



# AGENDA

30<sup>th</sup> of September 2020

## ORDINARY COUNCIL MEETING



John McCleary, JP  
CHIEF EXECUTIVE OFFICER

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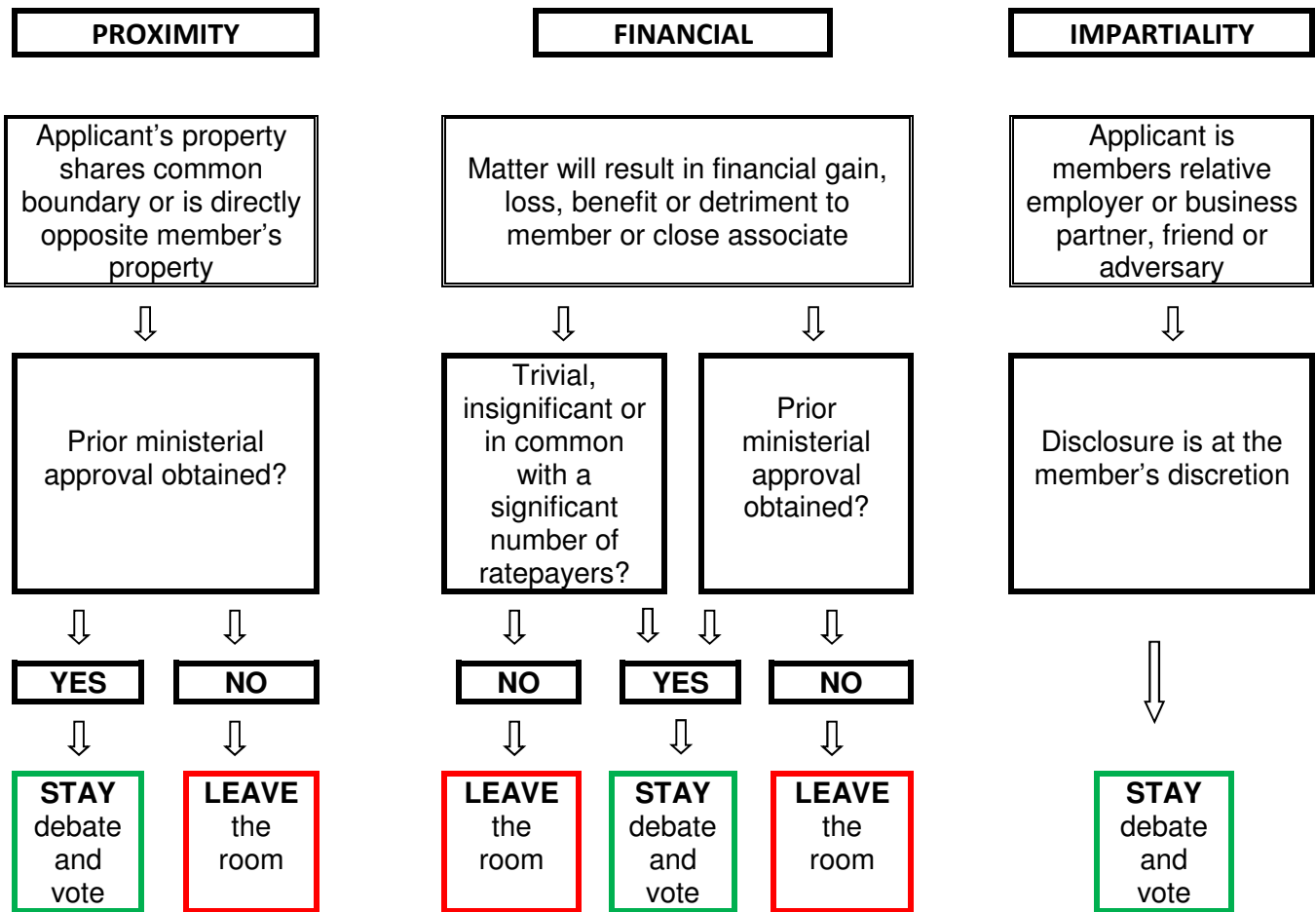
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## \* Declaring an Interest



### 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**  
**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT GASCOYNE**  
**JUNCTION SHIRE OFFICES ON WEDNESDAY 30<sup>th</sup> of SEPTEMBER 2020**

