



MINUTES

20th of OCTOBER 2021

ORDINARY COUNCIL MEETING

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

DISCLAIMER

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

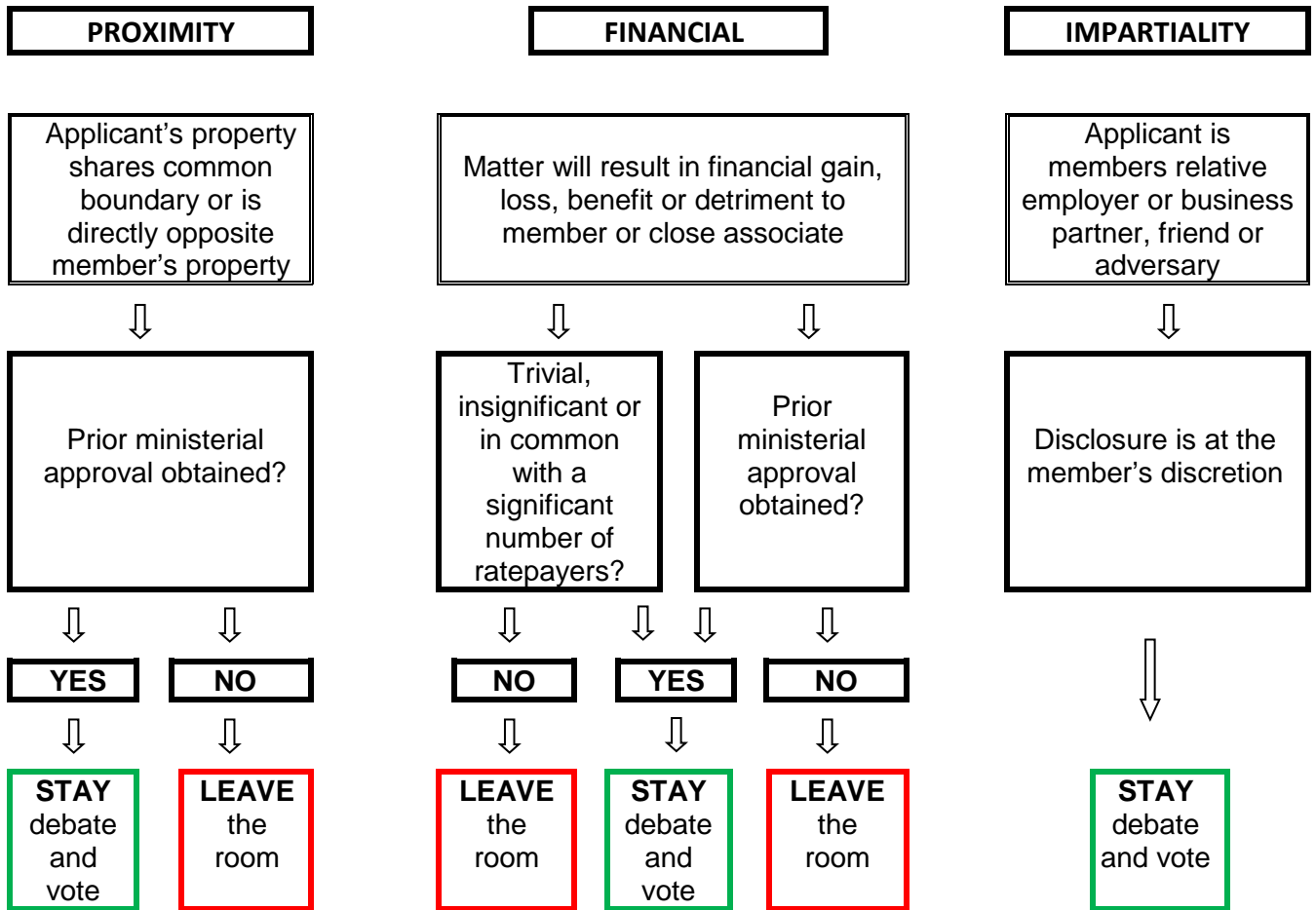
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* Declaring an Interest



Local Government Act 1995 - Extract

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

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

(Penalties apply).

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

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

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

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

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

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

'Local Government (Administration) Regulations 1996 - Extract

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

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



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

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

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The CEO welcomed those present and declared the meeting open 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.

Councillors McTaggart and Walker made their declarations and these were witnessed by Mr John McCleary, JP.

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

2.1 Shire President – One nomination was received for Councillor Hammarquist to be the Shire President, Councillor Hammarquist accepted the nomination and was voted in unanimously.

