



MINUTES

29th of July 2020

ORDINARY COUNCIL MEETING



John McCleary, JP
CHIEF EXECUTIVE OFFICER

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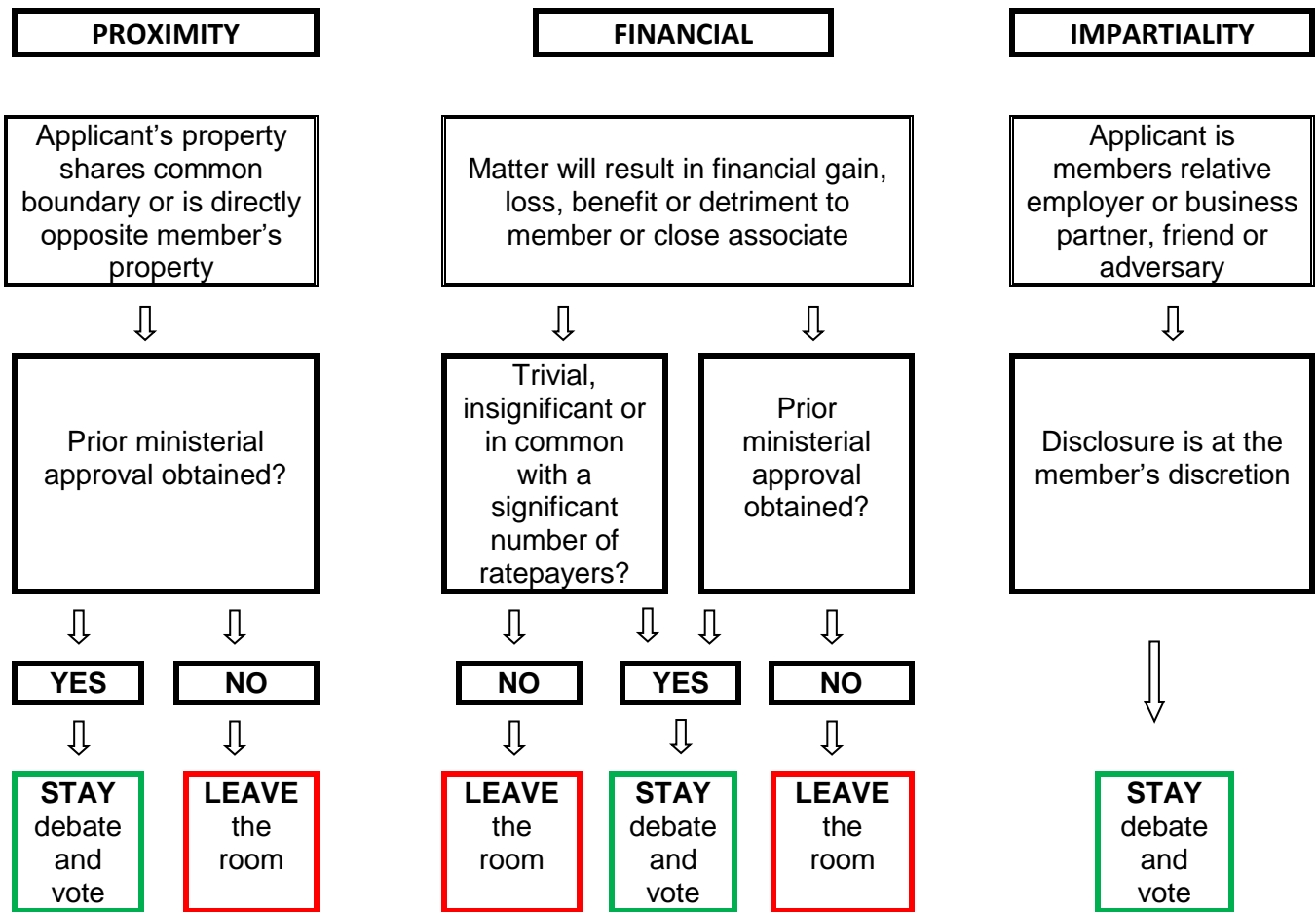
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* Declaring an Interest



Local Government Act 1995 - Extract

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

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:
- (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
- (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

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

- (1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

- If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:
- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply).

'Local Government (Administration) Regulations 1996 - Extract

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

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



SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 29th of JULY 2020

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**SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 29th OF JULY 2020**

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

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

2. APOLOGIES AND APPROVED LEAVE OF ABSENCE

2.1 Councillors

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

Staff

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

Visitors

Mr Joshua Kirk	Greenfield Technical Services (8.30am – 9.50am)
Mr Nigel Goode	Greenfield Technical Services (8.30am – 9.50am)
Ms Tina Godden	A/Operation Manager – WACHS (10.30am – 11.20am)
Ngaire McCallum	Coordinator Nursing & Midwifery – WACHS (10.30am -11.20am)
Hon Melissa Price	Member for Durack (10.35am – 12.55pm)
Rose Crane	Media Adviser (10.35am – 12.55pm)

2.2 Absentees

Nil

2.3 Leave of Absence previously approved

Nil

3. APPLICATION FOR LEAVE OF ABSENCE

Nil

4. PUBLIC QUESTION TIME

4.1 Questions on Notice

Nil

4.2 Questions without Notice

Nil

5. DISCLOSURE OF INTEREST

Cr Jim Caunt – Item No’s 10.7, 10.9 & 11.2
Cr Hamish McTaggart Item No’s 10.7, 10.9 & 11.2
Cr Don Hammarquist – Item No 10.8

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Greenfields Technical Services – Provided Council with an update of work carried out and work scheduled for the Flood damage works, in addition provided Council with information in regards to item 11.2.

WACHS – The representatives were appraised of the importance of re-establishing a Doctors service at Gascoyne Junction.

Hon Melissa Price – provided Council with information regarding initiatives brought forward by the Federal Government and Council had the opportunity to ask various questions and highlighted to the Honourable Member some of the Shires concerns.

7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION

Nil

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

Items 11.1 and 11.2

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

9.1 Ordinary Meeting of Council held on 24th of June 2020.

9.2 Audit Meeting of Council held on 24th of June 2020.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Resolution No. 01072020

MOVED: CR G. WATTERS

SECONDED: CR R. HOSEASON-SMITH

That the Unconfirmed Minutes from the Ordinary Meeting of Council and the Audit Meeting of Council held on the 24th of June 2020 be confirmed as a true and correct record of proceedings.

