766)	(67,765)	21,001	24%
Transport		(20,889,243)	(5,255,881)	(4,139,079)	1,116,802	21%
Economic Services		(746,638)	(206,894)	(128,864)	78,030	38%
Other Property and Services		(62,191)	(76,589)	141,390	217,979	285%
		(23,808,866)	(6,126,262)	(4,587,615)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,204,622	820,842	-		
(Profit) / Loss on Asset Disposal		(31,000)	-	-		
Fair Value Movement in LG House Trust		-	-	-		
Employee Provision Reserve		(12,436)	269	2		
Net Amount from Operating Activities		440,848	(284,241)	(3,744,382)		
Investing Activities						
Grants, Subsidies and Contributions	12(b)	7,679,889	300,000	2,790,910	2,490,910	830%
Proceeds from Disposal of Assets	8	53,000	-	48,000	48,000	
Land and Buildings	9(a)	(1,676,314)	(122,472)	(252,046)	(129,574)	(106%)
Plant and Equipment	9(b)	(497,000)	(82,833)	(175,720)	(92,887)	(112%)
Furniture and Equipment	9(c)	(20,000)	-	(248)	(248)	
Infrastructure Assets - Roads	9(d)	(4,248,389)	(704,630)	(1,244,855)	(540,225)	(77%)
Infrastructure Assets - Other	9(e)	(2,252,483)	(583,328)	(290,519)	292,809	50%
Net Amount from Investing Activities		(961,297)	(1,193,263)	875,523		
Financing Activities						
Proceeds from New Debentures	11	-	-	-	-	
Repayment of Debentures	11	(123,011)	(39,560)	(39,560)	-	0%
Transfer from Reserves	7	602,705	-	-	-	
Transfer to Reserves	7	(86,780)	-	(34)	(34)	
Net Amount from Financing Activities		392,914	(39,560)	(39,594)		
Surplus / (Deficit) before Rates						
Total Amount raised from Rates		481,034	523,447	521,457	(1,990)	0%
Closing Surplus / (Deficit)	3	-	(1,347,116)	(2,974,546)		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF UPPER GASCOYNE
STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING
For the Period Ending 30 September 2021
CAPITAL ACQUISITIONS AND FUNDING

Asset Group	Note	Annual Budget \$	YTD Actual Total \$	Var \$
Land and Buildings	9(a)	1,676,314	252,046	(1,424,268)
Plant and Equipment	9(b)	497,000	175,720	(321,280)
Furniture and Equipment	9(c)	20,000	248	(19,752)
Infrastructure Assets - Roads	9(d)	4,248,389	1,244,855	(3,003,534)
Infrastructure Assets - Other	9(e)	2,252,483	290,519	(1,961,964)
Total Capital Expenditure		8,694,186	1,963,387	(6,730,799)
Capital Acquisitions Funded by:				
Capital Grants and Contributions		7,679,889	1,915,387	(5,764,502)
Borrowings		-	-	-
Other (Disposals and C/Fwd)		53,000	48,000	(5,000)
Council Contribution - Reserves		590,000	-	(590,000)
Council Contribution - Operations		371,297	0	(371,297)
Total Capital Acquisitions Funding		8,694,186	1,963,387	

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 Regulation 34*.

The material variance adopted by the Shire of Upper Gascoyne for the 2021/22 year is \$25,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

Actual and Budget comparatives are presented in year to date format unless otherwise stated.

Preparation

Prepared by: Kate Peacock
Reviewed by: Travis Bate
Date prepared: 15 Oct 21

(a) Basis of Preparation

The following financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Authoritative Interpretations, the *Local Government Act 1995*, and regulations, within the context in which they relate to local governments and not-for-profit entities.

With the exception of the rate setting information, the following report has been prepared on an accrual basis with balances measured at historical cost unless subject to fair value adjustments. Items subject to fair value adjustments include certain non-current assets, financial assets, and financial liabilities. Items such as assets, liabilities, equity, income and expenses have been recognised in accordance with the definitions and recognition criteria set out in the Framework for the Preparation and Presentation of Financial Statements.

These financial statements comply with, and supersede, the Australian Accounting Standards with the *Local Government (Financial Management) Regulations 1996* where applicable. Further information is provided in Note 1(i).

The functional and presentation currency of the report is Australian dollars.

(b) The Local Government Reporting Entity

The Australian Accounting Standards define local government as a reporting entity which can be a single entity or a group comprising a parent and all its subsidiaries. All funds controlled by the Shire in order to provide its services have formed part of the following report. Transactions and balances related to these controlled funds, such as transfers to and from reserves, were eliminated during the preparation of the report.

Funds held in Trust, which are controlled but not owned by the Shire, do not form part of the financial statements. Further information on the Shire funds in Trust are provided in Note 5.

(c) Rounding of Amounts

The Shire is an entity to which the *Local Government (Financial Management) Regulations 1996* applies and, accordingly amounts in the financial report have been rounded to the dollar except for amounts shown as a rate in the dollar. Where total assets exceed \$10,000,000 in the prior audited annual financial report, the amounts may be rounded to the nearest \$1,000.

(d) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST where applicable.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Cash and Cash Equivalents

Cash and cash equivalents normally include cash on hand, bonds and deposits, overdrafts, excess rates, unspent grant funds, on call deposits, and term deposits with maturities equal to or less than three months. Cash and cash equivalents are typically characterised as highly liquid investments with little risk of experiencing material changes in value. Further information is provided in Note 1(f).

(f) Financial Instruments

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in the statement of comprehensive income.

In some circumstances, the Shire renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the Shire does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

Impairment of Financial Assets

At the end of the annual reporting period the Shire assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired.

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial assets original effective interest rate.

Impairment of loans and receivables are reduced through the use of an allowance account, all other impairment losses on financial assets at amortised cost are taken directly to the asset. Subsequent recoveries of amounts previously written off are credited against other expenses in the statement of comprehensive income.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs related to completion and its sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Shire's intentions to release for sale.

(h) Fixed Assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of Land, Buildings, Infrastructure and Investment Properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires Land, Buildings, Infrastructure, Investment Properties and Vested Improvements to be shown at fair value.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Fixed Assets (Continued)

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

(i) Depreciation of Non-current Assets

Fixed assets, excluding freehold land, are depreciated on a straight-line basis over the asset's useful life to Shire, commencing when the asset is ready for use. The estimated useful lives used for each class of depreciable asset are shown below in years:

Asset	Years
Buildings	20 to 50 years
Furniture and equipment	1 to 20 years
Plant and equipment	1 to 25 years
Other infrastructure	5 to 50 years
Sealed roads and streets	
formation	not depreciated
pavement	39 years
seal	20 years
Gravel Roads	
formation	not depreciated
pavement	28 years
Formed subgrade	not depreciated
Unformed subgrade	not depreciated
Killili Bridge	100 years
Footpaths - slab	40 years
Drainage	30 - 108 years

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

Land Under Local Government Control

Regulation 16 in the *Local Government (Financial Management) Regulations 1996* prohibit certain assets to be included in the financial report of a local government and require other assets to be included. The regulation therefore supersedes the reporting requirements of AASB 1051 *Land Under Roads (p.15)* and AASB 116 *Property, Plant and Equipment (p.7)*.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Trade and Other Payables

Trade and other payables are unpaid current liabilities owed for goods and services provided to the Shire prior to the end of the financial year. The amounts are unsecured and are normally paid within 30 days of recognition.

(k) Employee Benefits

Provision is made for the Shire's liability for employee benefits arising from services rendered by employees to the end of the annual reporting period. Employee benefits that are expected to be wholly settled within one year are measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on 10 year Australia Government Bonds. Changes in the measurement of the liability are recognised in the statement of comprehensive income.

(l) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

Borrowings are classified as current liabilities unless the Shire has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset are capitalised as part of the cost of that asset. All other borrowing costs are recognised as an expense in the period in which they are incurred.

(m) Provisions

Provisions are recognised when: The Shire has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.

Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(n) Contract Liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(o) Current and Non-current Classification

The report classifies current and non-current balances as defined by the *Local Government (Financial Management) Regulations 1996*, *AASB 101 Presentation of Financial Statements*, or by another applicable regulation or interpretation.

(p) Nature or Type Classifications

Rates

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Service Charges

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Utilities (Gas, Electricity, Water, etc.)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on Asset Disposal

Loss on the disposal of fixed assets.

Depreciation on Non-current Assets

Depreciation expense raised on all classes of assets.

Interest Expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other Expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Program Classifications (Function / Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and rate payers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue. Costs incurred in obtaining general purpose funding (rates and general purpose grants), including costs of property valuations and rates assessments and collections.

LAW, ORDER AND PUBLIC SAFETY

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Control the quality of food and water. Environmental Health Officer twice per year.

Provide a range of appropriate services via the Community Resource Centre.

HOUSING

Provide housing for staff.

COMMUNITY AMENITIES

Rubbish collection services, operation of rubbish disposal sites, litter control, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Maintenance of public use buildings and areas including various sporting facilities. Provision and maintenance of parks, gardens.

TRANSPORT

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc.

ECONOMIC SERVICES

Tourism and area promotion. Building Control.

OTHER PROPERTY AND SERVICES

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Revenue Recognition Policy

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates.	Over time	Payment dates adopted by Council during the year.	None.	Adopted by council annually.	When taxable event occurs.	Not applicable.	When rates notice is issued.
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services.	Over time	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Set by mutual agreement with the customer.	Based on the progress of works to match performance obligations.	Returns limited to repayment of transaction price of terms breached.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	Over time	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Set by mutual agreement with the customer.	Based on the progress of works to match performance obligations.	Returns limited to repayment of transaction price of terms breached.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable.	Not applicable.	Cash received.	On receipt of funds.	Not applicable.	When assets are controlled.
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue.	None.	Set by State legislation or limited by legislation to the cost of provision.	Based on timing of issue of the associated rights.	No refunds.	On payment and issue of the licence, registration or approval.
Other inspections.	Regulatory Food, Health and Safety.	Single point in time.	Full payment prior to inspection.	None.	Set by State legislation or limited by legislation to the cost of provision.	Applied fully on timing of inspection .	Not applicable.	Revenue recognised after inspection event occurs.
Waste management collections.	Kerbside collection service.	Over time.	Payment on an annual basis in advance.	None.	Adopted by council annually.	Apportioned equally across the collection period.	Not applicable.	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees.	Waste treatment, recycling and disposal service at disposal sites.	Single point in time.	Payment in advance at gate or on normal trading terms if credit provided .	None.	Adopted by council annually.	Based on timing of entry to facility.	Not applicable.	On entry to facility .
Property hire and entry.	Use of halls and facilities.	Single point in time.	In full in advance.	Refund if event cancelled within 7 days.	Adopted by council annually.	Based on timing of entry to facility.	Returns limited to repayment of transaction price.	On entry or at conclusion of hire.
Fees and charges for other goods and services.	Cemetery services, library fees, reinstatements and private works	Single point in time.	Payment in full in advance.	None.	Adopted by council annually.	Applied fully based on timing of provision .	Not applicable.	Output method based on provision of service or completion of works.