2.2 Deputy Shire President - One nomination was received for Councillor Caunt to be the Deputy Shire President, Councillor Caunt accepted the nomination and was voted in unanimously.

3. Appoint Councillors to Committees and Representative Bodies

3.1 Audit Committee

Cr B. Walker

Cr D. Hammarquist

Cr A. McKeough (Pending Swearing in)

Cr J. Caunt

3.2 LEMC Committee

CR A. McKeough (Pending Swearing In)

3.3 WALGA ZONE

Cr. D. Hammarquist

Proxy: Cr J. Caunt

3.4 Regional Road Group

Cr D. Hammarquist

Proxy: Cr. H. McTaggart

4. CEO to preside

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

5. How the Shire President is elected

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

- 5.2 The election is to be conducted by the CEO in accordance with the procedure prescribed.
- 5.3 **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.
- 5.4 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.
- 5.5 The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- 5.6 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
- 5.7 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.

6. Votes may be cast a second time

- 6.1 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**.
- 6.2 Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- 6.3 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
- 6.4 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.

7. ELECTION OF DEPUTY PRESIDENT

How the deputy president is elected

- 7.1 The council is to elect a councillor (other than the president) to fill the office.
- 7.2 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.
- 7.3 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.

- 7.4 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.
- 7.5 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.
- 7.6 The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- 7.7 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.
- 7.8 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.

8. Votes may be cast a second time

- 8.1 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.
- 8.2 Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.
- 8.3 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.
- 8.4 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.

Councillor D. Hammarquist assumed the chair as the Shire President.

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 B. Walker	Councillor
Cr H. McTaggart	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

Cr Watters
Cr A. McKeough

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

Item No 01102021

MOVED: CR J. CAUNT

SECONDED: CR H. MCTAGGART

That Cr B. Walker be granted leave of absence for the Ordinary Meeting of Council scheduled for the 17th of November 2021.

F/A: 4/0

4. PUBLIC QUESTION TIME

4.1 Questions on Notice

Nil

4.2 Questions without Notice

Nil

5. DISCLOSURE OF INTEREST

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

- 6.1 Greenfield Technical Services – Joshua Kirk provided Council with a detailed report on the DRFAWA (AGRN 908) works and financial position.
- 6.2 Global Groundwater – Richard Nixon Provided Council with a detailed report on potential ground water sources adjacent to the Gascoyne Junction Townsite that could possibly be further investigated to supply the town with an alternative environmental water supply,

7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President congratulated the Councillors, McKeough, McTaggart and Walker on their successful re-election and thanked all who participated in the election.

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: 02102021			
MOVED:	CR: B. WALKER	SECONDED:	CR: J. CAUNT
That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 22 nd of September 2021 be confirmed as a true and correct record of proceedings.			
F/A: 4/0			

The meeting adjourned at 9.55am for morning tea and to convene the Audit Committee Meeting as the Committee had a pre-arranged meeting with the Shires' Auditors, Consultant Accountant (RSM) and the OAG to complete the exit meeting requirements for the 2020/21 financial year.

The OMC reconvened at 10.35am.

10. REPORTS OF OFFICERS

Council Resolution No: 03102021			
MOVED:	CR: H. MCTAGGART	SECONDED:	CR: B. WALKER
That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officer reports as read.			
F/A: 4/0			

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 Bidgemia 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 Respsponsible 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 Employure 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 style="padding-left: 40px;">(i) the payee's name; and</p> <p style="padding-left: 40px;">(ii) the amount of the payment; and</p> <p style="padding-left: 40px;">(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 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 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: 04102021

MOVED:	CR: H. MCTAGGART	SECONED:	CR: J. CAUNT
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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.

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

F/A: 4/0

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: 05102021					
MOVED:	CR: H. MCTAGGART	SECONDED:	CR: B. WALKER		
<p>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of September 2021.</p> <p>F/A: 4/0</p>					

10.6 2022 COUNCIL MEETING DATES

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: 06102021

MOVED:	CR B. WALKER	SECONDED:	CR J. CAUNT
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That Council:

Adopt the following dates for the Ordinary Meeting of Council for 2022:

Last Wednesday of Each Month*		Locality of Meeting
February	Wednesday 9 th	Gascoyne Junction Shire Administration Building
March	Wednesday 23 rd	Gascoyne Junction Shire Administration Building
April	Wednesday 27 th	Gascoyne Junction Shire Administration Building
May	Wednesday 25 th	Mt Augustus Tourist Park
June	Wednesday 22 nd	Gascoyne Junction Shire Administration Building
July	Wednesday 27 th	Gascoyne Junction Shire Administration Building
August	Wednesday 24 th	Gascoyne Junction Shire Administration Building
September	Wednesday 21 st	Gascoyne Junction Shire Administration Building
October	Wednesday 26 th	Gascoyne Junction Shire Administration Building
November	Wednesday 23 rd	Gascoyne Junction Shire Administration Building
December	Thursday 15 th	Gascoyne Junction Shire Administration Building