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## Table of Contents

<b><u>1.</u></b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS .....</b>	<b>4</b>
<b><u>2.</u></b>	<b>APOLOGIES AND APPROVED LEAVE OF ABSENCE: .....</b>	<b>4</b>
<b><u>3.</u></b>	<b>APPLICATION FOR LEAVE OF ABSENCE.....</b>	<b>4</b>
<b><u>4.</u></b>	<b>PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b><u>5.</u></b>	<b>DISCLOSURE OF INTEREST .....</b>	<b>5</b>
<b><u>6.</u></b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>5</b>
<b><u>7.</u></b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....</b>	<b>5</b>
<b><u>8.</u></b>	<b>MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS .....</b>	<b>5</b>
<b><u>9.</u></b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING.....</b>	<b>5</b>
<b><u>10.</u></b>	<b>REPORTS OF OFFICERS.....</b>	<b>6</b>
	<b>10.1 MANAGER OF FINANCE AND CORPORATE SERVICES REPORT .....</b>	<b>6</b>
	<b>10.2 MANAGER OF WORKS REPORT .....</b>	<b>7</b>
	<b>10.3 CEO REPORT .....</b>	<b>10</b>
	<b>10.4 ACCOUNTS AND STATEMENT OF ACCOUNTS .....</b>	<b>12</b>
	<b>10.5 MONTHLY FINANCIAL STATEMENT.....</b>	<b>14</b>
	<b>10.6 DALGETTY DOWNS/LANDOR ROAD PLANT HIRE TENDER.....</b>	<b>15</b>
	<b>10.7 TOURIST PARK PAVEMENT &amp; SURFACING RECONSTRUCTION TENDER .....</b>	<b>17</b>
	<b>10.8 REQUEST FOR QUOTE FOR SEALING SERVICES DECISION CRITERIA .....</b>	<b>19</b>
	<b>10.9 2020/21 BUDGET AMENDMENT .....</b>	<b>21</b>
	<b>10.10 TENDER DECISION CRITERIA – JUNCTION VISITORS STOP .....</b>	<b>23</b>
	<b>10.11 ASSIGNMENT OF WATER CART CONTRACT.....</b>	<b>26</b>
	<b>10.12 CHRISTMAS SHUTDOWN PERIOD.....</b>	<b>27</b>
<b><u>11.</u></b>	<b>MATTERS BEHIND CLOSED DOORS.....</b>	<b>28</b>
<b><u>12.</u></b>	<b>MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>29</b>
<b><u>13.</u></b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>29</b>
<b><u>14.</u></b>	<b>ELECTED MEMBERS REPORT .....</b>	<b>29</b>
<b><u>15.</u></b>	<b>STATUS OF COUNCIL RESOLUTIONS .....</b>	<b>29</b>
<b><u>16.</u></b>	<b>STATUS OF PROJECTS.....</b>	<b>29</b>
<b><u>17.</u></b>	<b>MEETING CLOSURE .....</b>	<b>29</b>



**SHIRE OF UPPER GASCOYNE**  
**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT**  
**GASCOYNE JUNCTION SHIRE OFFICES ON WEDNESDAY 30<sup>TH</sup> OF SEPTEMBER 2020**

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

The President welcomed those present and declared the meeting open at \_\_\_\_\_am

**2. APOLOGIES AND APPROVED LEAVE OF ABSENCE**

2.1 Councillors

Cr J. Caunt	Councillor
Cr G. Watters	Councillor
Cr H. McTaggart	Councillor
Cr A. McKeough	Councillor
Cr R. Hoseason-Smith	Councillor

Staff

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

Visitors

Josh Kirk	Greenfield Technical Services
Nigel Goode	Greenfield Technical Services

2.2 Absentees

Cr. D. Hammarquist OAM JP  
Cr. B. Walker

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**

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION**

Nil

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

Nil

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

9.1 Ordinary Meeting of Council held on 26<sup>th</sup> of August 2020.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Resolution No. 01092020**

**MOVED:**

**SECONDED:**

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 26<sup>th</sup> of August 2020 be confirmed as a true and correct record of proceedings.

**CARRIED: 0/0**

## 10. REPORTS OF OFFICERS

### 10.1 Manager of Finance & Corporate Services Report

August saw the adoption of our 20/21 Budget, which allowed staff to proceed with plans on delivering various programs and projects flagged for commencement in this financial year. For my area this meant starting the recruitment process to procure a Tourism and Community Development Officer.

Advertising for this role kicked off in early September with a closure date of 12<sup>th</sup> October 2020. We hope the 4 weeks will give ample time for potential candidates to submit an application addressing our lengthy criteria, and to showcase their experience, knowledge and skills with a heavy focus on tourism development and sustainability, economic related growth and community engagement and connection. We are eager to see the results of our recruitment efforts – watch this space!

The onsite visit for our 19/20 End of Year Audit took place recently when we had two Auditors from Moore Stephens come onsite and perform the audit over 4 days. An informal exit meeting was held with the Auditors before they left the office to update the CEO and myself on the progress of the visit, and we were given a tick of approval for a clean onsite audit. This means that the Auditors could not find fault with any of the test samples they reviewed during their visit. This is a credit to staff for their efforts and due diligence - this does not go unnoticed, so in recognition I would like to extend a huge thank you to all the staff and commend them on a job well done!