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2021

2. EXPLANATION OF MATERIAL VARIANCES

(a) Operating Revenues / Sources

	30 Sep 21		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
General Purpose Funding	889,491	872,593	2%	16,898	(999)	Anticipated income budgeted for Interim Rates not yet received - interims to be levied after initial due date for rates. Increase in Rates Penalty at this period end. Debt Collection costs tracking under budget at this period end date. Rates Installment charges tracking under budget at this period end date. Increase in Financial Assistance Grant at this period end date. Interest on Reserves less than anticipated at this period end. Interest on Investments Minor differences.
					252	
					(1,251)	
					(1,988)	
					23,466	
					(1,217)	
					(1,366)	
					1	
Governance	508	21,672	(98%)	(21,164)	(992)	Tracking under budget year to date, Sundry Income. Received less than anticipated at this period end. Tracking under budget year to date, Insurance reimbursements. Received less than anticipated at this period end.
					(20,172)	
Law, Order, Public Safety	8,272	8,096	0%	176	176	Levied more than anticipated income for Emergency Services Levy. Minor differences.
					-	
Health	180	249	(28%)	(69)	(69)	Minor differences - less than anticipated income in Health Inspection Fees.
Education and Welfare	7,644	16,173	(53%)	(8,529)	(957)	Overall commission income for Centrelink, Transport and Pos Office tracking under budget at this period end date. Overall sales income for CRC tracking over budget at this period end date Minor CRC grants tracking under budget at this period end date. Contributions towards the Community Christmas function tracking under budget at this period end date - budget profiling issue only. Minor differences.
					519	
					(5,001)	
					(2,499)	
					(591)	
Housing	190	-	0%	190	190	Minor differences.
Community Amenities	4,200	4,200	0%	-	-	Minor differences - less than anticipated income received for Rubbish Disposal fees.
Recreation and Culture	4,140	6,517	(36%)	(2,377)	(2,500)	Oval Revenue - invoiced in October 2021 Minor differences.
					123	
Transport	3,256,525	4,867,369	(33%)	(1,610,844)	(1,645,051)	Flood Damage Income tracking under budget at this period end date. Income from Private Works tracking over budget at this period end date. Minor differences.
					34,207	
					0	
Economic Services	12,402	32,067	(61%)	(19,665)	(2,499)	Contributions received towards Economic Services projects tracking under budget year to date Sales for Gas bottles, utility cards, fuel supplies and outgoings for DBCA building Under new lease agreement, Shire will commence rental charges in the new calendar year. Budget profile to be adjusted to reflect this schedule. Tourism Precinct Recovery of Outgoings tracking under budget at this period end date. Minor differences.
					(1,652)	
					(12,501)	
					(3,013)	
					(0)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

2. EXPLANATION OF MATERIAL VARIANCES (Continued)

(a) Operating Revenues / Sources (Continued)

	30 Sep 21		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
					Favourable / (Unfavourable)	
Other Property and Services	20,046	15,421	30%	4,625	4,291	Miscellaneous reimbursements - plant operating costs
					4,153	Workers compensation recoups
					(3,734)	Diesel Fuel Rebates
					(85)	Minor differences.
Total Revenues	4,203,598	5,844,357	(28%)	(1,640,759)		

(b) (Expenses) / (Applications)

	30 Sep 21		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
					Favourable / (Unfavourable)	
General Purpose Funding	(64,904)	(23,864)	(172%)	(41,040)	(35,101)	Interest on Overdraft account tracking over budget at this period end date.
					(10,540)	Admin Overhead Allocations tracking over budget at this period end date.
					1,776	Debt Collection costs and Valuation costs tracking under budget at this period end date.
					2,825	Interest on Loan no. 28 tracking under budget at this period end date.
Governance	(166,914)	(200,396)	17%	33,482	53,889	Insurance Claim costs
					(48,940)	Admin overheads: Council Members tracking under budget at this period end date.
					19,203	Audit costs - variation is due to accrual journal processed for 20/21 financial year.
					8,774	Consultants Admin tracking under budget at this period end date
					556	Staff Training tracking under budget at this period end date.
						Minor differences.
Law, Order, Public Safety	(14,336)	(33,147)	57%	18,811	12,500	Bio Security control costs tracking under budget at this period end date.
					4,099	Fire Control costs tracking under budget at this period end date.
					1,750	Animal Control costs tracking under budget at this period end date.
					462	Minor differences.
Health	(10,712)	(6,414)	(67%)	(4,298)	(4,995)	Tracking under budget year to date, Health Services and Inspection Costs
					697	Minor differences.
Education and Welfare	(53,506)	(133,763)	60%	80,257	6,249	Minor Equipment tracking under budget at this period end date.
					2,568	CRC Insurance tracking under budget at this period end date.
					5,050	Tracking under budget year to date, CRC operating costs.
					2,625	Community Events budget tracking under budget at this period end date
					59,168	Tracking under budget year to date, Admin Overheads.
					2,625	Tracking under budget year to date, Depreciation
					1,374	Staff training tracking under budget at this period end date.
					598	Minor differences.

2. EXPLANATION OF MATERIAL VARIANCES (Continued)

(b) (Expenses) / (Applications) (Continued)

	30 Sep 21		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
Housing	(60,256)	(74,183)	19%	13,927	10,494 17,911 (16,117) 1,545 94	Tracking under budget year to date, Staff Housing Maintenance Tracking under budget year to date, Staff Housing Utilities and Insurance Tracking over budget year to date, Admin Overheads. Interest on Loan 30 for new house tracking under budget at this period end date. Minor differences.
Community Amenities	(22,670)	(26,365)	14%	3,695	3,233 (2,066) 1,365 501 3,578 4,497 549 (8,070) 108	Tracking under budget year to date, Rubbish Truck Operations Tracking over budget year to date, Rubbish Collection Costs. Tracking under budget year to date, Tree Lopping Tracking under budget year to date, Rubbish Bin Purchases Tracking under budget year to date, Rubbish Tip Maintenance Tracking under budget year to date, Septic Pump outs Tracking under budget year to date, Depreciation Tracking under budget year to date, Admin Overheads Minor differences.
Recreation & Culture	(67,765)	(88,766)	24%	21,001	4,660 4,012 12,600 (271)	Tracking under budget year to date, Pavilion Operating Costs Tracking under budget year to date, Oval, Parks and Gardens Maintenance Tracking under budget year to date, Overall Depreciation for Rec and Culture Minor differences.
Transport	(4,139,079)	(5,255,881)	21%	1,116,802	(210,772) 14,156 24,999 5,399 21,729 3,048 634,275 22,606 622,633 (29,544) 5,774 2,499 0	Tracking over budget year to date, Road Maintenance Tracking under budget year to date, Town Street Maintenance Tracking under budget year to date, purchase of Cement Stabiliser Tracking under budget year to date, Depot Operating Costs Tracking under budget year to date, Transport Consulting Tracking under budget year to date, Freight Costs Tracking under budget year to date, Overall Depreciation Costs Tracking under budget year to date, Kilili Bridge Insurance and Maintenance Tracking under budget year to date, Flood Damage Tracking over budget year to date, Private Works Expenditure Tracking under budget year to date, Airstrip Operating Costs Tracking under budget year to date, Traffic Signs and Equipment. Various Infrastructure Items.

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 April 2021

2. EXPLANATION OF MATERIAL VARIANCES (Continued)

(b) (Expenses) / (Applications) (Continued)

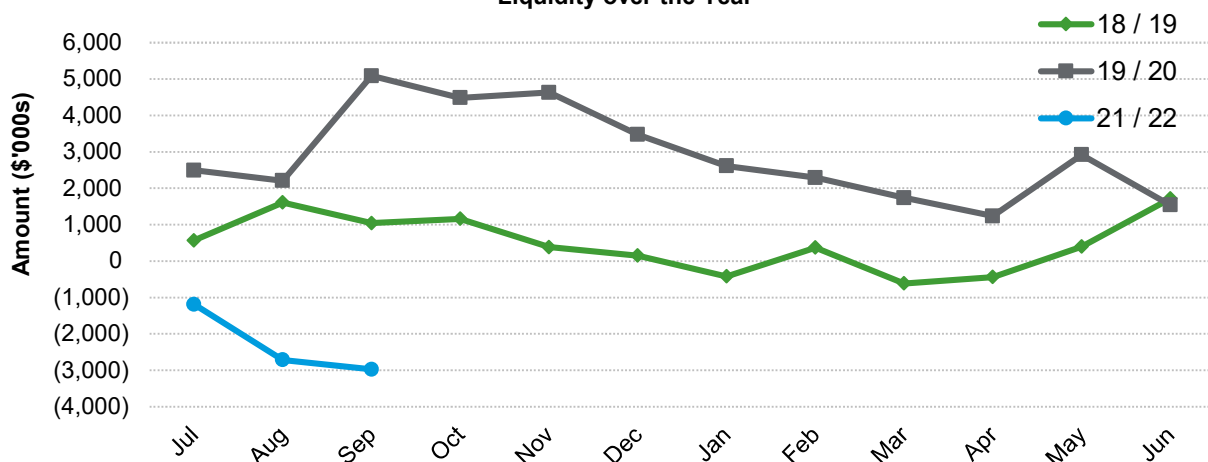
	30 Apr 21		Budget to Actual YTD %	Budget to Actual YTD \$	Components of Variance \$	Explanation
	YTD Actual \$	YTD Budget \$				
Economic Services	(128,864)	(206,894)	38%	78,030	10,440 16,959 5,021 14,555 25,650 2,607 1,043 1,250 504	<i>Sundry Tourism promotion Tourism signage Maintenance Tracking under budget year to date, Tourist Precinct Maintenance and Op Costs Tracking under budget year to date, Admin Overheads Tracking under budget year to date, Depreciation Tracking under budget year to date, Land Development Costs Expenses for Gas bottles, Utility cards, fuel card and DBCA building tracking under budget at this Staff Training tracking under budget at this period end date. Minor differences.</i>
Other Property and Services	141,390	(76,589)	285%	217,979	40,254 21,592 55,477 100,656 0	<i>Tracking under budget year to date overall, Payroll Wages and Admin Overheads Allocation Accounts Tracking under budget year to date, overall Works Staff Costs. Tracking under budget year to date overall, Plant Operating Costs Tracking under budget year to date, Plant Depreciation Minor differences.</i>
Total Expenses	(4,587,615)	(6,126,262)	25%	1,534,952		

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

3. NET CURRENT FUNDING POSITION

	Note	Current Month 30 Sep 21 \$	Prior Year Closing 30 Jun 21 \$	This Time Last Year 30 Sep 20 \$
Current Assets				
Cash Unrestricted	4	3,916,368	3,237,358	4,883,302
Cash Restricted	4	2,137,289	2,036,612	4,655,437
Receivables - Rates	6(a)	365,265	66,317	468,389
Receivables - Other	6(b)	173,283	777,052	221,631
Interest / ATO Receivable		211,209	51,385	-
Provision for Doubtful Debts		(116,443)	(116,443)	(96,189)
Accrued Income		-	2,631,538	1,110,367
Inventories		103,485	102,670	138,518
Total Current Assets		6,790,456	8,786,489	11,381,455
Current Liabilities				
Sundry Creditors		(2,319,379)	(2,229,472)	(1,056,449)
Revenue Received in Advance	6(a)	(213)	(212)	-
Obligations / ARWC		(1,950,678)	(2,788,897)	(5,585,814)
Deposits and Bonds		(100,642)	(50,642)	(50,642)
GST Payable		(119,443)	-	-
PAYG Withholding Tax		(44,585)	-	13,988
Loan Liability		(83,451)	(123,011)	(38,755)
Accrued Expenses		-	(212,442)	-
Accrued Salaries and Wages		-	(50,456)	(3,707)
Accrued Time in Lieu		(3,461)	-	-
Suspense		(21,280)	(16,525)	-
Overdraft	4	(3,067,888)	(1,887,991)	-
Unearned Revenue		-	-	-
Total Payables		(7,711,019)	(7,359,648)	(6,721,379)
Provisions		(207,948)	(207,948)	(187,842)
Total Current Liabilities		(7,918,967)	(7,567,596.00)	(6,909,221)
Less: Cash Reserves	7	(2,036,647)	(2,036,612)	(1,370,484)
Less: Land Held for Resale		(2,500)	(2,500)	(7,500)
Less: Deposit on Disposal of Asset		-	-	-
Add: Loan Principal (Current)		83,451	123,011	38,756
Add: Employee Leave Reserve	7	109,662	109,659	90,130
Net Funding Position		(2,974,545)	(587,549)	3,223,136

Liquidity over the Year



SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

4. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$		%	
Cash and Cash Equivalents							
Cash on Hand	900			900	N/A	0.00	N/A
Municipal Fund	2,373,976			2,373,976	CBA	0.00	N/A
Online Saver	1,541,492			1,541,492	CBA	0.10	N/A
SUG Reserve Account		2,036,647		2,036,647	CBA	0.10	N/A
WANDRRA Account		(3,067,888)		(3,067,888)	CBA	0.10	N/A
Deposits and Bonds		100,642		100,642	N/A	0.00	N/A
Financial Assets at Amortised Cost							
Fixed Term Deposit				-			
Total Cash and Financial Assets	3,916,368	(930,599)	-	2,985,769			

Comments / Notes

No Financial Assets held at reporting date

5. TRUST FUND

Funds held at balance date over which the Shire has no control, and which are not included in the statements, are as follows:

Description	Opening Balance 01 Jul 21	Amount Received	Amount Paid	Closing Balance 30 Sep 21
	\$	\$	\$	\$
	-	-	-	-
Total Funds in Trust	-	-	-	-

Comments / Notes

No Funds held in Trust at Reporting Date

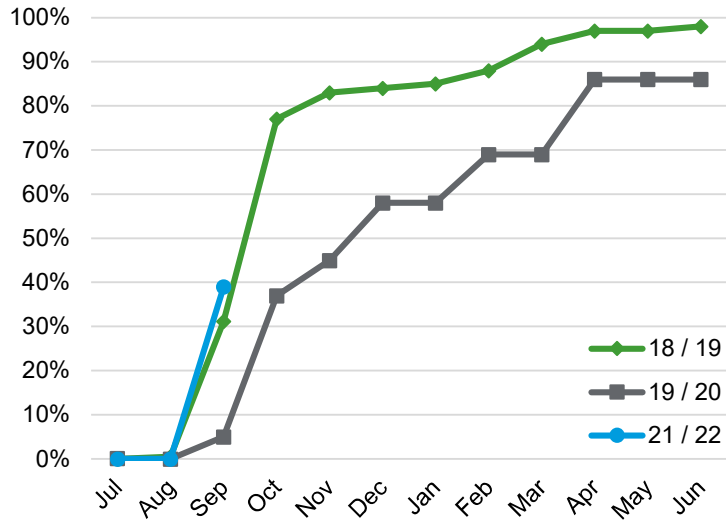
SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

6. RECEIVABLES

(a) Rates Receivable	30 Sep 21
	\$
Rates Receivables	365,265
Rates Received in Advance	(213)
Total Rates Receivable Outstanding	365,052

Closing Balances - Prior Year	66,317
Rates Levied this Year	534,935
Closing Balances - Current Month	(365,265)
Total Rates Collected to Date	235,987
<i>Percentage Collected</i>	<i>39%</i>

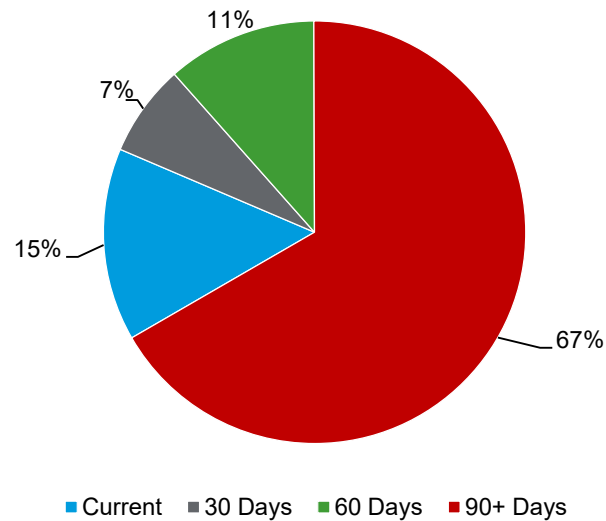
Rates Collected



Comments / Notes

(b) General Receivables	30 Sep 21
	\$
Current	25,560
30 Days	12,195
60 Days	19,904
90+ Days	115,624
Total General Receivables Outstanding	173,283

General Receivables



Comments / Notes

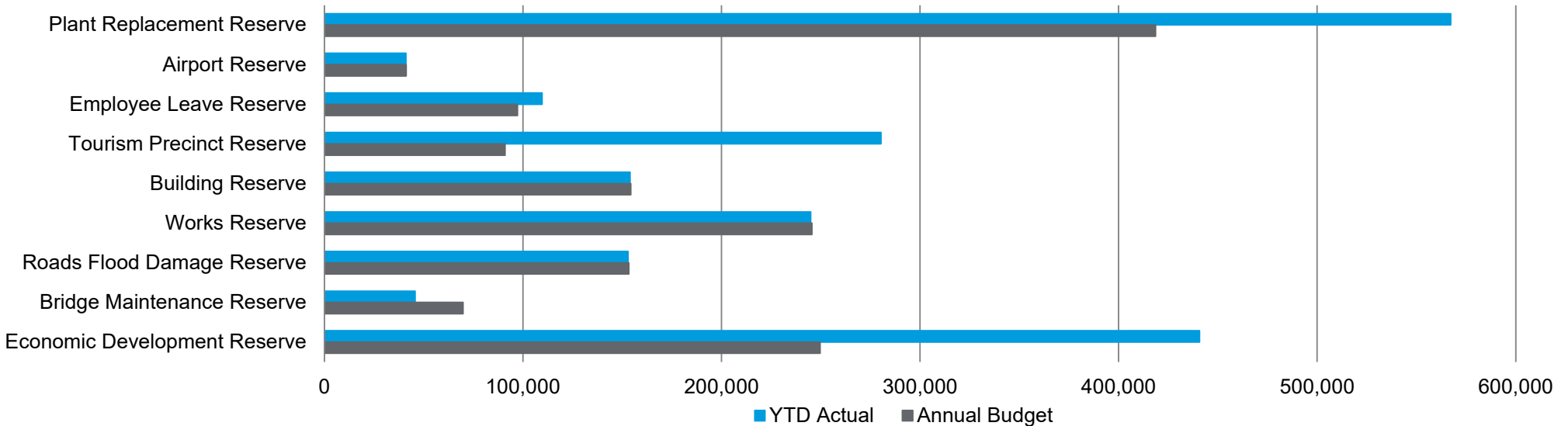
Amounts shown above include GST (where applicable)

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

7. CASH BACKED RESERVES

Reserve Name	Annual Budget				YTD Actual				
	Balance 01 Jul 21 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Jun 22 \$	Transfers from \$	Interest Received \$	Transfer to \$	Balance 30 Sep 21 \$
Plant Replacement Reserve	567,262	(150,000)	1,393	-	418,655	-	9	-	567,270
Airport Reserve	41,067	-	101	-	41,168	-	1	-	41,068
Employee Leave Reserve	109,659	(12,705)	269	-	97,223	-	2	-	109,662
Tourism Precinct Reserve	280,360	(190,000)	688	-	91,048	-	9	-	280,369
Building Reserve	153,885	-	378	-	154,263	-	0	-	153,885
Works Reserve	244,941	-	601	-	245,542	-	1	-	244,942
Roads Flood Damage Reserve	152,995	-	376	-	153,371	-	4	-	152,999
Bridge Maintenance Reserve	45,678	-	112	24,000	69,790	-	1	-	45,678
Economic Development Reserve	440,767	(250,000)	1,082	57,780	249,629	-	7	-	440,774
Total Cash Backed Reserves	2,036,613	(602,705)	5,000	81,780	1,520,688	-	34	-	2,036,647

Annual Budget v YTD Actual



SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

8. DISPOSAL OF ASSETS

Annual Budget

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
Roller P27	15,000	48,000	33,000	-
Ute P44	7,000	5,000	-	(2,000)
Total Disposal of Assets	22,000	53,000	33,000	(2,000)
Total Profit or (Loss)				31,000

YTD Actual

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
Roller P27 *	-	-	-	-
Total Disposal of Assets	-	-	-	-
Total Profit or (Loss)				-

* The Roller P27 has been disposed, however no profit or loss on disposal will be brought to account until completion of the audit for 2021 and then the asset register can be rolled forward to 2022.

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

9. CAPITAL ACQUISITIONS

(a) Land and Buildings

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Governance				
Office Refurbishment	120,000	-	-	-
CRC, Education and Welfare				
CRC Building Improvements	25,000	-	-	-
Housing				
New Staff House	353,514	117,838	246,576	(128,738)
Residential Land Development	1,150,000	-	-	-
Internal refurbishment of L99 Gregory Street	27,800	4,634	5,470	-
Total Land and Buildings	1,676,314	122,472	252,046	(128,738)

(b) Plant and Equipment

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Transport				
Boomspray Unit	12,000	2,000	-	2,000
Side Tipper	110,000	18,333	-	18,333
Message Board	25,000	4,167	-	4,167
Ute (Thomas	50,000	8,333	-	8,333
Service Truck	120,000	20,000	-	20,000
Padfoot Roller	180,000	30,000	175,720	(145,720)
Total Plant and Equipment	497,000	82,833	175,720	(92,887)

(c) Furniture and Equipment

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Governance				
Furniture and Equipment	20,000	-	-	-
Total Furniture and Equipment	20,000	-	-	-

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2021

9. CAPITAL ACQUISITIONS (Continued)

(c) Furniture and Equipment

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Recreation & Culture				
Woodfire Pizza Oven Public	-	-	248	(248)
Total Furniture and Equipment	-	-	248	(248)

(d) Infrastructure - Roads

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Transport				
HVSP	2,285,332	380,888	1,006,929	(626,041)
Viveash Way	50,000	-	-	-
Landor/Meekatharra	588,057	96,612	-	96,612
Signage 20 / 21	-	-	4,830	(4,830)
Signage 21/22	100,000	24,942	21,093	3,849
Grids 21/22	100,000	16,666	-	16,666
Carnarvon/Mullewa Rd	1,125,000	185,522	212,003	(26,481)
Total Infrastructure - Roads	4,248,389	704,630	1,244,855	(540,225)

(e) Other Infrastructure

	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Recreation and Culture				
In Town Water Supply	165,000	27,500	-	27,500
Out of Town Water Supply Project	250,000	-	-	-
Transport				
Depot Infrastructure	340,000	56,666	6,400	-
Economic Services				
Tourist Stop	1,497,483	499,162	281,619	-
Tourist Precinct Solar Project	-	-	2,500	(2,500)
Total Infrastructure - Other	2,252,483	583,328	290,519	25,000
Total Capital Expenditure	8,694,186	1,493,263	1,963,387	(736,849)

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2021

10. RATING INFORMATION

	Rateable Value	Valuation	Number of Properties	Annual Budget Revenue	Rate Revenue	Interim Rates	Back Rates	YTD Actual Revenue
	\$	\$	#	\$	\$	\$	\$	\$
General Rates								
GRV Town	149,753	0.088935	23	13,096	13,096	-	-	13,096
UV Rural	2,745,040	0.046865	38	81,376	81,376	-	-	81,376
UV Mining	2,144,087	0.181090	169	392,408	392,417	-	-	392,417
Total General Rates				486,880	486,889	-	-	486,889
Minimum Rates								
GRV Town	2,495	206	4	824	824	-	-	824
UV Rural	19,660	412	11	4,944	4,944	-	-	4,944
UV Mining	84,089	450	64	28,800	28,800	-	-	28,800
Total Minimum Rates				34,568	34,568	-	-	34,568
Total General and Minimum Rates				521,448	521,457	-	-	521,457
Other Rate Revenue								
Rates Write-off				(5,000)				-
Interim and Back Rates				(38,298)				-
Facilities Fees (Ex Gratia)				2,884				-
Total Rate Revenue				481,034				521,457

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2021

11. INFORMATION ON BORROWINGS

(a) Debenture Repayments

	01 Jul 21 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$	YTD Actual \$	Annual Budget \$
Housing								
Loan 29 Staff Housing	242,537	-	(17,041)	(34,337)	225,496	276,874	3,570	4,880
Loan 30 Staff Housing	428,640	-	-	(43,069)	428,640	471,709	-	4,545
Economic Services								
Loan 28 Tourism Precinct	437,101	-	(22,519)	(45,605)	414,582	482,706	11,015	20,419
Total Repayments	1,108,278	-	(39,560)	(123,011)	1,068,718	1,231,289	14,585	29,844

SHIRE OF UPPER GASCOYNE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2021

12. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Purpose Funding				
General Commission Grants	Government of WA	1,369,578	342,395	365,861
Law, Order and Public Safety				
Grant (DFES) Operating	DFES	3,668	-	-
Education and Welfare				
CRC Operating Grant	Dep. of Regional Dev.	100,930	-	-
CRC Misc Small Operating		20,000	5,001	-
Community Operating Grants				
Other Community Grants		2,500	624	227
Recreation & Culture				
Library Operating Grants		3,765	3,765	4,140
Transport				
FAGS Roads	Government of WA	499,000	124,751	128,499
MRWA Direct Grant	MRWA	251,120	251,120	251,120
HVSPF DRFAWA Contribution		1,616,871	-	-
Economic Services				
Contributions for Projects		10,000	2,499	-
Other Property and Services				
Diesel Fuel Rebate	ATO	60,000	15,000	11,266
Total Operating Grants, Subsidies and Contributions		3,937,432	745,155	761,113