Western Road inspections – April 2022

Eastern Road Inspections – May 2022

F/A: 4/0

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: 07102021

MOVED:	CR B. WALKER	SECONDED:	CR J. CAUNT
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That Council –

1. 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:
 - Close from 12:00pm (noon) Thursday 23rd December 2021
 - Re-open Monday 10th January 2022 (normal business hours)
2. Cease work from 17th of December 2021 and recommence work on the 31st of January 2022 for the Works Crew.

F/A: 4/0

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: 08102021					
MOVED:	CR H. MCTAGGART	SECONDED:	CR B. WALKER		
<p>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.</p> <p>F/A: 4/0</p>					

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> <p><i>(Absolute Majority)</i></p> 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> <p><i>(Simple Majority)</i></p>		
Council Resolution No: 09102021			
MOVED:	CR B. WALKER	SECONDED:	CR H. MCTAGGART
<p>That Council –</p> <ol style="list-style-type: none"> 1. In accordance with section 6.8(1)(b) of the Local Government Act, adopt the following budget variations; <ol style="list-style-type: none"> c) Increase budget funds at GL 10943000 Capital Improvements Staff Housing by \$26,004 d) Transfer from the Building Reserves of \$26,004 <p>(Absolute Majority)</p> 2. 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. <p>F/A: 4/0</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. The Council have elected to expend a portion of this grant towards the shed replacement.
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>
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Risk:	
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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: 10102021

MOVED:	CR B. WALKER	SECONDED:	CR H. MCTAGGART
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That Council endorse the following decision making criteria when assessing tenders for the demolition and construction of a new workshop:

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%

F/A: 4/0

11. MATTERS BEHIND CLOSED DOORS

Item No: 11102021

MOVED: CR J. CAUNT

SECONDED: CR B > WALKER

That Council go behind closed doors to discuss confidential matters.

F/A: 4/0

11.1 CEO's Performance Appraisal

Item No: 12102021

MOVED CR B. WALKER

SECONDED CR J CAUNT

That Council:

1. Notes that John McCleary's Performance Review in his role as Chief Executive Officer for the Shire of Upper Gascoyne for 2020/21 has been undertaken;
2. Endorses Mr McCleary's overall rating of Exceeds Expectations;
3. Schedules the next review of the CEO's performance to be conducted by October 2022;
4. Increases the CEO's TRP to \$240,033.80
5. Schedules the next review of remuneration is considered by October 2022, in accordance with the contract of employment between Council and Mr McCleary.

F/A: 4/0

Item No: 13102021

MOVED: CR:

SECONDED: CR:

That Council come out from behind closed doors.

F/A: 0/0

The meeting adjourned at 12.35pm for lunch
The meeting reconvened at 1.25pm

Mr Richard Nixon from Global Groundwater provided the Shire with a comprehensive report on possible location where the Shire could possibly source water

Richard left the chamber at 3.50pm.

12. PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Tender Decision Criteria – Supply of Labour / Plant for works associated with a flood event - AGRN (974)

Item No: 14102121

MOVED: CR J. CAUNT

SECONDED: CR B. WALKER

That Council endorse the following decision making criteria when assessing tenders for the Tropical Low and Associated Flooding (AGRN 974).

- 25% Tender Price;
- 15% Quality and Completeness of plant / equipment;
- 10% Demonstrated Remote Area Construction Experience;
- 10% Demonstrated Local Knowledge of sourcing appropriate materials;
- 20% Percentage Local Content of Plant/Equipment (inclusive of operators) and Resources;
- 10% Capacity to complete contract works; and
- 10% Provisions for mechanical support.

F/A: 4/0

14. ELECTED MEMBERS REPORTS

- 14.1 Cr Hammarquist OAM JP
Nil
- 14.2 Cr Caunt
Nil
- 14.3 Cr B. Walker
Nil
- 14.4 Cr H. McTaggart
Nil

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	Close	CEO

		will be instructed to pursue the costs associated.		
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16. STATUS OF SHIRE PROJECTS

As per [Appendix 5](#)

17. MEETING CLOSURE

The Shire President closed the meeting at 4.25pm.

To be confirmed at the Ordinary Meeting on the 17th November 2021.

Signed..... *DR Hammarquist OAM JP*

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