### Community Resource Centre - Monthly Income Report

Printed at: 18/09/20

Page No : 1

SHIRE OF UPPER GASCOYNE

#### General Ledger Detail Trial Balance

(frmGLTrialBalance)

Options : Year 20/21,From Month 02,To Month 02,By Respsonsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOff	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INCO	10841310	Commission Centrelink : CRC	-5,218.82	0.00	-5,218.82
CRC INCO	10841330	Transport Commission: CRC	-105.46	0.00	-105.46
CRC INCO	10841340	Postal Agency Commission: CRC	-733.29	-702.63	-1,435.92
CRC INCO	10841380	Postal Agency Sales	-54.36	-24.68	-79.04
CRC INCO	10841390	Sales: Books/Maps/Souvenirs/Sundries	-490.73	-468.01	-958.74
CRC INCO	10841500	Grant: CRC Operating	-2,500.00	0.00	-2,500.00
CRC INCO	10842600	CRC Income Misc.	-43.15	-4.73	-47.88
Total	CRC INCOME		<u>-9,145.81</u>	<u>-1,200.05</u>	<u>-10,345.86</u>
Total for division	GEN		<u>-9,145.81</u>	<u>-1,200.05</u>	<u>-10,345.86</u>
Grand Total			<u>-9,145.81</u>	<u>-1,200.05</u>	<u>-10,345.86</u>

## Community Resource Centre - Monthly Customer Service Stats

<b>CUSTOMER SERVICES &amp; EQUQUIRIES</b>	<b>2020.2021</b>	<b>2019.2020</b>	<b>YTD</b>	<b>Aug-</b>	<b>Aug-</b>	<b>AUG</b>
	<b>TOTAL</b>	<b>TOTAL</b>	<b>DIFF</b>	<b>20</b>	<b>19</b>	<b>DIFF</b>
Aus Government Info/Roads	704	1257	-553	318	266	52
Government Access Point	5	14	-9	3	2	1
Department of Human Services	4	38	-34	1	5	-4
Department of Transport	9	77	-68	5	6	-1
Computer/Internet Access	9	31	-22	4	7	-3
Faxes	0	1	-1	0	0	0
General Tourism Information	231	290	-59	119	41	78
Phonebook Purchases	0	0	0	0	0	0
Community Seminars	0	1	-1	0	0	0
Gassy Gossip yearly subscription	0	3	-3	0	1	-1
Training/Courses	0	4	-4	0	0	0
Hot Office Bookings	0	5	-5	0	1	-1
Library	4	41	-37	1	2	-1
Video Conference/Telehealth	3	5	-2	1	1	0
Book Sales	12	47	-35	10	10	0
Photocopying/Printing/Scanning/Emailing	3	29	-26	2	3	-1
Laminating/Binding	2	2	0	0	0	0
CRC Merchandise Sales	167	324	-157	151	70	81
Community Events	0	9	-9	0	2	-2
Gassy Gossip Advertisement	3	33	-30	1	6	-5
Postage	7	0	7	4	0	4
<b>Total Customer Service Enquiries</b>	<b>1163</b>	<b>2211</b>	<b>-1048</b>	<b>620</b>	<b>423</b>	<b>197</b>

### **10.2 Manager of Works and Services Report**

#### **General:**

Once again we have had another big month in planning and moving forward in our capital works, capital purchases and town maintenance. The pub solar, depot shed lighting and airport resealing are all completed. The office disabled toilets are underway as well as town works including new shed at 52 Hatch Street, removal of old gardeners shed and new wash pad in depot. Quotes are being sort for the pavilion upgrades, new house for 50 Hatch Street and various other works on staff housing and office repairs.

The town crew put a conservative effort into preparing for the WA Tidy Towns visit on the 16<sup>th</sup> September. While appearance is one aspect of the competition, Amanda also walked the judges through the community services and additional work the shire does for the district and town. Fingers crossed we go one better than making the finals last year.

The Junction Races were a huge success, well done to the committee for holding a great event. The shire was engaged to assist in re-sheeting the track a few days out from the event, this is in addition to the usual in kind assistance we give them and will be paid for by the club. Thank you to Junction Contracting, Roger Davies Contracting and Ian Golding for their volunteered help.

Gourmet Gazing was held at the pub on the 19<sup>th</sup> September. Plenty of people enjoyed the amazing tucker and viewing the stars through a high tech telescope. Thank you to Sean and Amanda for setting this up and the pub for hosting the event.