CARRIED: 7/0

Resolution No. 02072020

MOVED: CR G. WATTERS

SECONDED: CR B. WALKER

That Council go behind closed doors to discuss a Confidential Item – Item No 11.2

CARRIED 7/0

Cr J. Caunt left the Council Chambers at 8.50am as he declared a financial interest in item 11.2. Cr H. McTaggart did not vote as his brother-in-law was a sub-contractor for one of the tenderers which would fit the definition of a closely related associate. Cr McTaggart requested that he be allowed to remain in the chamber and contribute towards the debate but not vote – Council agreed to this request.

Item No 11.2 SUPPLY OF PLANT AND OPERATORS FOR ROAD FLOOD DAMAGE REPAIRS – TENDER ASSESSMENT – (RFT 08- 19/20 – AGRN 908)

Resolution No. 03072020

MOVED: CR G. WATTERS SECONDED: CR B. WALKER

That Council appoint the following contractors carry out works for flood damage AGRN 908 packages as follows;

- (a) Package 1 – QEM Group**

- (b) Package 2 – THEM Earthmoving**

CARRIED: 5/0

Resolution No. 04072020

MOVED: CR G. WATTERS SECONDED: CR B. WALKER

That Council come out from behind closed doors.

CARRIED 6/0

Cr Caunt re-entered the Chambers at 9.55am.

The meeting adjourned at 9.57am for morning tea.

The meeting reconvened at 10.25am.

10. REPORTS OF OFFICERS

10.1 Manager of Finance & Corporate Services Report

Happy End of Financial Year! June has been a busy month for the Corporate Services team as we have been preparing for the end of the 2019/2020 financial year and getting everything ready to roll over into the new financial year for 2020/2021.

Staff have been finalising 19/20 projects and programs, updating progress reports for funding bodies, archiving previous financial year's records and decluttering the CRC and admin office space. All in the effort to start fresh for a new financial year.

At the end of the month we saw the departure of Robyn, a long serving member of the CRC. The Shire held a fitting farewell for Robyn on her last day and wished her all the best in her retirement. We hope to see Robyn back at the CRC soon, only this time it will be on the other side of the counter as a member of our community.

To help bridge the gap at the CRC since Robyn's departure and whilst we have been recruiting for a new Customer Service Officer, our Corporate Services Officer Cherie Walker has been holding down the fort at the centre. This temporary shortage in staff has placed some pressure on the team to ensure continuity of service at the CRC, particularly since the start of the school holidays as we have seen more and more visitors to the area. I would like to extend a big thank you to my team in managing the additional work that has resulted from being short staffed, and especially to Cherie who has taken on extra duties in running the day to day operations of the CRC.

The recruiting process for a new Customer Service Officer at the CRC has come to an end, and an appointment has now been made. This will assist the team greatly in getting back on track and up to date. Please refer to the CEO's report for more detail on our new staff member.

As briefly mentioned above, I am pleased to advise Council that we have been seeing an increase in tourists to the Upper Gascoyne. Over the last three weeks there has been an influx of numbers in customers through the CRC and in general, enquiries taken over the phone from keen holiday makers who are planning a trip to the region in July and August.

We have had a lot of interest in the Kennedy Ranges from those who are heading to the area to camp, and from those who have been planning day trips. All have been very impressed by the Kennedy Ranges and asked why there wasn't more promotion of the area as it seems like a great way to lift the profile of the Upper Gascoyne region. We have received great feedback from all who visited the area and some suggestions on how we could improve on the experience, such as installation of more signage (particularly around access to "The Loop"), more designated camping areas, regular rubbish collections and better management of the honour boxes for payment of camping fees. This information has been passed onto DPAW as the agency responsible for managing the park.

Along with this great feedback on the Kennedy Ranges, we have also received a lot of praise from visitors about the conditions of our unsealed roads. We advise travellers that the people who deserve the credit are our road works team, so many thanks and a big shout out to Jarrod and the Works crew for a job very well done!!

In addition to all of the great work that is happening at the CRC, preparing for our EOFY closure and roll over, seeing an increase in tourist traffic to our region, making sales on our tourist merchandise due to visitors buying up big, we have also been busy working on finalising our draft budget. The Management team and RSM have been crunching numbers in an effort to balance the 20/21 annual budget in preparation for its adoption in August 2020.

Community Resource Centre - Monthly Income Report

Printed at: 17/07/20

SHIRE OF UPPER GASCOYNE

Page No : 1

General Ledger Detail Trial Balance

(fmGLTrialBalance)

Options : Year 19/20,From Month 12,To Month 12,By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOff	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
	CRC INCO 10841310	Commission Centrelink : CRC	-5,103.73	0.00	-5,103.73
	CRC INCO 10841330	Transport Commission: CRC	-684.84	-425.50	-1,110.34
	CRC INCO 10841340	Postal Agency Commission: CRC	-7,256.88	-680.11	-7,936.99
	CRC INCO 10841360	Income from Events Held	-1,074.50	-496.44	-1,570.94
	CRC INCO 10841380	Postal Agency Sales	-675.08	-68.87	-743.95
	CRC INCO 10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,385.63	-996.29	-2,381.92
	CRC INCO 10841500	Grant: CRC Operating	-96,000.00	0.00	-96,000.00
	CRC INCO 10842600	CRC Income Misc.	-321.78	0.00	-321.78
Total	CRC INCOME		<u>-112,502.44</u>	<u>-2,667.21</u>	<u>-115,169.65</u>
Total for division	GEN		<u>-112,502.44</u>	<u>-2,667.21</u>	<u>-115,169.65</u>
Grand Total			<u>-112,502.44</u>	<u>-2,667.21</u>	<u>-115,169.65</u>

Community Resource Centre - Monthly Customer Service Stats

CUSTOMER SERVICES & ENQUIRIES	2019.2020 TOTAL	2018.2019 TOTAL	YTD Difference	Jun-20	Jun-19	June Difference
Aus Government Info/Roads	1484	1391	93	363	331	32
Government Access Point	14	46	-32	1	1	0
Department of Human Services	38	104	-66	1	10	-9
Department of Transport	77	83	-6	8	12	-4
Computer/Internet Access	31	33	-2	4	6	-2
Faxes	1	10	-9	0	2	-2
General Tourism Information	303	148	155	57	25	32
Phonebook Purchases	0	5	-5	0	1	-1
Community Seminars	1	0	1	0	0	0
Gassy Gossip yearly subscription	3	1	2	0	0	0
Training/Courses	4	0	4	0	0	0
Hot Office Bookings	5	13	-8	1	2	-1
Library	43	61	-18	4	6	-2
Video Conference/Telehealth	6	5	1	1	1	0
Book Sales	47	73	-26	0	5	-5
Photocopying/Printing/Scanning/Emailing	32	19	13	3	1	2
Laminating/Binding	2	0	2	0	0	0
CRC Merchandise Sales	331	359	-28	67	63	4
Community Events	9	10	-1	0	1	-1
Gassy Gossip Advertisement	34	9	25	2	1	1
Total Customer Service Enquiries	2465	2370	95	512	468	44

10.2 Manager of Works and Services Report

General:

As usual July is a blend of finalising the previous financial year's work and planning and beginning the new financial year's programs and purchases. We have been working on finalising our 20/21 budget and works programs as well as getting future projects shovel ready in the event funding becomes available.