(b) Non-operating Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
Recreation and Culture				
LCRI Grant		38,148	-	(87,997)
Transport				
HVSPF Funding		2,428,684	-	1,297,210
LRCI Capital Grant - Depot Infrastruct RRG		90,000	-	-
Road to Recovery		588,057	-	-
Regional Road Group Funding		750,000	300,000	600,000
LCRI Grant Funds - Bitument Project Viveashe Way		50,000	-	-
Economic Services				
Tourism Infrastructure Projects		2,585,000	-	981,697
LCRI Grant Fund - Land Development		1,150,000	-	-
Total Non-Operating Grants, Subsidies and Contributions		7,679,889	300,000	2,790,910

Total Grants, Subsidies and Contributions

11,617,321	1,045,155	3,552,023
-------------------	------------------	------------------

(c) Flood Damage Reimbursements

Transport

Reimbursements	16,735,843	4,183,959	-
Total Flood Damage Reimbursements	16,735,843	4,183,959	-

SHIRE OF UPPER GASCOYNE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 30 September 2021

13. BUDGET AMENDMENTS

GL	Description	Council Resolution	Non Cash Adjustment \$	Increase Cash \$	Decrease in Cash \$	Running Balance \$
	Total Budget Amendments		-	-	-	-

APPENDIX 3

(Proposed Council Meeting Dates for 2021)

PROPOSED COUNCIL MEETING DATES 2022

Model One 3rd Wednesday of Each Month*	
February*	Wednesday 9 th
March	Wednesday 16 th
April	Wednesday 20 th
May	Wednesday 18 th
June	Wednesday 15 th
July	Wednesday 20 th
August	Wednesday 17 th
September	Wednesday 21 st
October	Wednesday 19 th
November	Wednesday 16 th
December*	Thursday 15 th

This model is your 3rd Wednesday, for your consideration. The April meeting date does fall in the same week as April School Holidays.

April 20th meeting clashes with the April School Holidays 9th April – 25th April

**Exception being February (brought forward due to long break between meetings) and December (moved to last day of school)*

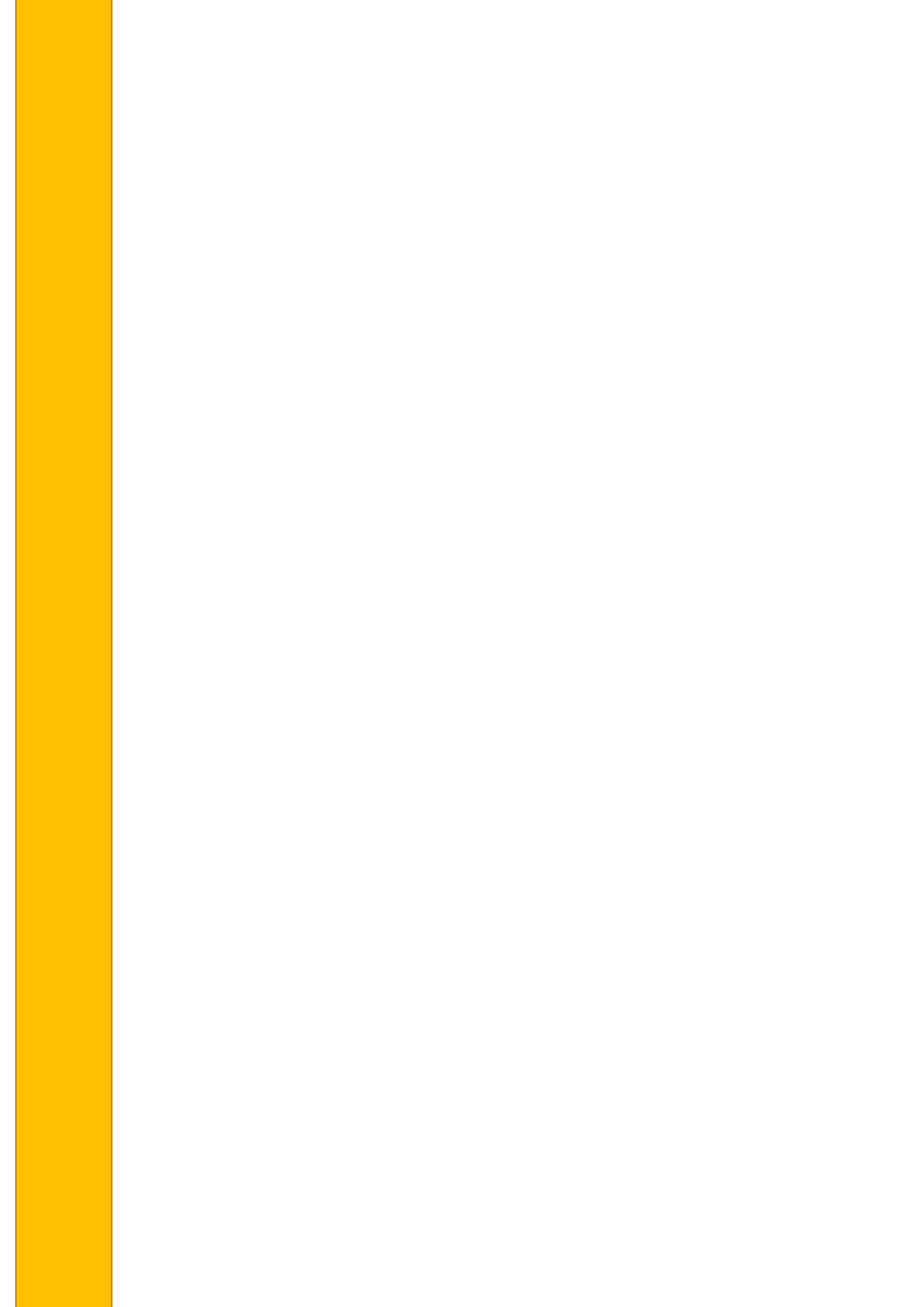
We could opt for an additional model “Model Three” and move the April and or the September meeting dates to avoid the clash with PH and SH. However, this option would provide no consistency in regards to when the meeting is held.

Model Two Last Wednesday of Each Month*	
February*	Wednesday 10 th
March	Wednesday 23 rd
April	Wednesday 27 th
May	Wednesday 25 th
June	Wednesday 22 nd
July	Wednesday 27 th
August	Wednesday 24 th
September	Wednesday 28 th
October	Wednesday 26 th
November	Wednesday 23 rd
December*	Thursday 15 th

This is your traditional 4th Wednesday, model for your consideration. The September meeting date falls in the same week as a public holiday and September School Holidays so there is a higher chance that councillors and staff may capitalise on the 4 day work week which may result in absences for the meeting.

September 28th meeting falls the same week as the Queen’s Birthday PH and clashes with the September School Holidays 24th September – 9th October

**Exception being February (brought forward due to long break between meetings) and December (moved to last day of school)*



APPENDIX 4

(Register of Delegations 2021)



DELEGATED AUTHORITY REGISTER 2021

DOCUMENT NUMBER:		Y0005	
NAME	DATE REVIEWED	REVIEW:	Annually
		CHANGES/COMMENTS	
Council	24/06/2015	Reviewed & adopted	
Council	29/06/2016	Reviewed & adopted	
Council	28/06/2017	Reviewed & adopted	
Council	27/06/2018	Reviewed & adopted	
Council	19/12/2019	Reviewed & adopted	
Council	10/11/2020	Reviewed & adopted	
Council	20/10/ 2021		

The master document is controlled electronically.

Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

Contents

	REGISTER OF DELEGATIONS	3
1.	APPOINTMENT OF ACTING CEO	7
2.	PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND.....	7
3.	APPOINTMENT OF CONTRACTORS AND CONSULTANTS.....	8
4.	OBTAINING LEGAL ADVICE.....	8
5.	PREPARATION OF THE ANNUAL REPORT	9
6.	MAKING PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD	9
7.	AMENDING THE REPORT.....	9
8.	AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGE	10
9.	RATES OR SERVICE CHARGES RECOVERABLE IN COURT.....	10
10.	REQUIRE LESSEE TO PAY RENT IN SATISFACTION OF RATES OR SERVICE CHARGE	11
11.	RECOVER AMOUNT OF RATES OR SERVICE CHARGE FROM LESSEE AS DEBT	11
12.	RECOVERY OF DEBTS (OTHER THAN RATES OR SERVICE CHARGES)	12
13.	SIGNING OF REQUISITIONS AND PURCHASE ORDERS.....	12
14.	ISSUE OF PETTY CASH ADVANCES.....	13
15.	SUBMISSION OF GRANTS AND SUBSIDY APPLICATIONS	13
16.	NEGOTIATING TERMS AND CONDITIONS FOR LEASES AND PROPERTIES.....	14
17.	REPRESENTING LOCAL GOVERNMENT IN COURT.....	14
18.	DOG ACT 1976.....	14
19.	LIQUOR CONTROL ACT 1988 - ISSUE OF CERTIFICATES UNDER SECTION 39	15
20.	LIQUOR CONTROL ACT 1988 - ISSUE OF CERTIFICATES UNDER SECTION 40	15
21.	BUSH FIRE ACT 1954- POWERS AND DUTIES	16
22.	BUSH FIRE ACT 1954 - FIREBREAKS AROUND ROPERTIES.....	16
23.	BUSHFIRES ACT 1954 - PROHIBITED BURNING TIMES.....	17
24.	BUSH FIRE ACT 1954 - PROSECUTIONS AND INFRINGEMENT NOTICES.....	17
25.	FOOD ACT 2008 - APPOINTMENT IF AUTHORISED PERSONS.....	18
26.	FOOD ACT 2008 - APPOINTMENT OF PERSONS TO WITHDRAW INFRINGEMENT NOTICES.....	18
27.	FOOD ACT 2008 - REGISTRATION OF FOOD BUSINESS.....	18

28.	HEALTH ACT 1911 - APPOINTMENT OF DEPUTY, DISCHARGE OF POWERS AND DUTIES.....	19
29.	APPROVAL OF BUILDING PERMITS.....	19
30.	GRANT OF OCCUPANCY PERMIY, BUILDING APPROVAL CERTIFICATE WITH OR WITHOUT CONDITIONS AND EXTENSION OF PERIOD DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE.....	20
31.	APPROVE A DEMOLITION PERMIT OTHER THAN FOR BUILDINGS CLASSIFIED BY THE NATIONAL TRUST AND COUNCILS HERITAGE REGISTER.....	20
32.	ISSUE BUILDING ORDERS.....	21
33.	REVOKE BUILDING ORDERS.....	21
34.	ISSUE LICENCE TO DEPOSIT MATERIAL ON STREET.....	22
35.	APPOINT AUTHORISEED PERSONS (SWIMMING POOL INSPECTORS).....	22
36.	DISTURBING LOCAL GOVERNMENT LAND OR ANYTHING ON IT.....	23
37.	OBSTRUCTING A PUBLIC THOROUGHFARE.....	23
38.	ENCROUCHING A PUBLIC THOROUGHFARE.....	24
39.	OFFENCES RELATING TO THE REPAIR OF GATES AND FENCES.....	24
40.	DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE.....	25
41.	CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE WITHOUT APPROVAL.....	25
42.	REQUIREMENT TO CONSTRUCT AND REPAIR A CROSSOVER.....	26
43.	PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES.....	26
44.	OFFENCES RELATING TO WATERCOURSES, DRAINS, TUNNELS AND BRIDGES.....	27
45.	OFFENCES RELATING TO THE PROTECTION OF THOROUGHFARES FROM WATER DAMAGE.....	27
46.	ACTIONS AGAINST PERSONS IN RELATION TO WIND EROSION AND SAND DRIFTS.....	28
47.	UNAUTHORISED WORKS IN A STREET - SERVING NOTICES.....	28
48.	WORKS IN THE STREET.....	29
49.	REINSTATEMENT OF ROADS AND FOOTPATHS.....	29
50.	APPROVAL OF WORKS ORDERS TO PUBLIC UNTILITY SERVICE AUTHORITIES.....	30
51.	APPROVAL OF DESIGN PROJECTS.....	30
52.	SERVING OF NOTICES REQUIRING CERTAIN THINGS TO BE DONE BY OWNER OR OCCUPIER OF LAND.....	31
53.	ADDITIONAL POWERS WHEN GIVING A NOTICE UNDER S3.25 OF THE ACT.....	32
54.	PERFORMING PARTICULAR THINGS ON LAND WHICH IS NOT LOCAL GOVERNMENT PROPERTY.....	32
55.	POWER OF ENTRY.....	33
56.	GENERAL PROCEDURE FOR ENTERING PROPERTY.....	33