We have been working in with DBCA and DBNGP to put in a bypass on the northern end of the Kennedy Loop around the Mt Sandiman homestead. The owners have expressed their concerns regarding traffic passing through the homestead and station infrastructure. I have organised signage and am seeking quotes for their installation to redirect traffic to the south west of the homestead along an existing track used by DBNGP.

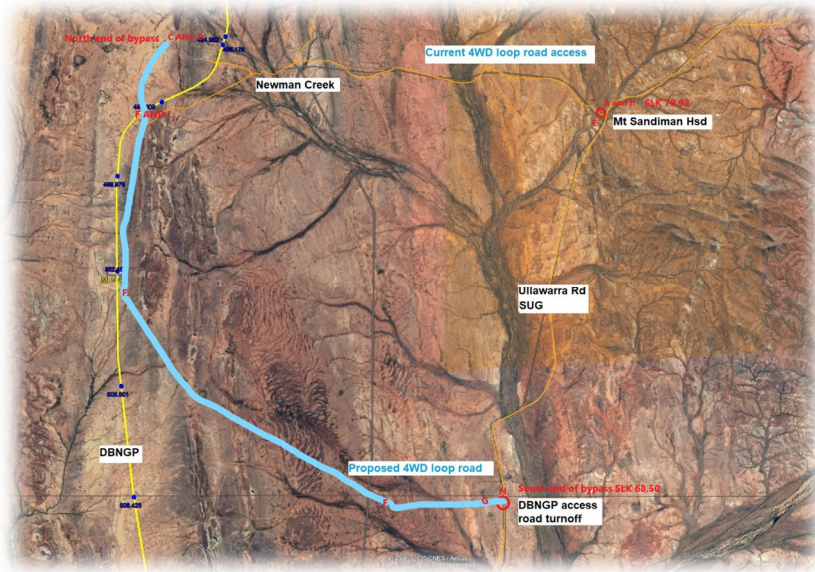


Figure 1 Mt Sandiman bypass

Sadly Shiney has decided to call it a day and has sold Junction Contracting to Quadrio Earthmoving. Shiney has been a local legend and while calling Gascoyne Junction home, he ran a successful business and will always be remembered by some of his work around the shire including helping to build Killili Bridge. Shiney has always been quick to jump in and help the town and its clubs when needed and had some laughs along the way. I would like to wish Shiney and Sandra all the best for their retirement in Jurien Bay.

**Maintenance Graders:**

Ian is still pushing north on the Ullawarra road including the Lyons River road into Kennedy Range campgrounds. Thomas is still of work and Ray Hoseason-Smith filled in for us in the interim. QEM have an operator on standby if Thomas remains off work. This grader will tidy up between town and Pells before heading north to patch grade Cobra Dairy Creek south end.

**Construction Crew:**

Both Blackspot projects are now complete. Both projects have greatly improved driver safety on our roads. Our next project will start in October 3km north of the Landor homestead. We will be sheeting approximately 9km of road and clearing back slopes and drainage along the entire length of this section. Work should be complete in early December.





Figure 2 Burringurrah Hill- facing south



Figure 3 Burringurrah Hill- lowered 2m



Figure 4 Burringurrah Hill- facing north

**Equipment:**

The new drop deck and space cab ute will arrive on 2<sup>nd</sup> October. The works manager car has been delivered. I am working on the scope for the replacement grader camp and Ausquip have been given the go ahead to build the tipper body and GVM upgrades for our Mack truck. The truck is due to be ready by mid-November.

**10.3 CEO Report**

This month has been extremely busy with a lot of planning going into delivering our 2020 / 21 projects on the ground. We have a fortnightly “War Room” meeting where we all get to see the status of each project, this way we will not have any surprises and if we hit a road block we can work out collectively how to keep things on track. I have put a new section into the agenda that will keep Council apprised of the status of our projects.

From a personal perspective I am now not receiving any treatment for my Cancer. The oncologist is going to get a further PET scan in early November to see if any disease has come back, if it is still all clear we will go for a further 3 months and check again, if it has reappeared I will go back onto treatment.

The Junction Races have been run and won with the Gymkhana on the Sunday. Due to COVID 19 restrictions this event was a ticketed event with approximately 700 people in attendance. From all accounts the event was a resounding success with little to no trouble. All the JRC volunteers and my staff are to be congratulated on the outcome. The Shire assisted with ticket sales and track preparation. Unfortunately due to wind erosion the track had to be re-sheeted with sand just prior to the race meeting.