We have engaged Milton Bond to scope and cost the alternative town water supply from Mongers. Milton has visited the location and is putting together a design and cost estimate to sure up a reliable and good quality town water supply. He is going to do the same for the town reticulation replacement bore as DWER still require us to relocate the current bore.

The pavilion veranda grant works is completed and looks great. I have begun sourcing quotes to clad and insulate the internal walls as part of our funding provided by the Federal Government's COVID19 stimulus.

I attended a number of meetings with our President and CEO in the last few weeks including a combined meeting with the Shire of Carnarvon and Hastings on the 25th June in Carnarvon, catching up with MRWA to discuss our proposed bitumen works projects and the RRG meeting on the 26th of June in Exmouth.

The new rubbish truck has arrived from the east coast, the Shire logo has been affixed and she is nearly ready to begin work. As with all second hand purchases there is some minor defects to be repaired but otherwise it will be an important asset for us.

I am looking forward to the town maintenance officer position being filled by Sean Walker at the start of August. There are several projects in the planning and quoting stages and plenty of maintenance issues to catch up on in our staff housing. Sean will also assist in overseeing projects such as the pub solar, tourist information precinct and relocation of our town reticulation bore.

Carnarvon Electrics have begun installing the new solar system at the tourist park. Works are expected to be completed by mid-August.

We have engaged Kevin Miller from Pro Crack Seal to do the crack sealing on the airstrip before the new seal is laid by Fulton and Hogan at the end of August. Kevin will also crack seal Riverside Drive and sections of Killili and Ullawarra roads.

Maintenance Graders:

Thomas is still working south on the Dalgety Glenburgh road. He will then continue onto the Murchison boundary on Carnarvon Mullewa Road.

Ian is working on the Carnarvon Mullewa road between Dairy Creek and Glenburgh. Once completed he will start on the Carnarvon Mullewa verges west of town before moving onto Ullawarra Road.

Construction Crew:

Works have begun on the Blackspot hill near Cobra. The blast team have been drilling and expect to have blasted by the 27th of July before moving onto our next Blackspot project near Burringurrah. Unfortunately we have had to close this section of Cobra Dairy Creek road to perform the works. The crew have erected road blocks at all entry points into this area. We anticipate to reopen the road on the 30th July. The Burringurrah hill will have a detour around it and will not require a road closure during drilling and reconstruction.



Figure 1-2: Drill rig on the Cobra hill.

Equipment:

July seemed to be the month for flat tyres right across the fleet including all three graders, padfoot and the tractor. We have also had quite a few breakdowns including the CAT prime mover front brakes, BT-50 engine and gearbox failure (warranty), Hilux idler bearing failure and smashed windscreen on our tractor.

10.3 CEO Report

On the 26th of June 2020 the Shire President, Manager of Works and Services and myself attended both the WALGA Zone meeting and the Regional Road Group meeting held in Exmouth. The Shire put up a proposal for the State Roads Funds to Local Government Agreement 2018/19 – 2022/23 be reviewed according to clause 6.2.1 of the Agreement. The RRG meeting basically reinforced the allocation for this financial year.

I was in Perth on the 6th and 7th of July to received further treatment. The results of my blood tests indicated that things were tracking along well. I am now due to get my three monthly scans as such I will be away from the 31st of July until the 7th of August. If these scans are good I will be in a better position to advise what the next course of treatment will look like. As always I am available via telephone

or email and will keep my finger on the pulse. It is my intention to appoint Jarrod Walker to the ACEO position during my absence.

On Monday the 13th of July 2020 I attended the offices of Greenfield Technical Services in Geraldton to open tenders for the AGRN 908 works. We received 6 submissions which is sufficient to garner a good cost comparison. Greenfields are preparing a report which will be presented to Council as a confidential item.

I am pleased to advise that we have appointed Billie O’Sullivan to the Customer Service Officer position. Billie has had a lot of experience at this level, predominately in the medical sector however these skills are transferrable between sectors and she will be a good fit for our organisation.

Work has commenced on the Visitor Stop project, the Solar Project and the Airstrip Reseal Project. There is a lot work to be done on the Visitor Stop project before we can go out to tender and meet our deadline for signing the grant tool, the architect and the civil engineer have been onsite and the other consultants doing hydrological, structural, electrical and landscaping have been engaged to prepare detailed plans so that we can go out to tender for a company to undertake all the works as one package. The Solar project will commence in the week commencing on the 20th of July and we have appointed Fulton Hogan to reseal the airstrip.

Preparation of the Budget is still ongoing as we continue to develop and refine the document, we have been waiting for confirmation from a number of State and Federal Government Instrumentalities to ensure that we have their approvals and have got the accounting correct before we commit to the document. One of the biggest challenges has been to ensure that the closing and opening balances are as close as possible to correct as we can get, as this month finishes most outstanding creditors from the 2019/20 financial year would have been presented and paid.

In keeping with our theme to develop further projects for the Shire I have been busy getting information and quotes on the Mount Augustus Airstrip Project, Signage Project, Gascoyne River Access and Swimming Pontoon Project. We have had Milton Bond undertake an onsite inspection of the Mongers Water Supply Project, Milton has given us some initial tasks we need to do, such as drill three or more bores to establish the quality and quantity of water available, if this information comes back positive he will then design the project and provide accurate cost estimates. I am also working with Robert Fenn from Development WA to look at getting more Residential and Industrial Land available, this will take some time given the complexities involved. As we know, having fully developed and costed projects is the only way to go, this approach has served us well and we will continue to do so into the future.

At the time of writing I have not yet attended Jarrod’s 40th Birthday shindig which is to be held on the 25th of July at the Junction Pub, if all attend who have been invited it promises to be eventful! I am hopeful of having a few pictures for the next agenda. In any event on behalf of us all I wish Jarrod a Happy Birthday and wish him only the very best for the future.

At the time of writing I have been informed by Horizon Power that the Gascoyne Junction townsite is to be provided with a network battery to assist with our solar power. I am not really sure as to how it works, but I would imagine I will find out in due course.