57.	POWER TO REMOVE AND IMPOUND GOODS.....	34
58.	IMPOUNDED NON-PERISHABLE GOODS.....	34
59.	DECLARING A VEHICLE TO BE AN ABANDONED VEHICLE WRECK.....	35
60.	DISPOSING OF CONFISCATED GOODS.....	35
61.	DISPOSING OF UNCOLLECTED VEHICLES.....	36
62.	DISPOSING OF UNCOLLECTED IMPOUNDED GOODS.....	36
63.	DISPOSAL OF SICK OR INJURED IMPOUNDED ANIMALS.....	36
64.	RECOVERY OF IMPOUNDING EXPENSES.....	37
65.	CLOSING CERTAIN THOROUGHFARES TO VEHICLES (NOT EXCEEDING 4 WEEKS)	37
66.	CLOSING CERTAIN THOROUGHFARES TO VEHICLES (EXCEEDING 4 WEEKS)	38
67.	CLOSING CERTAIN THOROUGHFARES TO VEHICLES (*REVOICATION)	38
68.	PARTIAL CLOSURE OF THOROUGHFARE FOR REPAIRS AND MAINTENANCE.....	38
69.	POWER TO INVEST.....	39
70.	EXTENSION OF TIME FOR OBJECTION TO THE RATE RECORD.....	40
71.	CONSIDER OBJECTION TO THE RATE RECORD.....	40
72.	DISPOSAL OF SURPLUS PLANT, EQUIPMENT OR MATERIAL.....	40
73.	DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES FUNCTION.....	41
74.	TENDERS TO BE INVITED FOR CERTAIN CONTRACTS.....	41
75.	MINOR VARIATION IN TENDER FOR THE SUPPLY OF GOODS OR SERVICE.....	42
76.	SEEKING EXPRESSIONS OF INTEREST.....	43
77.	MINOR AMENDMENTS TO POLICIES AND DELEGATIONS.....	43
78.	COMPLAINTS OFFICER.....	44
79.	APPOINTMENT OF AUTHORISED OFFICERS.....	44
80.	CAT ACT 2011 - APPOINTMENT OF AUTHORISED OFFICERS.....	44
81.	ROAD TRAFFIC (EVENTS ON ROADS) REGULATIONS.....	45
82.	LOCAL GOVERNMENT ELECTIONS AND OTHER POLLS.....	45
83.	INSURANCE.....	46
84.	AUTHORITY TO INSTIGATE LEGAL PROCEEDINGS.....	46
85.	TOWN PLANNING SCHEMES 1 AND 2 PLANNING DETERMINATIONS.....	47
86.	EXECUTION OF DOCUMENTS.....	48

REGISTER OF DELEGATIONS

The *Local Government Act 1995* (the Act) was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim was to enable local governments to provide good, open and accountable government to its people.

It is important to note that not all delegations in this Register are delegations made under the *Local Government Act 1995*. Although the *Local Government Act 1995* allows delegation only to the CEO other Acts allow delegations to be made direct to other employees, for example, the *Health Act 1911* and the *Dog Act 1976*. In some instances, other Acts do not give authority for the person delegated the power to sub-delegate that power. In those instances, if the delegation is made to the CEO, the CEO therefore cannot sub-delegate. This Register attempts to ensure delegations are made to the employee whose task it is to enforce the Act concerned.

One of the changes was the degree of delegated authority available to be passed onto the Chief Executive Officer or a committee in order to manage the day-to-day operations of the Shire.

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by an absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government,
- Accepting a tender that exceeds an amount set by the local government,
- Appointing an auditor,
- Acquiring or disposing of property valued at an amount higher than that determined by the local government,
- Any of the local government's powers under section 5.98, 5.99 and 5.100 of the Act,
- Borrowing money on behalf of the local government,
- Hearing or determining an objection of a kind referred to in section 9.5,
- Any power or duty that requires the approval of the Minister or the Governor, or
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his/her powers to another employee – this must be done in writing. The Act allows for the Chief

Executive Officer to place conditions on any delegations if he/she desires.

A register of delegations (being this document) relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that he/she has been delegated, the Act requires him/her to keep necessary records of the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The person or classes of person, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

The aim of this register of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Acting Through Another Person

Local Government Act 1995 – Section 5.45(2)

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) a CEO from performing any of his or her functions by acting through another person.*

The key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in their own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The functions of a local government are spelt out in Section 3.1, “General Function” and Division 2 and Division 3 of Part 3 of the *Local Government Act 1995*.

1. Appointment of Acting CEO

Function to be performed	The Chief Executive Officer to appoint an Acting Chief Executive Officer.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation	That CEO appoint an Acting Chief Executive Officer
Conditions	Subject to: <ul style="list-style-type: none"> • Appointments being no longer than 30 working days; • Council Members to be advised. • The CEO must be satisfied that the person appointed as Acting CEO is suitably qualified for the position (refer to section 5.36(2)(a) of the <i>Local Government Act</i>).
Statutory reference	<i>Local Government Act 1995</i> ; section 5.36 and section 5.41
Council Policy Link	Council Policy Manual – 4.11A.

The functions of the CEO are set out in Section 5.41 of the *Local Government Act 1995*. The CEO can act through another person by giving instructions to that person to undertake one or more of those functions.

2. Payments from the Municipal Fund and Trust Fund

Function to be performed	Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to make payments from the municipal fund, credit card or the trust fund, pursuant to the <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 12(1)(a)(b) .
Conditions	Subject to the requirements of the <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 13 .
Statutory reference	<i>Local Government (Financial Management) Regulations 1996</i> , Regulation 12(1)(a)(b) .
Council Policy	Council Policy Manual – 2.6 Purchasing Policy

Link	
------	--

3. Appointment of Contractors & Consultants

Function to be performed:	The Chief Executive Officer to appoint Consultants and Contractors to enable the proper administration of the Shire's business and operations.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to appoint consultants and contractors, including but not limited to architects, auctioneers, engineers, planners, quantity surveyors, solicitors, surveyors, valuers, selling and leasing agents, to enable the proper administration of the Shire's business and operations.
Conditions:	Subject to: <ul style="list-style-type: none">• funding being available in the Budget;• The value of the contract shall not exceed \$250,000.• Quotations to be obtained, in accordance with Council Purchasing Policy.
Statutory reference:	<i>Local Government Act 1995, Sections 3.1, 3.18, 5.41(d) and 6.8.</i>

4. Obtaining Legal Advice

Function to be performed:	A local government may at times require legal advice or assistance.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to obtain legal advice and assistance to enable the proper administration of the Shire's business and operations and to provide advice to the Council, as required.
Conditions:	Subject to Council Policy
Statutory reference:	<i>Local Government Act 1995, Section 5.41(a), (b) and (d).</i>
Council Policy Link	<i>Council Policy Manual 4.13 & 4.26</i>

5. Preparation of the Annual Report

Function to be performed:	A local government is to prepare an annual report for each financial year.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to prepare an annual report for each financial year.
Conditions:	The Annual Report is to be submitted to the Council for adoption.
Statutory reference:	<i>Local Government Act 1995, Section 5.53.</i>

6. Making Payments to Employees in Addition to Contract or Award

Function to be performed:	A local government can approve of payments to employees in addition to their contract or Award.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to approve of making payment to employees in addition to their contract or Award.
Conditions:	Subject to: <ol style="list-style-type: none"> 1. Council Policy 2. Budget allocation.
Statutory reference:	<i>Local Government Act 1995, Sections 5.42 and 5.50.</i>
Council Policy Link	

7. Amending the Rate Record

Function to be performed:	A local government is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act.
----------------------------------	--

Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Finance Manager / Rates Officer
Delegation:	The Chief Executive Officer is delegated the power to determine whether to amend the rate record for the preceding five years, pursuant to the <i>Local Government Act 1995</i> , Section 6.39 .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.39(2) .

8. Agreement as to Payment of Rates and Service Charges

Function to be performed:	A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Finance Manager
Delegation:	The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, pursuant to the <i>Local Government Act 1995</i> , Section 6.49 .
Conditions:	Subject to: <ul style="list-style-type: none"> the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following. Council Policy The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.49 .
Council Policy Link	<i>Council Policy Manual - 2.9 Debt Recovery</i>

9. Rates or Service Charges Recoverable in Court

Function to be performed:	If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer

Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that court action will be taken, pursuant to the <i>Local Government Act 1995</i> , Section 6.56(1) .
Conditions:	Council Policy 2.8
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.56(1) .
Council Policy Link	<i>Council Policy Manual – 2.8 Debt Recovery</i>

10. Require Lessee to Pay Rent in Satisfaction of Rates or Service Charge

Function to be performed:	If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that notice be given to the lessee requiring payment of the rates or service charges, pursuant to the <i>Local Government Act 1995</i> , Sections 6.60(2) and (3) .
Conditions:	Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.60(2) .
Council Policy Link	<i>Council policy Manual – 2.8 Debt Recovery</i>

11. Recover Amount of Rates or Service Charge from Lessee as Debt

Function to be performed:	A local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to recover the amount of rate or service charge as a debt from the lessee if rent is not paid, pursuant to the <i>Local Government Act 1995</i> , Section 6.60(4) .

Conditions:	Council Policy
Statutory reference:	<i>Local Government Act 1995, Section 6.60(4).</i>
Council Policy Link	<i>Council policy Manual – 2.8 Debt Recovery</i>

12. Recovery of Debts (other than Rates or Service Charges)

Function to be performed:	If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to take action to recover any outstanding debts pursuant to the <i>Local Government Act 1995, Section 6.10.</i>
Conditions:	Council Policy
Statutory reference:	<i>Local Government Act 1995, Section 6.10; and Local Government (Financial Management) Regulations 1996, Regulation 5(a).</i>
Council Policy Link	<i>Council policy Manual – 2.8 Debt Recovery</i>

13. Signing of Requisitions and Purchase Orders

Function to be performed:	A local government can sign Requisitions and Purchase Orders.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Various staff members as recorded in the Sub-Delegations Register
Delegation:	The Chief Executive Officer is delegated the power to sign Requisitions and Purchase Orders.
Conditions:	Limit as per Signing Authority determined by the CEO. In accordance with Council <i>“Purchasing”</i> Policy
Statutory reference:	<i>Local Government Act 1995, Section 3.1; and Local Government (Financial Management) Regulations 1996, Regulation 5.</i>
Council Policy Link	<i>Council Policy Manual – 2.6 Purchasing Policy</i>

14. Issue of Petty Cash Advances

Function to be performed:	A local government can issue Petty Cash Advances.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Finance & Administration
Delegation:	The Chief Executive Officer is delegated the authority to issue Petty Cash Advances.
Conditions:	The acquittal of petty cash advances expended is to be supported by sufficient receipts/ information/documentation to prove the expenditure.
Statutory reference:	<i>Local Government Act 1995, Section 3.1</i> ; and <i>Local Government (Financial Management) Regulations 1996, Regulations 5 and 11.</i>

15. Submission of Grants and Subsidy Applications

Function to be performed:	A local government can submit grant and subsidy applications.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	<ul style="list-style-type: none"> • Council's grant officer – at the request of the CEO • Council's Engineers – at the request of the CEO • Council's Accountants – at the request of the CEO • Staff as directed by the CEO
Delegation:	The Chief Executive Officer is delegated the authority to submit grant and subsidy applications.
Conditions:	That sufficient financial resources have been budgeted when the grant requires a co-contribution or there is provision in a reserve account or the grant is such that making application fits in the Strategic Community Plan.
Statutory reference:	<i>Local Government Act 1995, Section 3.1</i> ; and <i>Local Government (Financial Management) Regulations 1996, Regulation 5.</i>