The Shires Auditors, Moore Stephens, attended the Shire offices and carried out the end of year audit. Advice received indicated that there were no major issues aside from recording a contingent liability for our waste site. I took exception to this ruling as we only have a registered site and not a licensed site. I escalated this issue to the Office of the Auditor General for their ruling, I am pleased to say that common sense has prevailed and we do not need to record a contingent liability. Although this issue did get a bit heated it was not such a bad thing as it has required that we look at the waste site from a statutory point of view and ensure that our operations comply with the relevant legislation. We are working with John King from Talis to ensure that we are fully compliant.

I attended a District Health Advisory Council Meeting in Carnarvon on the 16<sup>th</sup> of September 2020 where I raised the issue of the Burringurrah Community Ambulance. As part of this group we prioritised our goals for the year and the number one project was to get a health service back into Gascoyne Junction.

We have had two Gourmet Events in the Shire with the Mount Augustus Biggest BBQ and a new event – Gourmet Gazing. This was somewhat challenging as COVID 19 restrictions are still in place albeit a lot more relaxed than earlier in the year. Unfortunately I did not attend the Mount Augustus event due to treatment, but by all accounts it was another very successful event, as Jarrod mentioned the Gourmet Gazing was also a success with approximately 70 – 80 people in attendance.

The Shire again entered the annual Keep Australia Beautiful Tidy Towns Sustainable Communities 2020 Awards. This year we entered two categories, the General Appearance Category for our ongoing Town Beautification Project and the Community Action and Wellbeing Category for our Community Christmas Party, Community First Aid and our COVID Care Packages. The adjudicators visited our town on Wednesday 16<sup>th</sup> September and carried out their inspections and collected further information regarding our submission. The finalists will be revealed in October 2020 and the Winners will be announced at Optus Stadium on Friday 27<sup>th</sup> November.

I have spent a fair amount of time working with Robert Fenn from Develop WA in an attempt to get things moving with opening up further industrial and residential land. Unfortunately nothing moves very quickly in this space but we have made a start. Council will see from various emails sent that this is moving along with Robert Fenn pulling out all stops.

I have reviewed the proposed changes / additions to the Local Government Act and have submitted these to WALGA for inclusion in their overall deliberations / response. Overall there were 65 recommendations some of these were well thought out; however, there were many that were ill conceived and not workable in a small remote Local Government.

I have been working with four other neighbouring CEO's to establish a CEO's forum where we can discuss sector wide issues that are common across boundaries. We will look at collaboration, sharing of information, possible resource sharing and regional co-operation. At this stage it appears that all of the CEO's are in favour of such a platform, I will now draft a terms of reference document and set some tentative dates for a meeting, it is proposed that we share the meetings between Local Governments and the chair will be the hoisting Local Government, the Shire of Ashburton has kindly offered to supply secretarial services.

This month has seen three tragedies at Mount Augustus National Park. I would like to offer my condolences to the friends and families of the deceased. As we all know when these types of things happens the ripple effect is far and wide with many people either directly or indirectly effected. I will be attending a meeting with the Police and DBCA on Thursday the 24<sup>th</sup> of September to see if we can come up with some interventions that may assist with the issues at hand. I am advised that the Mount Augustus Tourist Park is completely booked out for the October School Holidays at a time of the year when our climate is relatively hot and getting hotter causing even further issues with climbing the rock.

**Grants**

No new grants have been submitted at this point in time.

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result

**OFFICERS RECOMMENDATION / COUNCIL RESOLUTION – 02092020**

**MOVED:**                      **SECONDED:**

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

**CARRIED: 0/0**

## 10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Sa Toomalatai – Manager of Finance & Corporate Serv.
DATE:	18/09/2020
<b>Matters for Consideration:</b>	
To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 30 <sup>th</sup> of September 2020 as attached – see <a href="#">Appendix 1</a>	
<b>Comments:</b>	
The list of accounts are for the month of August 2020.	
<b>Background:</b>	
The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.	
<b>Statutory Environment:</b>	
Local Government (Financial Management Regulations) 1996	
<b>13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</b>	
(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:**

2020/2021 Budget

**Strategic Implications:**

Civic Leadership – To responsibly manage Council’s financial resources to ensure optimum value for money and sustainable asset management.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Consultation:**

Nil

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

*That Council endorse the payments for the period 1<sup>st</sup> of August to the 31<sup>st</sup> of August 2020 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.*

<i>Municipal Fund Bank EFTs (12325 - 12442)</i>	<i>\$2,252,150.59</i>
<i>Payroll</i>	<i>\$ 101,067.09</i>
<i>BPAY/Direct Debit</i>	<i>\$ 36,736.53</i>
<b>TOTAL</b>	<b>\$2,389,954.21</b>