Grants

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
22/10/2019	12/11/2019	Gascoyne Junction airport runway reseal	Remote Airstrip Upgrade Program	Federal – Dept. Infrastructure, Transport, Cities & regional Development	\$65,453	\$130,907	Successful
06/12/2019	11/12/2019	2021 Country Music Festival & Gymkhana	2020-21 Regional Events Scheme	Tourism WA	\$40,000	\$131,500	Unsuccessful
18/12/2019	20/12/2019	Gascoyne Visitors Stop	Building Better Regions Fund	Federal Dept. of Infrastructure	\$2,398,500	\$2,583,500	Successful

The meeting adjourned for Lunch at 12.55pm.

The meeting reconvened at 2.00pm

Cr A. McKeough was absent as she took the Hon Melissa Price on a tour of the townsite.

OFFICERS RECOMMENDATION / COUNCIL RESOLUTION – 05072020

MOVED: CR B. WALKER

SECONDED: CR J. CAUNT

That Council receive the Manager of Finance and Corporate Services Report, Manager of Works and the Chief Executive Officers Reports.

CARRIED: 6/0

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Sa Toomalatai – Manager of Finance & Corporate Serv.
DATE:	7 th July 2020
Matters for Consideration:	
To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 29 th of July 2020 as attached – see Appendix 1	
Comments:	
The list of accounts are for the month of June 2020.	
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.	
Statutory Environment:	
Local Government (Financial Management Regulations) 1996	
13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.	
(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 —	
(a) the payee's name; and	
(b) the amount of the payment; and	

- (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications:

Nil

Financial Implications:

2019/20 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

Officer's Recommendation:**Voting requirement:** Simple Majority

That Council endorse the payments for the period 1st of June to the 30th of June 2020 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

Municipal Fund Bank EFTs (12162-12243)	\$2,045,049.92
Payroll	\$ 111,026.53
BPAY/Direct Debit	\$ 16,482.55
TOTAL	\$2,172,559.00

Council Decision:06072020**MOVED: CR G. WATTERS****SECONDED: CR R. HOSEASON-SMITH**

That Council endorse the payments for the period 1st of June to the 30th of June 2020 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.

Municipal Fund Bank EFTs (12162-12243)	\$2,045,049.92
Payroll	\$ 111,026.53
BPAY/Direct Debit	\$ 16,482.55
TOTAL	\$2,172,559.00

CARRIED: 6/0**10.5 MONTHLY FINANCIAL STATEMENT**

APPLICANT:

Shire of Upper Gascoyne

DISCLOSURE OF INTEREST:

None

AUTHOR:

Sa Toomalatai – Manager of Finance & Corporate Serv.

DATE:

21 July 2020

Matters for consideration:

The Statement of Financial Activity for the periods of June 2020, include the following reports:

- 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

see [Appendix 2](#)

Comments:

The Statement of Financial Activity is for the month of June 2020.

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.

Statutory Environment:

Local Government Act 1995 – Section 6.4

Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.

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	
Officer's Recommendation:	Voting requirement: Simple Majority
<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2020.</i>	
Council Decision: 07072020	
<p>MOVED: CR B. WALKER SECONDED: CR R. HOSEASON-SMTH</p> <p>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2020.</p> <p>CARRIED: 6/0</p>	

10.6 WATER CART CONTRACT	
APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – CEO
DATE:	9 July 2020
Matters for Consideration:	
To determine whether to enact clause 3.26 and offer the contractor a 12 month extension on the existing Water Cart Contract.	
Background:	
<p>The Shire currently has a contract with Junction Contracting Services to supply Water Carts. This contract was a 2 year contract with a further 2 one year options available at the discretion of the Principal. The current contract will expire on the 1st of November 2020. Mr Clive Price has requested that the Shire extend his existing contract for a further one year term as provided in clause 3.26 of the Contract. The Shire have received a letter from Mr Price seeking to have a one year extension of the existing contract, please refer to Appendix 3.</p>	
Comments:	
<p>The Shire went to tender in September 2018 with a decision made at the ordinary meeting of Council held on the 31st of October 2018. It was resolved at this meeting :</p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Not accept any tender and notify the tenderer;</i> 2. <i>Authorises the CEO to go to market and seek a supplier of the services required without going back through the tender process; and</i> 	

3. *Authorise the CEO to enter into contractual arrangements with a selected supplier subject to a rise and fall clause being included along with a two (2) year term with two (2) one (1) year extensions if requested and approved by the Council.*

The Shire continued to work with a Local Supplier to get the preferred machinery in order to fulfil the requirements of the contract. This was achieved over a period of time and a contract was awarded on the 1st of November 2018.

From all accounts the provision of the contract services and the quality of service provision has been adequate with the Contractor meeting all of their obligations.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Risk:

Nil

Consultation:

Mr Jarrod Walker

Mr Clive Price

Officer's Recommendation:

Voting requirement:

That Council extends the Water Cart Contract currently being provided by Junction Contracting Services by a further 12 months as detailed in section 3.26 of the Contract expiring on the 1st of November 2021.

Council Decision: 08072020

MOVED: CR B. WALKER

SECONDED: CR J. CAUNT

That Council extends the Water Cart Contract currently being provided by Junction Contracting Services by a further 12 months as detailed in section 3.26 of the Contract expiring on the 1st of November 2021.

CARRIED: 6/0

10.7 SALE OF VACANT LOT 56 (NO 9) GREGORY STREET – GASCOYNE JUNCTION

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Cr Jim Caunt Cr Hamish McTaggart
AUTHOR:	John McCleary – CEO
DATE:	9 July 2020
Matters for Consideration:	
To authorise the sale of Lot 56 (No 9) Gregory Street, Gascoyne Junction to JW & JP Caunt.	
Background:	
<p>The Shire have had various vacant Lots in the Gascoyne Junction townsite for sale. Currently the Shire have three vacant Lots, these being 9 Gregory Street, 22 Hatch Street and 12 Hatch Street. Mr and Mrs Caunt have indicated that they wish to purchase Lot 56, No 9, Gregory Street, Gascoyne Junction, please refer to Appendix 4.</p> <p>The Shire have budgeted to build a new staff house and this is to be built on Lot 50 Hatch Street; thereby only leaving two vacant lots.</p>	
Comments:	
<p>The Shire have set a purchase price of \$5,000 per lot and a valuation of the properties was undertaken by OPTEON on the 28th of August 2018. This report indicated that the Market Value Range is between \$1,000 - \$5,000 per lot. The purchase price was set to cover the Shires legal and conveyancing costs.</p> <p>The legislation states that the valuation is to be carried out not more than 6 months before the proposed disposition, in our case the valuation was undertaken in August 2018 so it is nearly two years old. Land values have not risen in the Shire and perhaps there is a downward pressure; however, given we are only looking to recover expenses the sale price reflects these costs. I have spoken with the Department of Local Government, Communities, Sport and Recreation and they advised that they would be happy with this valuation report if a Real Estate Agent verified its contents. I have a review from Outback Properties in Carnarvon verifying that in their opinion the valuation report is still current.</p>	
Statutory Environment:	
Local Government Act 1995	
<p>3.58. Disposing of property (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>(2) Except as stated in this section, a local government can only dispose of property to —</p> <p>(a) the highest bidder at public auction; or</p> <p>(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.</p>	

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition — (i) describing the property concerned; and (ii) giving details of the proposed disposition; and (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and (b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition

Local Government Act 1995 - Section 1.7

Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be — (a) published in a newspaper circulating generally throughout the district; and (b) exhibited to the public on a notice board at the local government's offices; and (c) exhibited to the public on a notice board at every local government library in the district.