16. Negotiating Terms and Conditions for Leases and Properties

Function to be performed:	A local government can negotiate Terms and Conditions for Leases and Properties.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the authority to negotiate Terms, Conditions and Assignment of Rent for Leases and Properties.
Conditions:	Finalised Terms and Conditions to be Approved by the Council as soon as practicable.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

17. Representing Local Government in Court

Function to be performed:	A local government shall, in writing, appoint persons to represent the local government in court.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to appoint a persons to represent the local government in court proceedings either generally or in a particular case.
Conditions:	The authorisation is to be recorded on the person's personnel file.
Statutory reference:	<i>Local Government Act 1995, Section 9.29 (2).</i>

18. Dog Act 1976

Function to be performed	A local government may delegate to its Chief Executive Officer any power or duty of the local government under another provision of the <i>Dog Act 1976</i>
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil

Delegation:	That the Chief Executive Officer be delegated any power or duty under the <i>Dog Act 1976</i>
Conditions:	<p>1. The authority to appoint a person under Section 29(1), shall only be approved by the Chief Executive Officer.</p> <p>2. The authority to declare a dog to be dangerous, pursuant to <i>Dog Act 1976 Section 33E</i>, shall only be approved by the Chief Executive Officer.</p> <p>3. The authority to sign any Warrant to seize, detain and deal with any dog pursuant to <i>Dog Act 1976 Section 29 (5a)</i>, in accordance with Sections 33G or 39, shall only be approved by the Chief Executive Officer.</p> <p>4. Withdrawal of an infringement can only be approved by the Chief Executive Officer.</p>
Statutory reference:	<i>Dog Act 1976, Section 10AA</i>

19. Liquor Control Act 1988 – Issue of Certificates Under Section 39

Function to be performed:	An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the local government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue a certificate on behalf of the Shire of Upper Gascoyne, pursuant to the <i>Liquor Control Act 1988, Section 39</i> .
Conditions:	Nil
Statutory reference:	<i>Liquor Control Act 1988, Section 39</i> .

20. Liquor Control Act 1988 – Issue of Certificates Under Section 40

Function to be performed:	An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the authority responsible for planning matters in the district in which
----------------------------------	--

	the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue a certificate on behalf of the City, pursuant to the <i>Liquor Control Act 1988</i> , Section 40 .
Conditions:	Nil
Statutory reference:	<i>Liquor Control Act 1988</i> , Section 40 .

21. Bush Fires Act 1954 – Powers and Duties

Function to be performed:	A local government is empowered with all powers, duties and functions under the <i>Bush Fires Act 1954</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to perform all powers, duties and functions of the <i>Bush Fires Act 1954</i> .
Conditions:	Excludes powers and duties that are prescribed in the Act with the requirement for a resolution by the local government.
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 48 .

22. Bush Fires Act 1954 – Firebreaks Around Properties

Function to be performed:	A local government can take measures for preventing a bush fire, including requesting firebreaks around properties.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Shire Appointed Contract Ranger
Delegation:	The Chief Executive Officer is delegated the power to take measures for preventing a bush fire, including requesting firebreaks around properties.
Conditions:	Nil
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 33 .

23. Bushfires Act 1954 – Prohibited Burning Times

Function to be performed:	A local government can determine to vary Prohibited Burning Times, in accordance with the <i>Bush Fires Act 1954</i> , Sections 17(7) and (8) , regarding: <ul style="list-style-type: none"> • shortening, extending, suspending or reimposing a period of prohibited burning times; or • imposing a further period of prohibited burning times.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to: <ul style="list-style-type: none"> • shorten, extend, suspend or reimpose a period of prohibited burning times; or • impose a further period of prohibited burning times.
Conditions:	Nil
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 17(10) .

24. Bush Fires Act 1954 – Prosecutions and Infringement Notices

Function to be performed:	A local government can consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to institute and carry out legal proceedings for alleged offences against the <i>Bush Fires Act 1954</i> , including the power to issue an Infringement Notice.
Conditions:	Chief Executive Officer to sign any Prosecution Notices. Note: s59A(3) and Bush Fires (Infringements) Regulations 1958, Reg.4(a) provide that only the Shire President or the Chief Executive Officer may withdraw an infringement notice.
Statutory reference:	<i>Bush Fires Act 1954</i> , Section 59(3) Prosecution of Offences and Section 59A(2) Alternative Procedure – Infringement Notices.

25. Food Act 2008 – Appointment of Authorised Persons

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of the <i>Food Act 2008</i> .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 9.10(1).</i> <i>Food Act 2008, Section 122, s.126 (2).</i>

26. Food Act 2008 – Appointment of Persons to Withdraw Infringement Notices

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the authority to withdraw an Infringement or grant an extension of time for payment pursuant to section 126 (6), (7) & (13) of the Act.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 9.10(1).</i> <i>Food Act 2008, S.126 (6), (7) & (13).</i>

27. Food Act 2008 – Registration of Food Businesses

Function to be performed:	A local government may, in writing, appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Environmental Health Officer

Delegation:	The Chief Executive Officer is delegated the power to sign and issue any registration approvals to operate a Food Business under the <i>Food Act 2008</i> , s.110 .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 9.10(1) .

28. Health Act 1911 – Appointment of Deputy, Discharge of Powers and Duties

Function to be performed:	A local government may appoint and authorise any person to be its deputy under the <i>Health Act 1911</i> to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the power to be its <i>Health Act 1911</i> deputy to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Conditions:	The Chief Executive Officer, shall: (i) approve of all legal action and sign Prosecution Notices; and (ii) sign all Notices.
Statutory reference:	<i>Health Act 1911</i> , Section 26 .

29. Approval of Building Permits

Function to be performed:	Approve Building Permits
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract EHO / Building Surveyor
Delegation:	The CEO is delegated the authority to grant or refuse the issue of a building Permits in the prescribed form pursuant to <i>Building</i>

	<i>Act 2011, Section 20, 22 & 127.</i>
Conditions:	Nil
Statutory reference:	<i>Building Act 2011, Sections 20, 22 and 127.</i> Division 2 of Part 2. Divisions 1, 2 and 4 of Part 4.

30. Grant of Occupancy Permit, Building Approval Certificate, with or without conditions & extension of period of duration of Occupancy Permit or Building Approval Certificate.

Function to be performed:	Authority to issue occupancy permits, certificates of construction appliance, grant permits, issue building orders and notices and perform associated functions of a permit authority pursuant to the <i>Building Act 2011</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract EHO / Building Surveyor
Delegation:	The officers are delegated the power to issue Certificates of Occupancy, Building Approval certificates and extensions of period of duration of Occupancy Permit or Building Approval Certificate in the prescribed form upon completion of buildings, pursuant to the <i>Building Act 2011, Sections 58, 59, 62, 65 and 127.</i>
Conditions:	Nil
Statutory reference:	<i>Building Act 2011, Sections 58, 59, 62, 65 and 127.</i>

31. Approve a Demolition Permit Other Than for Buildings Classified by the National Trust and Council's Heritage Register

Function to be performed:	To grant or refuse to approve applications for a Demolition Permit.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract EHO / Building Surveyor
Delegation:	The CEO is delegated authority to grant or refuse a Demolition Permit other than for buildings classified by the National Trust and Council's Heritage Register, pursuant to the <i>Building Act 2011, Sections 21, 22 & 127.</i>
Conditions:	Nil
Statutory reference:	<i>Building Act 2011, Sections 21, 22 and 127.</i>

32. Issue Building Orders

Function to be performed:	A Permit Authority may make an Order (a Building Order) in respect of one or more of the following - (a) particular building work; (b) particular demolition work; (c) a particular building or incidental structure, whether completed before or after commencement day.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to issue Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Sections 110, 111 and 112 .
Conditions:	1. Chief Executive Officer to sign the Building Order. 2. Subject to Sub-Section 112(2)(b) being conditional as follows; <i>“The Order to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of the Building Act 2011, SHALL only be issued where the building is assessed to be in a state that is dangerous and which cannot be easily rectified”.</i>
Statutory reference:	<i>Building Act 2011</i> , Sections 110, 111 and 112 .

33. Revoke Building Orders

Function to be performed:	A Permit Authority may, by notice in writing, revoke a Building Order at any time and must serve each person to whom to order is directed with a copy of the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to revoke Building Orders for works in contravention of the Act, pursuant to the <i>Building Act 2011</i> , Section 117 .
Conditions:	Chief Executive Officer to sign the notice to revoke a Building Order.
Statutory reference:	<i>Building Act 2011</i> , Section 117 .

34. Issue Licence to Deposit Material on Street

Function to be performed:	No person shall deposit stones, bricks, lime, rubbish, timber, iron, or other materials on a street, way, or other public place, nor make an excavation on land abutting or adjoining a street, way, or other public place, unless authorised to do so by an Act or unless he has first obtained from the local government in whose district the street, way, public place, or land is situated a licence in writing for that purpose, nor unless, in the case of an excavation he has securely fenced off the place where it is to be made from the street, way, or other public place, nor unless he complies with the conditions, if any, of the licence.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Environmental Health Officer Contract Building Surveyor
Delegation:	The Chief Executive Officer is delegated the power to issue licenses for the deposit of materials on a street , way or other public place and to make an excavation on land abutting or adjoining a street, way, or other public place, pursuant to the <i>Local Government (Miscellaneous Provisions) Act 1960, Section 377</i> .
Conditions:	Nil
Statutory reference:	<i>Building Regulations 2012, Regulation 64</i> .

35. Appoint Authorised Persons (Swimming Pool Inspectors)

Function to be performed:	A local government may appoint an Authorised Person to carry out inspections of pools. An “ authorised person ” means a person with appropriate experience or qualifications authorised by the local government for the purposes of this section.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	EHO / BS
Delegation:	The Chief Executive Officer is delegated the power to appoint authorised persons for the purpose of inspecting private swimming pools and enforcing the provisions of the Act, pursuant to the <i>Building Regulations 2012</i>, Regulation 53(1).
Conditions:	The authorisations to be in writing and recorded on the appropriate file and the person’s personal file.
Statutory	<i>Building Regulations 2012, Regulation 53(1)</i> .

reference:	
------------	--

36. Disturbing Local Government Land or Anything On It

Function to be performed:	A person who, without lawful authority interferes with the soil of, or anything on, land that is local government property; or takes anything from land that is local government property, commits an offence.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Manager
Delegation:	The Chief Executive Officer is delegated the power to interfere with soil or take anything from local government land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 5(1) .

37. Obstructing A Public Thoroughfare

Function to be performed:	A person who, without lawful authority, places on a public thoroughfare anything that obstructs it commits an offence if the person fails to remove the obstruction when requested by the local government to do so, or if anything falls from land, or from anything on land, onto a public thoroughfare and obstructs it, a person who is the owner or occupier of the land commits an offence if the person fails to remove the obstruction when requested by the local government to do so.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Manager
Delegation:	The Chief Executive Officer is delegated the power to obstruct a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 6 (1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 6(1) .

38. Encroaching A Public Thoroughfare

Function to be performed:	A person who is the owner or occupier of land and, without lawful authority erects on the land a structure that encroaches upon a public thoroughfare; or permits a tree or other plant growing on the land to encroach upon a public thoroughfare, commits an offence if the person fails to remove the structure or plant, to the extent that it is encroaching, when requested by the local government to do so.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Manager
Delegation:	The Chief Executive Officer is delegated the power to erect a structure or permit a tree that encroaches a public thoroughfare, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 7(1) .

39. Offences Relating to the Repair of Gates and Fences

Function to be performed:	<p>A person who is the owner or occupier of land commits an offence if any fence or gate that separates the land from a public thoroughfare is not kept in good repair.</p> <p>A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.</p>
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to provide a gate or other device across a public thoroughfare or serve a Notice to request the owner or occupier to repair a gate or fence, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 8(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 8(1) .

40. Dangerous Excavation in or Near Public Thoroughfare

Function to be performed:	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to deem an excavation to be dangerous and to fill in or fence the excavation, or serve a Notice to request the owner or occupier to fill or securely fence the excavation, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>, Regulation 11(1) and Schedule 3.1, Division 2, Item 2 and <i>Local Government Act 1995</i>, Section 3.25(1)(b).
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 11(1).