**Council Decision:03092020****MOVED:                      SECONDED:****CARRIED: 0/0**

## 10.5 MONTHLY FINANCIAL STATEMENT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Sa Toomalatai – Manager of Finance & Corporate Serv.
DATE:	18/09/2020
<b>Matters for consideration:</b>	
<p>The Statement of Financial Activity for the periods of August 2020, include the following reports:</p> <ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• Significant Accounting Policies</li> <li>• Graphical Representation – Source Statement of Financial Activity</li> <li>• Net Current Funding Position</li> <li>• Cash and Investments</li> <li>• Major Variances</li> <li>• Budget Amendments</li> <li>• Receivables</li> <li>• Grants and Contributions</li> <li>• Cash Backed Reserve</li> <li>• Capital Disposals and Acquisitions</li> <li>• Trust Fund</li> </ul> <p>see <a href="#">Appendix 2</a></p>	
<b>Comments:</b>	
The Statement of Financial Activity is for the month of August 2020.	
<b>Background:</b>	
<p>Under the Local Government (Financial Management Regulations 1996), a monthly Statement of Financial Activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but presents a complete overview of the financial position of the local government at the end of each month. The Statement of Financial Activity for each month must be adopted by Council and form part of the minutes.</p>	
<b>Statutory Environment:</b>	
<p>Local Government Act 1995 – Section 6.4            Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
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

*That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of July 2020.*

**Council Decision: 04092020**

**MOVED:**

**SECONDED:**

**CARRIED: 0/0**

**10.6 DALGETY DOWNS / LANDOR ROAD PLANT HIRE TENDER**

APPLICANT:

Shire of Upper Gascoyne

DISCLOSURE OF INTEREST:

Nil

AUTHOR:

John McCleary – Chief Executive Officer

DATE:

8 September 2020

**Matters for Consideration:**

To set the decision criteria for determining the successful tenderer for the betterment work for the Dalgety Downs / Landor Road.

**Background:**

This work is for the 12km stretch of road starting at the Landor / Meekatharra Intersection heading west towards Dalgety Downs.

**Comments:**

This work is still contingent on the Shire being allowed to utilise the HVSPF funds with the dollar for dollar amount funded via AGRN 908.

**Statutory Environment:**

Local Government (Functions & General) Regulations 1996

(2a) If a local government —

(a) is required to invite a tender; or

(b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited,

determine in writing the criteria for deciding which tender should be accepted.

**Policy Implications:**

Shire Purchasing Policy

**Financial Implications:**

2020 / 21 Financial Budget

**Strategic Implications:**

Civic Leadership –

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
<b>Consultation:</b>					
Nil					
<b>Officer's Recommendation:</b>			<b>Voting requirement:</b> Simple Majority		
<p><i>That Council adopt the following decision criteria:</i></p> <ul style="list-style-type: none"> <li>• Price – 30%</li> <li>• Quality and Completeness of Road Construction Plant/Equipment – 15%</li> <li>• Demonstrated Remote Area Construction Experience – 15%</li> <li>• Local Content of Plant/Equipment (inclusive of operators) and Resources – 20%</li> <li>• Capacity to Complete Contract Works – 10%</li> <li>• Provisions for Mechanical Support – 10%</li> </ul>					
<b>Council Decision: 05092020</b>					
<b>MOVED:</b>		<b>SECONDED:</b>			
<b>CARRIED:</b>					

## 10.7 TOURIST PARK PAVEMENT & SURFACING RECONSTRUCTION – LUMP SUM TENDER

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	8 September 2020
<b>Matters for Consideration:</b>	
To set the decision criteria for determining the successful tenderer for the remediation bitumen works for the Junction Pub and Tourist Precinct.	
<b>Background:</b>	
As observed during inspections, the bitumen within the Tourist Park Precinct has failed due to salt contamination and the bitumen is deteriorating quite rapidly and needs to be rectified.	

<b>Comments:</b>						
Nil						
<b>Statutory Environment:</b>						
Local Government (Functions & General) Regulations 1996  (2a) If a local government — (a) is required to invite a tender; or (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.						
<b>Policy Implications:</b>						
Purchasing Policy						
<b>Financial Implications:</b>						
2020 / 21 Budget						
<b>Strategic Implications:</b>						
Civic Leadership – To provide Good Governance to the Upper Gascoyne Shire area through: <ul style="list-style-type: none"> <li>• Detailed and professional administration;</li> <li>• High levels of accountability;</li> <li>• Compliance with statutory requirements;</li> <li>• High-quality forward planning, particularly for assets and finances;</li> <li>• Openness and transparency and enhanced consultations and public participation;</li> </ul> Provision of quality customer services, good financial management and pursuit of excellence in professional administration and communication.						
<b>Risk:</b>						
Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)	
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation	
<b>Consultation:</b>						
Various						