Local Government (Functions and General) Regulations 1996

Regulation 30 – Provisions relating to exemptions under section 3.58 of the Act

<i>Policy Implications:</i>	
Nil	
<i>Financial Implications:</i>	
Nil	
<i>Strategic Implications:</i>	
Economic Development <i>Retain existing industries and encourage the establishment of new industries to broaden the region's economic base.</i>	
<i>Risk:</i>	

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:

Mr Jim Caunt
 Burke Maslen – Outback Properties
 Department of Local Government, Communities, Sport and Recreation

Officer's Recommendation:

Voting requirement: Simple Majority

That Council authorises the CEO:

1. To sell Lot 56 (No 9) Gregory Street, Gascoyne Junction to JW & JP Caunt for the sum of \$5,000.00 + GST subject to;
 - a) Section 3.58 of the Local Government Act 1995;
 - b) Engages a Legal / Conveyancing Firm(s) to prepare the sale documents.

Council Decision: 09072020

MOVED: CR WALKER

SECONDED: CR R. HOSEASON-SMITH

That Council authorises the CEO:

1. To sell Lot 56 (No 9) Gregory Street, Gascoyne Junction to JW & JP Caunt for the sum of \$5,000.00 + GST subject to;
 - a) Section 3.58 of the Local Government Act 1995;
 - b) Engages a Legal / Conveyancing Firm(s) to prepare the sale documents.

CARRIED: 4/0

Cr Hammarquist left the Chambers at 2.42pm
 Cr A. McKeough re-joined the meeting at 2.43pm.

10.8 SALE OF LOT 47 HATCH STREET – GASCOYNE JUNCTION

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Cr Don Hammarquist
AUTHOR:	John McCleary – CEO
DATE:	9 July 2020
Matters for Consideration:	
To authorise the sale of Lot 47 Hatch Street, Gascoyne Junction to DR & DM Hammarquist.	
Background:	
<p>The Shire have had various vacant Lots in the Gascoyne Junction townsite for sale. Currently the Shire have three vacant Lots, these being 9 Gregory Street, 22 Hatch Street and 12 Hatch Street. Mr and Mrs Hammarquist have indicated that they wish to purchase Lot 47, Hatch Street, Gascoyne Junction, please refer to Appendix 5.</p> <p>The Shire have budgeted to build a new staff house and this is to be built on Lot 50 Hatch Street; thereby only leaving two vacant lots.</p>	
Comments:	
<p>The Shire have set a purchase price of \$5,000 per lot and a valuation of the properties was undertaken by OPTEON on the 28th of August 2018. This report indicated that the Market Value Range is between \$1,000 - \$5,000 per lot. The purchase price was set to cover the Shires legal and conveyancing costs.</p> <p>The legislation states that the valuation is to be carried out not more than 6 months before the proposed disposition, in our case the valuation was undertaken in August 2018 so it is nearly two years old. Land values have not risen in the Shire and perhaps there is a downward pressure; however, given we are only looking to recover expenses the sale price reflects these costs. I have spoken with the Department of Local Government, Communities, Sport and Recreation and they advised that they would be happy with this valuation report if a Real Estate Agent verified its contents. I have a review from Outback Properties in Carnarvon verifying that in their opinion the valuation report is still current.</p>	
Statutory Environment:	
Local Government Act 1995	
<p>3.58. Disposing of property (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.</p> <p>(2) Except as stated in this section, a local government can only dispose of property to —</p> <p>(a) the highest bidder at public auction; or</p> <p>(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.</p> <p>(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —</p>	

(a) it gives local public notice of the proposed disposition — (i) describing the property concerned; and (ii) giving details of the proposed disposition; and (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and (b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition

Local Government Act 1995 - Section 1.7

Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be — (a) published in a newspaper circulating generally throughout the district; and (b) exhibited to the public on a notice board at the local government’s offices; and (c) exhibited to the public on a notice board at every local government library in the district.

Local Government (Functions and General) Regulations 1996

Regulation 30 – Provisions relating to exemptions under section 3.58 of the Act

Policy Implications:					
Nil					
Financial Implications:					
Nil					
Strategic Implications:					
<p>Economic Development <i>Retain existing industries and encourage the establishment of new industries to broaden the region’s economic base.</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
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Consultation:

Mr Don Hammarquist
 Burke Maslen – Outback Properties
 Department of Local Government, Communities, Sport and Recreation

Officer's Recommendation:

Voting requirement: Simple Majority

That Council authorises the CEO:

1. *To sell Lot 47 Hatch Street, Gascoyne Junction to DR & DM Hammarquist for the sum of \$5,000.00 + GST subject to;*
 - a) *Section 3.58 of the Local Government Act 1995;*
 - b) *Engages a Legal / Conveyancing Firm(s) to prepare the sale documents.*

Council Decision: 10072020

MOVED: CR H. MCTAGGART

SECONDED: CR B.WALKER

That Council authorises the CEO:

1. To sell Lot 47 Hatch Street, Gascoyne Junction to DR & DM Hammarquist for the sum of \$5,000.00 + GST subject to;
 - a) Section 3.58 of the Local Government Act 1995;
 - b) Engages a Legal / Conveyancing Firm(s) to prepare the sale documents.

CARRIED: 6/0

Cr Hammarquist re-entered the Chambers at 2.45pm.

10.9 BULL DOZING CONTRACT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Cr J. Caunt & Cr H. McTaggart
AUTHOR:	John McCleary – CEO
DATE:	9 July 2020
Matters for Consideration:	
To determine whether to enact clause 4.21 and offer the contractor a 12 month extension on the existing Dozer Contract.	