41. Crossing from Public Thoroughfare to Private Land or Private Thoroughfare Without Approval

Function to be performed:	Upon application the local government may approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 12(1).
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2).
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 12(1).

42. Requirement to Construct and Repair a Crossover

Function to be performed:	A local government may give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. If the person fails to comply with the notice, the local government may construct or repair the crossing and recover 50% of the cost.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing if the person does not comply, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulations 13(1) and (2) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 13(1) and (2) .

43. Private Works On, Over Or Under Public Places

Function to be performed:	A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 17 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2) .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 17(2) .

44. Offences Relating to Watercourses, Drains, Tunnels and Bridges

Function to be performed:	A local government may grant permission to a person to, alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2) .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 18(1) .

45. Offences Relating to the Protection of Thoroughfares from Water Damage

Function to be performed:	A local government may grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to alter, obstruct, or interfere with the natural flow of surface water across any thoroughfare or other land in such a way as is likely to damage any thoroughfare that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19 and <i>Local Government Act 1995</i> , Section 3.25(1)(b).
Conditions:	Approvals are subject to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 14(2) .
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 19(1) .

46. Actions Against Persons in Relation to Wind Erosion and Sand Drifts

Function to be performed:	A local government may give a notice under this regulation to a person who is the owner or occupier of land, if the local government considers that clearing the land of vegetation may cause the land having a common boundary with land that comprises local government property to be adversely affected by wind erosion or sand drift.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to serve a Notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, pursuant to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21 and <i>Local Government Act 1995</i> , Section 3.25(1)(b) .
Conditions:	Nil
Statutory reference:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> , Regulation 21(1) .

47. Unauthorised Works in a Street – Serving of Notices

Function to be performed:	A local government may serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Supervisor
Delegation:	The Chief Executive Officer is delegated the power to serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
Conditions:	Chief Executive Officer to sign any Notices.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.1 .

48. Works in the Street

Function to be performed:	A local government may grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
Conditions:	<ul style="list-style-type: none"> (i) That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree. (ii) The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined. (iii) If there are objections to the proposal, it be referred to the Council for determination.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

49. Reinstatements of Roads and Footpaths

Function to be performed:	A local government may grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to grant and impose conditions for persons or agencies undertaking works in the street and to apportion responsibility for the cost of road and footpath reinstatements resulting from works undertaken by other persons' or agencies' undertakings.
Conditions:	Subject to the lodgement of a bond for work performance and the payment of the cost of any re-instatement works.
Statutory reference:	<i>Local Government Act 1995, Section 3.1.</i>

50. Approval of Works Orders to Public Utility Service Authorities

Function to be performed:	A local government may approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to approve the issuing of works orders to public utility service authorities for service modifications or upgrading associated with approved projects.
Conditions:	That the works are associated with projects that have obtained the approval of the Council as necessary and are within the approved budget allocation.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.1 .

51. Approval of Design Projects

Function to be performed:	A local government may approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Contract Building Surveyor Environmental Health Officer
Delegation:	The Chief Executive Officer is delegated the power to approve detailed design plans for projects or components of projects that have been approved by the Council to concept plan level.
Conditions:	That the detailed designs are consistent with the concept plans approved by the Council.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.1 .

52. Serving of Notices Requiring Certain Things to be Done by Owner or Occupier of Land

Function to be performed:	A local government may give a person a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> 1. prevent water from dripping or running from a building; 2. placing a number on a property to indicate an address; 3. repair a public thoroughfare; 4. ensure that land that adjoins a public thoroughfare is suitably enclosed; 5. ensure unsightly land is enclosed; 5A. ensure overgrown vegetation, rubbish or disused material is removed from land; 5B. ensure that graffiti is obliterated; 6. take measures to prevent movement of sand, rocks etc; 7. ensure that land adjoining a public thoroughfare is not overgrown; 8. removing a tree or part that is obstructing a thoroughfare; 9. ensuring that a tree that endangers any person is made safe (dangerous tree); 10. taking specified measures to prevent damage to the public or property from cyclonic activity; 11. remove bees that are a danger or nuisance; 12. ensure that unsightly dilapidated or dangerous fence is modified or repaired; 13. take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance; 14. make safe anything that is obstructing a private thoroughfare.
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.25 .

53. Additional Powers When Giving a Notice Under S.3.25 of the Act

Function to be performed:	If a person who is given a notice under Section 3.25 of the Act fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to do anything that they consider necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is necessary to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.26 .

54. Performing Particular Things on Land which is not Local Government Property

Function to be performed:	A local government may perform its general functions of the things prescribed in Schedule 3.2 of the Act on land, even though the land is not local government property and the local government does not have consent to do it.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Supervisor
Delegation:	The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to do it, as follows: <ol style="list-style-type: none"> 1. Carry out works for the drainage of land. 2. Do earthworks or other works on land for preventing or reducing flooding. 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.

	<p>4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engage in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.</p> <p>5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare.</p> <p>6. Place on land signs to indicate the names of public thoroughfares.</p> <p>7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations.</p> <p>8. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier.</p>
Conditions:	The Chief Executive Officer may form an opinion that the things to be performed is essential to protect and/or enhance the health, safety or amenity of the persons in the district or to remove a nuisance.
Statutory reference:	<i>Local Government Act 1995, Section 3.27.</i>

55. Power of Entry

Function to be performed:	The power of entry is conferred on a local government which is performing any function under the <i>Local Government Act 1995</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise persons with the powers of entry, when performing any function of the local government.
Conditions:	Record in the appropriate file
Statutory reference:	<i>Local Government Act 1995, Section 3.28.</i>

56. General Procedure for Entering Property

Function to be performed:	A person authorised by the local government may lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry.
Delegated by:	The Shire of Upper Gascoyne Council

Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier, unless the owner or occupier objects to the entry.
Conditions:	Record in the appropriate file
Statutory reference:	<i>Local Government Act 1995, Section 3.31(2).</i>

57. Power to Remove and Impound Goods

Function to be performed:	An employee authorised by a local government may remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the power.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to authorise an employee of the local government to remove and impound any goods that are involved in a contravention that can lead to impounding and may use reasonable force to exercise the power.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995, Section 3.39.</i>

58. Impounded – Non-Perishable Goods

Function to be performed:	Where any non-perishable goods have been removed and impounded, the local government is required to either: (a) institute a prosecution against the alleged defender; or (b) give the alleged offender notice that the goods may be collected from, specifying such hours.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to: (a) institute a prosecution against the alleged offender; or (b) give the alleged offender notice that the goods may be collected from, specifying such hours.
Conditions:	The Chief Executive Officer shall approve of all prosecutions and

	sign all Prosecution Notices.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.39 .

59. Declaring a Vehicle to be an Abandoned Vehicle Wreck

Function to be performed:	If after seven days from the removal of a vehicle deemed to be an abandoned wreck the owner of the vehicle has not been identified or after seven days from the giving of a notice the owner has not collected the vehicle the local government may declare that the vehicle is an abandoned vehicle wreck.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Works and Services
Delegation:	The Chief Executive Officer is delegated authority to declare that a vehicle is an abandoned vehicle wreck under the <i>Local Government Act 1995</i> , Section 3.40A(4) .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.40A(4) .

60. Disposing of Confiscated Goods

Function to be performed:	A local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under <i>Local Government Act 1995</i> , Section 3.47 .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any goods that have been ordered to be confiscated subject to the <i>Local Government Act 1995</i> , Section 3.47(1,2 & 2a) .
Conditions:	The sale or disposal of goods or vehicles is to be recorded in appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(1, 2 & 2a) .

61. Disposing of Uncollected Vehicles

Function to be performed:	A local government may sell or otherwise dispose of any vehicle that has not been collected within two months of a notice having been given under Section 3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any vehicle not collected pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2) .
Conditions:	Details of the sale or disposal of uncollected vehicles is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(2) .

62. Disposing of Uncollected Impounded Goods

Function to be performed:	A local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in Section 3.47(2b) of the date a notice is given under the <i>Local Government Act 1995</i> , Sections 3.42(1)(b) or 3.44 .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to sell or otherwise dispose of any uncollected impounded goods pursuant to the <i>Local Government Act 1995</i> , Section 3.47(2a) .
Conditions:	Details of the sale or disposal of uncollected impounded goods is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(2a) .

63. Disposal of Sick or Injured Impounded Animals

Function to be performed:	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Works and Services Manager
Delegation:	The Chief Executive Officer is delegated the power to determine

	that a sick or injured impounded animal be destroyed pursuant to the <i>Local Government Act 1995</i> , Section 3.47A(1) .
Conditions:	The details of sick or injured animals disposed of are to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.47(1) .

64. Recovery of Impounding Expenses

Function to be performed:	If goods are removed and impounded under Section 3.39 and the offender is convicted, the local government may, if the goods are not sold, recover any expenses incurred in removing and impounded the goods and disposing of them.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that court action be taken to recover impounding expenses pursuant to the <i>Local Government Act 1995</i> , Section 3.48 .
Conditions:	The Chief Executive Officer shall approve of all legal action and sign all legal documents. The actions taken to recover impounding expenses are to be recorded in the appropriate record to meet legislative requirements.
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.48 .

65. Closing Certain Thoroughfares to Vehicles (Not Exceeding 4 Weeks)

Function to be performed:	A local government may close a thoroughfare to vehicles wholly or partially, for a period not exceeding four weeks.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Works and Services
Delegation:	The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Section 3.50 & 3.50(A)
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50 & 3.50(A) .

66. Closing Certain Thoroughfares to Vehicles (Exceeding 4 Weeks)

Function to be performed:	A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding four weeks.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Works and Services
Delegation:	The Chief Executive Officer is delegated the power to close a thoroughfare, wholly or partially, pursuant to the <i>Local Government Act 1995</i> , Sections 3.50 .
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> , Sections 3.50(1a) and 3.50(4) .

67. Closing Certain Thoroughfares to Vehicles (Revocation)

Function to be performed:	An order to close a thoroughfare may be revoked by the local government.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to revoke an order to close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50(6) .
Conditions:	Details of the revocation of an order to close thoroughfares must be recorded in the appropriate register
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50(6) .

68. Partial Closure of Thoroughfare for Repairs and Maintenance

Function to be performed:	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare.
Delegated by:	The Shire of Upper Gascoyne Council

Delegated to:	Chief Executive Officer
Sub-delegation to:	Manager of Works and Services
Delegation:	The Chief Executive Officer is delegated the power to partially and temporarily close a thoroughfare, pursuant to the <i>Local Government Act 1995</i> , Section 3.50A .
Conditions:	<ul style="list-style-type: none"> • The road closure being limited to a minimum period as is practicable. • Access being maintained to properties. • Compliance with the Local Government Act 1995. <p>Details of the closure to be recorded on the appropriate record.</p>
Statutory reference:	<i>Local Government Act 1995</i> , Section 3.50A .

69. Power to Invest

Function to be performed:	Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with the <i>Trustees Act 1962</i> , Part III.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to invest money and establish investment internal control procedures, pursuant to the <i>Local Government Act 1995</i> , Section 6.14 and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19.
Conditions:	Subject to Council Policy
Statutory reference:	<i>Local Government Act 1995</i> , Section 6.14(1) ; and <i>Local Government (Financial Management) Regulations 1996</i> , Regulation 19 .
Council Policy Link	<i>Council Policy Manual 2.1 Investment Policy</i>

70. Extension of Time for Objection to the Rate Record

Function to be performed:	A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil

Delegation:	The Chief Executive Officer is delegated the power to grant an extension to the time to make an objection, pursuant to the <i>Local Government Act 1995, Section 6.76(4)</i> .
Conditions:	An extension will only be granted for a maximum period of 30 days. The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995, Section 6.76(4)</i> .

71. Consider Objection to the Rate Record

Function to be performed:	A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the <i>Local Government Act 1995, Section 6.76(5)</i> .
Conditions:	The full details of the determination to be recorded in the appropriate rate record.
Statutory reference:	<i>Local Government Act 1995, Section 6.76(5)</i> .