<b>Officer's Recommendation:</b>	<b>Voting requirement:</b> Simple Majority
<p><i>That Council adopt the following decision criteria:</i></p> <ul style="list-style-type: none"> <li>• Price – 30%</li> <li>• Demonstrated experience in similar works in similar areas – 30%</li> <li>• Skills and experience of key personnel – 20%</li> <li>• Capacity to Complete Contract Works – 20%</li> </ul>	
<b>Council Decision: 06092020</b>	
<b>MOVED:</b>	<b>SECONDED:</b>
<b>CARRIED:</b>	

<b>10.8 REQUEST FOR QUOTE FOR SEALING SERVICES DECISION CRITERIA</b>	
<b>APPLICANT:</b>	Shire of Upper Gascoyne
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>AUTHOR:</b>	John McCleary – Chief Executive Officer
<b>DATE:</b>	8 September 2020
<b>Matters for Consideration:</b>	
To set the decision criteria for determining the successful tenderer for the provision of sealing services for Dalgety / Landor Road and Carnarvon Mullewa Road.	
<b>Background:</b>	
As per previous advice it is intention of the Shire to seal 12km of the Dalgety / Landor Road and 5km of the Carnarvon / Mullewa Road. It is proposed that the Shire utilise the WALGA preferred supplier network through the eQuotes' portal to seek quotation for the required works.	
<b>Comments:</b>	
Regardless of whether we go through a public tender process or go through the preferred supplier process 'decision criteria' are required in order to determine who provides the best offer for the Shire.	
<b>Statutory Environment:</b>	
Local Government (Functions & General) Regulations 1996	

(2a) If a local government —  
 (a) is required to invite a tender; or  
 (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

**Policy Implications:**

Purchasing Policy

**Financial Implications:**

2020 / 21 Budget

**Strategic Implications:**

Civic Leadership –

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:**

Various

**Officer's Recommendation:**

**Voting requirement:** Simple Majority

*That Council:*

1. *adopt the following decision criteria:*

- *Price - 60%*

- *Skills and experience of key field personnel - 10%*
- *Technical support experience including seal design - 10%*
- *Demonstrated capability and capacity including quality systems - 10%*
- *Workplace OSH practices and procedures - 10%*

2. *Authorise the CEO to appoint the successful company, based upon the outcome of the decision criteria, to undertake the works required subject to the budget allocation.*

**Council Decision: 07092020**

**MOVED:**

**SECONDED:**

**CARRIED:**

### 10.9 2020 / 21 BUDGET AMENDMENT

**APPLICANT:**

Shire of Upper Gascoyne

**DISCLOSURE OF INTEREST:**

Nil

**AUTHOR:**

John McCleary – Chief Executive Officer

**DATE:**

11 September 2020

***Matters for Consideration:***

To consider the Administration's request to make an amendment to the 20/21 Budget.

***Background:***

It has come to our attention that during the budget process an allowance for new computer equipment was allowed in the management budget but this did not translate back into the Statutory Budget that was adopted by Council.

***Comments:***

In order to rectify this budget error we will need to make a budget amendment to put us back in the same position as previously discussed and agreed to. It is proposed to take \$20,000 from the Economic Development Reserve, it was originally planned to put \$61,556 into the reserve to achieve a balance at year-end of \$328,320. Should Council agree to this request \$41,556 would be put into the Economic Reserve and this would provide a balance of \$308,320 at years-end.

***Statutory Environment:***

Local Government Act 1995 section 6.2, Financial Management Regulations 33A and Local Government (Functions and General) Regulations section 11(2).

***Policy Implications:***

Nil

**Financial Implications:**

Decrease the amount of dollars going into Economic Development Reserve in the 20/21 financial year.

**Strategic Implications:**

Civic Leadership –

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:**

RSM – Contract Accountant

**Officer's Recommendation:**

**Voting requirement:** Simple Majority

*That Council authorise the CEO to make the following Budget Amendments:*

1. *Increase Account No 10410830 (Minor Furniture and Equipment) by \$20,000 to upgrade existing computer hardware.*
2. *Decrease the transfer to the Economic Reserve Account by \$20,000.*