Background:	
<p>The Shire currently has a contract with J. Caunt to provide Bull Dozer services. This contract was a 2 year contract with a further 2 one year options available at the discretion of the Principal. The current contract will expire on the 1st of December 2020. Mr Caunt has requested that the Shire extend his existing contract for a further one year term as provided in clause 4.21 of the Contract. The Shire have received a letter from Mr Caunt seeking to have a one year extension of the existing contract, please refer to Appendix 6.</p>	
Comments:	
<p>The Shire went to tender in September 2018 with a decision made at the ordinary meeting of Council held on the 31st of October 2018. It was resolved at this meeting :</p> <p><i>That Council award RFT 1 2018-19 to JW & JP Caunt subject to:</i></p> <ol style="list-style-type: none"> 1. <i>The contract being 2 years initially with a further 1 year plus an additional 1 year</i> 2. <i>A rise and fall clause is included in the contract with the base price stipulated in the tender submission.</i> <p>Subsequent to the tender being awarded to JW & JP Caunt the contract was assigned to Gascoyne Earthmoving (Tim Caunt) on the 29th of May 2019.</p> <p>From all accounts the provision of the contract services and the quality of service provision has been adequate with the Contractor meeting all of their obligations.</p>	
Statutory Environment:	
Nil	
Policy Implications:	
Nil	
Financial Implications:	
Nil	
Strategic Implications:	
Nil	
Risk:	
Nil	
Consultation:	
<p>Mr Jarrod Walker Mr Tim Caunt</p>	
Officer's Recommendation:	Voting requirement:
<p><i>That Council extends the Dozer Contract currently being provided by Gascoyne Earthmoving by a further 12 months as detailed in section 4.21 of the Contract expiring on the 1st of December 2021.</i></p>	

Council Decision: 11072020

MOVED: CR B. WALKER

SECONDED: CR G. WATTERS

That Council extends the Dozer Contract currently being provided by Gascoyne Earthmoving by a further 12 months as detailed in section 4.21 of the Contract expiring on the 1st of December 2021.

CARRIED: 4/0

10.10 COUNCILLOR MEETING FEES / ALLOWANCES

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: John McCleary – Chief Executive Officer

DATE: 15 July 2020

Matters for Consideration:

Council to determine the Sitting Fees that will be payable in the 2020/21 financial year following the determination that was handed down by the Salaries and Allowances Tribunal in April 2020.

Comments:

The State Government commissioned the Salaries and Allowances Tribunal to investigate the payments made to Councillors and to deliver an independent determination upon which future fee payments are to be based. This is similar to the annual determination made by the Salaries and Allowances Tribunal (SAT) on the remuneration to be payable to Chief Executive Officers. In both cases Councils have a statutory obligation to abide by these determinations and the respective payments are to be within the ranges set.

With the Members Sitting Fees the SAT has established 4 bands into which local governments are placed depending on financial capacity and location. The Shire of Upper Gascoyne has been listed as a Band 4 Local Government.

The tables copied below are extracts from the SAT determination for fees paid annually:

Council Meeting Attendance Fees

The ranges of fees apply where a local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay all council members who attend council, committee or prescribed meetings an annual fee.

Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president

For a council member who holds the office of mayor or president

	<i>Band</i>	<i>Minimum</i>	<i>Maximum</i>		<i>Minimum</i>	<i>Maximum</i>
1	\$24,604	\$31,678		1	\$24,604	\$47,516
2	\$14,865	\$23,230		2	\$14,865	\$31,149
3	\$7,688	\$16,367		3	\$7,688	\$25,342
4	\$3,589	\$9,504		4	\$3,589	\$19,534

Annual President / Deputy President Allowance

Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chairman of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined.

(2) Pursuant to section 5.98A (1) of the LG Act, a local government may decide by an absolute majority to pay the deputy mayor or deputy president of the local government, an allowance of up to the 25 percent of the annual allowance to which the mayor or president of the local government is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chairman under section 5.98 of the LG Act.

Annual allowance for a mayor or president of a local government

<i>Band</i>	<i>Minimum</i>	<i>Maximum</i>
1	\$50,750	\$88,864
2	\$15,225	\$62,727
3	\$1,015	\$36,591
4	\$513	\$20,063

Currently the President's Allowance is set at \$19,570 per annum and the Deputy President receives \$4,893 per annum.

ICT Allowance formerly known as Communication Allowance

ICT expenses means –

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

Currently all members receive \$3,500 per annum. Given that members are receiving the maximum amount now there is no ability to increase this allowance.

Councillors Travel Allowance

This allowance is directly referred to section 30.6 of the Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011, as required by the SAT determination. The travel allowance has not increased; as such, it is 99.01 cents per kilometer.

General

The Salaries and Allowances Tribunal in their April 2020 review has stated that the wages for Parliamentarians, Judges and Local Government Members and CEO's are to be left as per their 2019 determination. A small increase has been made for Councillors, Shire President and Deputy President annual allowances in keeping with the 2019 determination.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

Allowance has been made in the Draft 2020/21 Annual Budget

Strategic Implications:

Civic Leadership – To responsibly manage Council's financial resources to ensure optimum value for money.

Consultation:

Nil

Officer's Recommendation:

Voting requirement: Absolute Majority

That Council set the following Member Fees for the 2020/21 financial year:

- | | |
|---|-----------------------|
| 1. Presidents Allowance | \$20,063 per annum |
| 2. Deputy Presidents Allowance (25%) | \$ 5,015 per annum |
| 3. Presidents meeting attendance fee | \$19,534 per annum |
| 4. Councillors meeting fees (annualised) | \$ 9,504 per annum |
| 5. Councillors ICT Allowance (annualised) | \$ 3,500 per annum |
| 6. Councillors Travel Allowance | \$.9901 per kilometre |

Council Decision 12072020

MOVED: CR G. WATTERS

SECONDED: CR H. MCTAGGART

That Council set the following Member Fees for the 2020/21 financial year:

- | | |
|---|-----------------------|
| 1. Presidents Allowance | \$20,063 per annum |
| 2. Deputy Presidents Allowance (25%) | \$ 5,015 per annum |
| 3. Presidents meeting attendance fee | \$19,534 per annum |
| 4. Councillors meeting fees (annualised) | \$ 9,504 per annum |
| 5. Councillors ICT Allowance (annualised) | \$ 3,500 per annum |
| 6. Councillors Travel Allowance | \$.9901 per kilometre |

CARRIED: 7/0

10.11 ENDORSEMENT TO EXPEND MONIES FROM THE MUNICIPAL ACCOUNT PRIOR TO THE ADOPTION OF THE 2020/21 BUDGET

APPLICANT: Shire of upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: John McCleary – CEO

DATE: 15 July 2020

Matters for Consideration:

To endorse expenditure from the Municipal Account prior to the adoption of the 2020 / 21 budget.

Background:

The draft budget was presented to Council at the June meeting. Since then the CEO and Works Manager have identified items that both need to be added and others removed. This has been done on the basis that there is no extra cost to the budget.

The Shire is currently in position where we have significant cash available to be in position to issue purchase orders now for the capital items that have a long lead time from ordering to receiving them, rather than wait until the budget is officially adopted at the August Council Meeting.