72. Disposal of Surplus Plant, Equipment or Material

Function to be performed:	A local government can dispose of surplus plant, equipment or material
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to dispose of plant, equipment or material.
Conditions:	Refer to Council Policy 2.11
Statutory reference:	<i>Local Government Act 1995, Section 3.58(2,3.)</i>
Council Policy Link	<i>Council policy Manual – 2.11 Sale of Surplus Materials, Plant and Equipment</i>

73. Determining That Tenders Do Not Have to be Invited for the Supply of Goods and Services Function

Function to be performed:	A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 if it has good reason to believe that, because of the unique nature of the goods or services required or for any other reasons, it is unlikely that there is more than one potential supplier.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$250,000 .
Conditions:	The determination is to be supported by a detailed report. The determination is to be recorded in the appropriate record.
Statutory reference:	<i>Local Government Act 1995, Section 3.57(1)</i> ; and <i>Local Government (Functions and General) Regulations 1996, Regulation 11(2)(f)</i> .

74. Tenders to be Invited for Certain Contracts

Function to be performed:	A local government is to publicly invite tenders before it enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$250,000 . Tenders do not have to be publicly invited according to the requirements, if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to publicly invite tenders before the Shire enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$250,000 , pursuant to the <i>Local Government (Functions and General) Regulations 1996, Regulation 11(1)</i> and <i>Local Government Act 1995, Section 3.57(1)</i> .

	The CEO is not required to publically invite tenders if meeting the requirements of section 11(2) of the Local Government (Functions and General) Regs 1996.
Conditions:	Tenders can only be invited for those goods and services identified in the Annual Budget, Plan for the Future or separately approved by the Council. <i>Acceptance of the most advantageous tender is subject to the Regulations.</i> The invitation to tender is to be entered into the Tender Register in the prescribed manner.
Statutory reference:	<i>Local Government Act 1995, Section 3.57(1); and Local Government (Functions and General) Regulations 1996, Regulation 11(1)(2) & 14.</i>

75. Minor Variation in Tender for the Supply of Goods or Services

Function to be performed:	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in the contract for goods or services before the Shire enters the contract with the successful tenderer, pursuant to the <i>Local Government (Functions and General) Regulations 1996, Regulation 20(1,2 & 3).</i>
Conditions:	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.
Statutory reference:	<i>Local Government (Functions and General) Regulations 1996, Regulation 20(1, 2 & 3).</i>

76. Seeking Expressions of Interest

Function to be performed:	If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services before entering the tender process.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer

Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated the power to seek expressions of interest with respect to the supply of the goods or services before entering the tender process, pursuant to the <i>Local Government (Functions and General) Regulations 1996, Regulation 21(1)</i> .
Conditions:	Details of the express of interest sought must be recorded in the appropriate record and in the Tender Register as required by the <i>Local Government (Functions and General) Regulations 1996, Regulation 17</i> .
Statutory reference:	<i>Local Government (Functions and General) Regulations 1996, Regulation 21(1)</i> .

77. Minor Amendments to Policies and Delegations

Function to be performed:	Minor amendments to existing policies and delegations
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	That the Chief Executive Officer be delegated authority to make administrative amendments to Delegations and Policies, due to any changes in name or title of an officer or committee, re-numbering, reformatting or similar administrative requirement.
Conditions:	Providing any such amendment does not constitute a major change of duties or responsibilities of an officer or committee affected.
Statutory reference:	Local Government act 1995 - 5.42

78. Complaints Officer

Function to be performed:	To investigate complaints against the Council.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	Appoints the CEO as the complaints officer for the Shire of Upper Gascoyne for the purposes of compliance with the <i>Local Government Act 1995 s. 5.120</i>
Conditions:	Nil
Statutory	<i>Local Government Act 1995 s. 5.120</i>

reference:	
------------	--

79. Appointment of Authorised Officers

Function to be performed:	To appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions of the <i>Local Government Act 1995</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	That the CEO be delegated the authority to appoint persons as authorised officers.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> s3.24 Authorising persons under this subdivision (<i>Subdivision 2 – Certain provisions about land</i>)s9.10 Appointment of authorised persons

80. Cat Act 2011 – Appointment of Authorised Officers

Function to be performed:	To appoint officer(s) to administer the <i>Cat Act 2011</i> .
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to appoint Authorised Persons as required for the purposes of administering the requirements of the <i>Cat Act 2011</i> .
Conditions:	Nil
Statutory reference:	<i>Cat Act 2011</i> (s44 and s48)

81. Road Traffic (Events on Roads) Regulations

Function to be performed:	Temporarily close roads in order to hold events.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to determine

	applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> .
Conditions:	The Chief Executive Officer shall have regard to Section 3.50 of the <i>Local Government Act 1995</i> .
Statutory reference:	<i>Road Traffic (Events on Roads) Regulations 1991</i>

82. Local Government Elections & Other Polls

Function to be performed:	Fix a date for an extra – ordinary election
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	Council delegates its power to the Chief Executive Officer under Section 4.9(1)(b) of the Local Government Act to fix the day on which a poll is held for an extraordinary election if the Shire President has not already done so.
Conditions:	Compliance with the <i>Local Government (Elections) Regulations 1997</i> .
Statutory reference:	<i>Local Government Act 1995</i> Part 4.9

83. Insurance

Function to be performed:	Ensure that the Shire is adequately covered by insurance
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	The Chief Executive Officer is delegated authority to enter into appropriate contracts of insurance on behalf of the Shire.
Conditions:	Nil
Statutory reference:	<i>Local Government Act 1995</i> – S6.7(2)

84. Authority to instigate legal proceedings

Function to be performed	The Chief Executive Officer to instigate legal proceedings
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation	That CEO instigate legal proceedings under the following acts including the Acts Subsidiary Legislation: <ul style="list-style-type: none"> • <i>Local Government 1995</i> • <i>Building Act 2011</i> • <i>Planning & Development Act 2005</i> • <i>Cat Act 2011</i> • <i>Dog Act 1976</i> • <i>Health Act 1911</i> • <i>Bush Fires Act 1954</i> • <i>Food Act – 2008</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i>
Conditions	Subject to: <ul style="list-style-type: none"> • Prior report to council via electronic means.
Statutory reference	<i>Local Government Act 1995</i> ; section 5.42

85. Town Planning Schemes 1 & 2 Planning Determinations

Function to be performed	The Chief Executive Officer to determine matters pertaining to planning where they conform to Council Policy, the Town Planning Scheme and or Planning Codes.
Delegated by:	The Shire of Upper Gascoyne Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Environmental Health / Building Officer
Delegation	<ol style="list-style-type: none"> 1) Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies, as outlined below; 2) Determination of planning applications for uses listed as 'P'

within the Town Planning Scheme provided the application conforms with all Scheme requirements and standards and any adopted policy of Council;

- 3) Determination of planning applications involving the discretionary powers of the Residential Design Codes providing the consultation process outlined within the Codes is adhered to and no objections were received from surrounding landowners;
- 4) Refusal of planning applications where the proposed use is not permitted by the Town Planning Scheme or does not comply with the non-discretionary powers of the Residential Design Codes or a mandatory statutory requirement of the Schemes or adopted Council Policy;
- 5) Providing responses to subdivision applications referred from the WAPC where the application generally complies with the provisions of the relevant Town Planning Scheme and adopted Council Policy or an endorsed Subdivision Guide Plan;
- 6) Providing responses to subdivision applications referred from the WAPC where the application requires Council to apply discretion under the Town Planning Scheme provided no objections were received during the advertising period and compliance with the objectives stated within the Town Planning Scheme;
- 7) Determination of applications for home occupations, home businesses and home offices subject to compliance with Council's adopted policy with respect to such applications. Any proposed home occupation, which received objections during the public consultation, will be referred to Council for determination;
- 8) Endorse submitted Deposited Plans for final clearance of subdivisions provided all conditions any adopted policy of Council have been satisfactorily complied with;
- 9) Issuing of planning consents and vary setbacks where minor adjustments to building setbacks are in accordance with Council Policy, Town Planning Schemes and Residential Design Codes;
- 10) Applications for planning consent for extensions/alterations to nonconforming uses in accordance with Town Planning Scheme;
- 11) Granting of planning approval with or without conditions under TPS 1 and 2 to development on a local reserve under the Scheme for the purpose for which it is reserved;


	<p>12) Granting of planning approval with or without conditions under TPS 1 and 2 for land zoned Restricted, Additional or Special Use for the purpose specified;</p> <p>13) Determination of clearance of planning conditions imposed by planning approvals.</p>
Conditions	Nil
Statutory reference	<i>Local Government Act 1995</i> ; section 5.42

86. Execution of Documents

Function to be performed:	To sign documents on behalf of the Local Government.
Delegated by:	The Shire of Upper Gascoyne Shire Council
Delegated to:	Chief Executive Officer
Sub-delegation to:	Nil
Delegation:	To generally sign documents on behalf of the Local Government.
Conditions:	Nil
Statutory reference:	Local Government Act 1995, section 9.49A

APPENDIX 5

(Shire Projects Schedule)

SHIRE OF UPPER GASCOYNE 2021/22 ANNUAL BUDGET - PROJECTS PROGRESS REPORT				Not Yet Started	MONTHLY DESK TOP PROGRESS UPDATE 
				In Progress	
				Completed	
				On-Hold	
PROJECT	PERSON RESPONSIBLE	TARGET COMPLETION DATE	DAYS UNTIL COMPLETION	STATUS	As at 17/09/2021
COMPLETED PROJECTS					
Pad Foot Roller	Jarrold Walker	24/09/2021	7	Completed	Due to arrive late September
Water Wheel / Trailer	Jarrold Walker			Completed	
PROJECTS NOT STARTED					
New Ute for Thomas	Jarrold Walker	30/11/2021	74	Not Yet Started	Quotes to be confirmed
Side Tipper	Jarrold Walker	30/11/2021	74	Not Yet Started	Quotes to be confirmed
Fire Water Tank	Sean Walker	TBC		Not Yet Started	Quotes to be confirmed
Boom Spray Unit	Jarrold Walker	31/12/2021	105	Not Yet Started	Quotes to be confirmed
CRC Building improvements (Door for Dr Room)	Sean Walker	TBC		Not Yet Started	Scope of Works to be sent out.
Message Board	Jarrold Walker	30/11/2021	74	Not Yet Started	Quotes to be confirmed
New Service Truck	Jarrold Walker	30/11/2021	74	Not Yet Started	Quotes to be confirmed
PROJECTS IN PROGRESS					
Amalgamation of Depot and Admin Lots	John McCleary	TBC		In Progress	Crossland and Hardy P/L engaged to provide services to amalgamate lots. Carry over project from 20/21.
New Tourist Stop at the old caravan park site	John McCleary	30/11/2021	74	In Progress	Works in progress. Carry over project from 20/21.
River Pump for new Town water supply	Jarrold Walker & Sean Walker			In Progress	Staff continue to investigate alternative locations. Carry over project from 20/21.
5 Kilometres of seal for the Carnarvon / Mullewa Road	Jarrold Walker	30/11/2021	74	In Progress	Anticipate completion by end of November 2021. Carry over project from 20/21.
Further consultation with website designers to complete installation of other modules for website.	Management Team and CSOA	TBC		In Progress	Will arrange onsite visit with Market Creations and work through improvement of road map tool along with other issues around website functionality.
Repairs to Lot 39 Gregory Street	Sean Walker	31/01/2022	136	In Progress	Works still in progress waiting on time frame from tenant for painting. Carry over project from 20/21.
New House – Hatch Street - Stage 3 Ground Works & Installation	Sean Walker	31/10/2021	44	In Progress	In progress. Anticipate construction to be completed in October 2021. Carry over project from 20/21.
Chambers Refurbishment	John McCleary	30/06/2022	286	In Progress	Scope of Works to be sent out.
Bores and complete engineering design for Mongers alternative water supply	Jarrold Walker	TBC		In Progress	Works in progress. Carry over project from 20/21.
Intergrated Planning Review	John McCleary/ Sa Toomalatai	30/06/2022	286	In Progress	Works in progress. Carry over project from 20/21.
New Land Development	John McCleary	30/06/2022	286	In Progress	Works in progress. Carry over project from 20/21.
New Workshop Shed	Jarrold Walker/Sean Walker			In Progress	Design works completed, plans completed quotes will be sourced for improvement works. Carry over project from 20/21.
PROJECTS ON HOLD/DEFERRED/DISCONTINUED					