Comments:

We have currently issued Purchase Orders for the following Capital Items

1. Works Manager vehicle replacement;
2. Grader Operator vehicle replacement;

Statutory Environment:

Local Government Act 1995 – Section 6.4
Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.

Policy Implications:

Nil

Financial Implications:

It is anticipated that these changes will have no net effect on the draft Budget that has been presented to Council for consideration.

Strategic Implications:

Nil

Consultation:	
Shire President	
Officer's Recommendation:	Voting requirement: Absolute Majority
<p>That Council endorses the CEO to purchase the following capital items prior to the 2020 / 21 budget being adopted at the August 2020 ordinary meeting of Council:</p> <ol style="list-style-type: none"> 1. Works Manager light vehicle replacement; 2. Grader Operator's light vehicle replacement. 	
Council Decision 13072020	
MOVED: CR A. MCTAGGART	SECONDED: CR R. HOSEASON-SMITH
<p>That Council endorses the CEO to purchase the following capital items prior to the 2020 / 21 budget being adopted at the August 2020 ordinary meeting of Council:</p> <ol style="list-style-type: none"> 1. Works Manager light vehicle replacement; 2. Grader Operator's light vehicle replacement. <p>CARRIED: 7/0</p>	

10.12 DESKTOP REVIEW OF STRATEGIC COMMUNITY PLAN

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	24 July 2020
Matters for Consideration:	
To present proposed changes resulting from the minor review of the Strategic Community Plan for consideration by Council as presented in Appendix 7 .	
Background:	
<ol style="list-style-type: none"> 1. In June 2017 the Shire endorsed its Strategic Community Plan 2016/2017 – 2026/27 (SCP). The SCP was informed through consultation with the community and documented the community's priorities, aspirations and vision. 2. All local governments are required to plan for the future of their district under <i>Local Government Act 1995 S5.56(1)</i>. Regulations under S5.56(2) of the Act outline the minimum required to achieve this. The minimum requirement of the plan is the development of a SCP and a CBP. 3. The DLGSCI <i>IPR Framework and Guidelines</i> state that every two years, local governments are required to undertake a review of the SCP, alternating between a minor and major review. A minor review, according to the Guidelines is "primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan." 	

4. The CBP is an internal business planning tool that translates Council priorities into operations within the resources available. The plan highlights the services, operations, projects and initiatives a local government will deliver within a defined period. It also includes the measures associated with delivering services, operations and projects and the costs associated.
5. The *Integrated Planning and Reporting Framework* (IPRF), the overarching umbrella which encompasses both the SCP and the CBP, is a set of strategic and operational documents that the Shire is required by legislation to prepare with the involvement of the community. These documents include:

Document	Purpose
Strategic Community Plan (SCP)	The SCP is a strategic document that provides direction for the Shire (and the Community) over a 10 to 15 year period. The Shire's SCP was last endorsed in June 2017.
Corporate Business Plan (CBP)	The CBP is an operational document that activates the SCP over a four year period. The CBO was last endorsed in September 2017.
Long-term Financial Plan (LTFP)	The LTFP is a documents that shows how the Shire will be able to pay for managing its assets, carrying out capital works, and providing services over a 10 year period. The LTFP was last endorsed in September 2017. In accordance with DLGSCI guidelines, the plan should be reviewed annually and through both the minor and major strategic reviews.
Asset Management Plan (AMP)	Asset planning is intended to integrate the expected cost of looking after assets with long term financial planning. The Shire's AMP was last endorsed in September 2017. In accordance with DLGSCI guidelines the plan should be reviewed regularly.
Workforce Plan (WP)	Workforce planning is intended to ensure that the Shire employs the right people to deliver the right asset management, service provision and capital works. The Shire's WP was last endorsed in November 2018. In accordance with DLGSCI guidelines the plan should be reviewed regularly.

Comments:

1. In conducting the minor review of the SCP, the Shire engaged RSM. RSM has conducted a comparative review on the approached taken by other local governments in conducting a minor review of their SCP. The most common approach taken by other local governments was to adhere to the requirements set by the DLGSCI guidelines which entails a desktop review for the purpose of updating content and references.
2. To take a more balanced approach to its review, the Shire opted to conduct not only a minor desktop review, but has also sought to engage internally with staff and elected members.
3. Engagement began internally with staff to seek thoughts in the current SCP. All respondents felt that the outcomes were still relevant and they did guide and affect daily operations. In addition, the Shire sought feedback from Elected Members on the SCP.
4. After conducting the above engagement, a desktop review of the content with the SCP and CBP was undertaken, giving consideration to the feedback received from Staff and Elected Members. Resulting from the review, minor changes have been proposed which are centred around updating actions completed to date, language corrections and updates to referenced strategies, plans and legislation. The intent of the document remains unchanged.
5. The CBP outlines how the Shire will progress the outcomes set within the SCP and contains the initiatives that will be undertaken as well as a set of measurements for the Shire to report against.

6. The main changes to the SCP as a result of the minor review are tabled below:

Strategic Community Plan Changes		
Page	Section	Change Made
3	Document Control	<ul style="list-style-type: none"> Update to include reference to minor review.
6	Message from the Shire President	<ul style="list-style-type: none"> Update to include reference to minor review.
13	Major Projects	<ul style="list-style-type: none"> Updated for completed projects since SCP adoption.
14	Maintenance and Upgrade of Road Network	<ul style="list-style-type: none"> Updated for completed actions since SCP adoption Updated references to Partners
15	Retain existing industries and encourage the establishment of new industries to broaden the region's economic base.	<ul style="list-style-type: none"> Updated for completed actions since SCP adoption Updated references to Partners
16	Emphasise and maximise the tourism potential of our natural attractions, history and local events	<ul style="list-style-type: none"> Updated for completed actions since SCP adoption
18	Gascoyne Junction Water Quality and Quantity	<ul style="list-style-type: none"> Updated for completed actions since SCP adoption Updated references to Partners
19	Feral Animal and Invasive Species Control	<ul style="list-style-type: none"> Updated reference to working with CRBA
21	Community / Aged Care Services	<ul style="list-style-type: none"> Updated for additional actions planned for the future.
27	Asset Management Plan	<ul style="list-style-type: none"> Updated for completed actions since SCP adoption
34	Acronyms	<ul style="list-style-type: none"> Table updated for changes since SCP adoption

7. The main changes to the CBP as a result of the minor review are tabled below:

Corporate Business Plan Changes		
Page	Section	Change Made
2	Document Control	<ul style="list-style-type: none"> Update to include reference to minor review.
4	Message from the Shire President	<ul style="list-style-type: none"> Update to include reference to minor review.
11	Maintenance and Upgrade of the Road Network	<ul style="list-style-type: none"> Removal of "Rav10" Updated for completed actions since CBP adoption Removed references to budgeted amounts

11	Economic Development	<ul style="list-style-type: none"> Updated for completed actions since CBP adoption Removed references to budgeted amounts
12	Maximise the tourism potential	<ul style="list-style-type: none"> Updated for completed actions since CBP adoption
13	Gascoyne Junction Water Quality and Quantity	<ul style="list-style-type: none"> Removed costs associated with "Seek funding to assist with developing water supplies" Updated for completed actions since CBP adoption
13	Feral Animal and Invasive Species Control	<ul style="list-style-type: none"> Remove costs associated with "Biosecurity – Continue Wild Dog Control Program" Added "Responsibility now with the Carnarvon Rangelands Biosecurity Association" Removed references to budgeted amounts
14	Improved Aged Care	<ul style="list-style-type: none"> 2017/18 changed to "ongoing / As required" Additional action "Assist the Gascoyne region to develop a plan for aged care services in the region".
15	Strategic Planning	<ul style="list-style-type: none"> Updated for completed actions since CBP adoption Removed references to budgeted amounts
15	Financial Planning and Management	<ul style="list-style-type: none"> Updated for completed actions since CBP adoption
15	Asset Management	<ul style="list-style-type: none"> Updated for completed actions since CBP adoption

8. Feedback from Elected Members on the direction and approach to the review was sought at the 27 May OCM.
9. The approach taken for reviewing the SCP was presented to elected members at the 27 May OCM. All feedback received has been incorporated into the SCP.
10. As stated in the DLGSCI guidelines, "assuming there are no major changes proposed, community engagement is discretionary". As the Shire had significant community input during the last major review and no major changes were made during this review process, the need to engage was limited.

Statutory Environment:	
Local Government Act 1995 (s5.56(1))	
Policy Implications:	
Nil	
Financial Implications:	
Nil	

Strategic Implications:**Civic Leadership****Objective 4:**

To provide Good Governance to the Upper Gascoyne Shire area through:

- Detailed and professional administration;
- High levels of accountability;
- Compliance with statutory requirements;
- High-quality forward planning, particularly for assets and finances;
- Openness and transparency and enhanced consultations and public participation;
- Provision of quality customer services, good financial management and pursuit of excellence in professional administration and communication.

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:

Stakeholder	Comments
Elected Members	Information was presented at the 27 May 2020 Ordinary Council Meeting regarding the future approach, generally, to the review of the IPRF framework and minor review of its SCP. Following this, a draft SCP, with proposed minor amendments has been prepared.
Shire Employees	The CEO, Works Manager and Finance Manager have reviewed the draft SCP and their feedback incorporated.

Officer's Recommendation:

Voting requirement: Simple Majority

That Council endorse the review of the Strategic Community Plan and Corporate Business Plan as presented in **Appendix 7** of the agenda.

Council Decision: 14072020

MOVED: CR J. CAUNT

SECONDED: CR G. WATTERS

That Council endorse the review of the Strategic Community Plan and Corporate Business Plan as presented in [Appendix 7](#) of the agenda.

CARRIED: 7/0

11. MATTERS BEHIND CLOSED DOORS

Council Decision 15072020

MOVED: CR B. WALKER

SECONDED: CR A. MCKEOUGH

That Council go behind closed doors to discuss a confidential item.

CARRIED: 7/0

The CEO left the Chamber at 3.05pm and returned at 3.20pm.

11.1 CEO PERFORMANCE REVIEW

Council Decision 16072020

MOVED: CR G. WATTERS

SECONDED: CR B. WALKER

That Council:

1. Notes that John McCleary's Performance Review in his role as Chief Executive Officer for the Shire of Upper Gascoyne for 2019/20 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 July 2021;
4. Increases the CEO's TRP to \$232,680 allocated as per the report.
4. Schedules the next review of remuneration is considered by July 2021, in accordance with the contract of employment between Council and Mr McCleary.

CARRIED: 7/0

Council Decision 17072020

MOVED: CR B. WALKER

SECONDED: CR A. MCKEOUGH

That Council come out from behind closed doors.

CARRIED: 7/0

12. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 JULY 2020 WORKFORCE PLAN						
APPLICANT:		Shire of Upper Gascoyne				
DISCLOSURE OF INTEREST:		Nil				
AUTHOR:		John McCleary – Chief Executive Officer				
DATE:		28 July 2020				
Matters for Consideration:						
To review and adopt the Workforce Plan as part of the Integrated Plan reviewal.						
Background:						
The Workforce plan was originally adopted in June 2017, there have been two reviews where some changes have occurred to reflect changing circumstances.						
Comments:						
In order to capture these changes and make additional changes as agreed during budget and other deliberations the entire Plan has now been formally up-dated along with the new Organisational Structure.						
Statutory Environment:						
Local Government Act 1995						
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:					
Staff					
Officer's Recommendation:			Voting requirement: Simple Majority		
<i>That Council endorse the July 2020 Workforce Plan</i>					
Council Decision: 18072020					
<p>MOVED: SECONDED:</p> <p>That Council endorse the July 2020 Workforce Plan</p> <p>CARRIED: 7/0</p>					

14. ELECTED MEMBERS REPORTS

14.1 Councillor D. Hammarquist

Attended the WALGA & RRG Meeting in Exmouth and a meeting with Hastings in Carnarvon.

14.2 Councillor G. Watters

Nothing to report.

14.3 Councillor J. Caunt

Attended a meeting with Hastings in Carnarvon.

14.4 Councillor B. Walker

Nothing to report

14.5 Councillor H. McTaggart

Nothing to report

14.6 Councillor A. McKeough

Attended a GDC meeting

14.7 Councillor R. Hoseason-Smith

Nothing to report

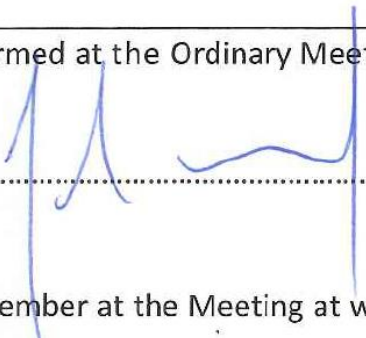
15. STATUS OF COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
10042019	Formation of a Tourism Working Group	This is still being worked on, I need to establish the terms of reference prior to advertising for members.	Open	CEO
05062020	Disposal of Land to the Gascoyne Remote School	Advice has been provided to the principal.	Close	

16. MEETING CLOSURE

The Shire President closed the meeting at 3.55pm.

To be confirmed at the Ordinary Meeting on the 26th August 2020.

Signed:.....

Presiding member at the Meeting at which time the Minutes were confirmed.