**Council Decision: 08092020**

**MOVED:**

**SECONDED:**

**CARRIED:**

## 10.10 TENDER DECISION CRITERIA & APPOINTMENT OF PROJECT MANAGER – JUNCTION VISITORS STOP

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	14 September 2020
<b>Matters for Consideration:</b>	
To set the decision criteria for determining the successful tenderer for the provision of goods and services to construct the Junction Visitors Stop. To appoint a Project Manager for the project.	
<b>Background:</b>	
The Shire have received funding from the Building Better Regions Fund to redevelop the old Caravan Park into a modern Visitors Stop.	
<b>Comments:</b>	
<p>It is proposed to go to tender for a supply and construct tender with our architects – Eastman, Poletti and Sherwood being the project managers.</p> <p>This part of the process establishes the decision criteria around awarding the tender, it is not proposed to go out to tender until the final funding agreement is signed and the final engineering drawings are completed.</p> <p>In addition it is my belief that we need to appoint a Project Manager to oversee the construction and associated administrative requirements. Given our ongoing relationship with the Architects that did the original concept plan and associated engineering drawings it is my recommendation that we continue to utilise their services. This particular Architect Company is preferred supplier under the WALGA arrangements. Their professional fees will go over the tender threshold nominated in our Purchasing Policy.</p>	
<b>Statutory Environment:</b>	
<p>Local Government (Functions &amp; General) Regulations 1996</p> <p>(2a) If a local government —            (a) is required to invite a tender; or            (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.</p>	
<b>Policy Implications:</b>	
Purchasing Policy	
<b>Financial Implications:</b>	
Nil	

**Strategic Implications:**

Civic Leadership –

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:**

Eastman Poletti Sherwood Architects

**Officer's Recommendation:**

**Voting requirement:** Simple Majority

*That Council:*

*(a) adopt the following decision criteria:*

**1. Organisational capacity 30%**

*The respondent must demonstrate that is has the organisational capacity to complete the project*

- *brief company profile*
- *company structure*
- *key personal that would be committed to this project*
- *Capacity and experience of the key personnel*
- *demonstrated capacity to ensure safe workplace complying with OHS requirements*



**2. Demonstrated experience 30%**

Provide relevant examples of prior projects of similar nature. Respondents shall provide:

- detail description of services provided
- similarities between projects
- when completed and value
- proven ability to work in remote locations

Respondents shall provide a minimum of 2 referees including

- referees name and position
- company name
- contact telephone number
- Contract or project title location and value.

**3. Methodology 20%**

Demonstrate ability to complete the works in the required time frames using a methodology that is to the satisfaction of the superintendent and proprietor, details shall include:

- a full and realistic construction program that includes all relevant components of the works via a Gantt chart
- brief description of the program explaining the methodology and how time frames will be met and maintained
- comment on identified critical issues that may impact on program and how these may be mitigated.

**4. Price 20%**

Respondent to provide lump sum price in the format specified including breakdowns. Contractor shall demonstrate commitment to local and regional subcontractors nominating proposed subcontractors.

- (b) Waive the purchasing policy requirements to secure three quotes when seeking to engage the service of an Project Management Company to supervise the construction works and administration; and
- (c) Authorise the CEO to appoint an Engineering Company Services through WALGA's preferred supplier arrangements' to be the Shire of Upper Gascoyne's Project Manager for the Visitor Stop Project

**Council Decision: 09092020**

**MOVED:**

**SECONDED:**

**CARRIED:**

## 10.11 ASSIGNMENT OF WATER CART CONTRACT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	14 September 2020
<b>Matters for Consideration:</b>	
For Council to determine if they will all the current contractor, Junction Contracting Services to assign the current "Water Cart" Contract to a third party. Please refer to correspondence in <a href="#">Appendix 3</a> .	
<b>Background:</b>	
<p>The Shire of Upper Gascoyne has entered into a contract with Junction Contracting Services to supply Water Cart services to the Shire for an initial period of two years with a further two one year extensions. The first of the one year extensions was granted on the 29<sup>th</sup> of July 2020.</p> <p>The CEO has been advised by Mr Price that Junction Contracting Services now wish to assign this contract to Mr Todd Quadrio of Gascoyne Group P/L as he has sold the business to Mr Quadrio.</p>	
<b>Comments:</b>	
<p>The instrument of contract does provide a provision where the Contractor can assign the contract to another third party on the proviso that the Shire approves the assignment in writing prior to the assignment, this is not to be unreasonably withheld or delayed.</p> <p>The assignment of the contract does not impose any further obligations on either party other than what was stipulated in the existing contract, all terms and conditions remain the same.</p>	
<b>Statutory Environment:</b>	
Nil	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
Nil	
<b>Strategic Implications:</b>	
Nil	
<b>Risk:</b>	

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

**Consultation:**

Mr Clive Price  
Mr Todd Quadrio

**Officer's Recommendation:**

**Voting requirement:** Simple Majority

*That Council authorise the CEO to write to Mr Clive Price of Junction Contracting Services and Mr Todd Quadrio of Gascoyne Group P/L and advise them that the Shire has approved the assignment of the contract.*

**Council Decision: 10092020**

**MOVED:**

**SECONDED:**

**CARRIED:**

**10.12 CHRISTMAS SHUT DOWN PERIOD**

**APPLICANT:** Shire of Upper Gascoyne

**DISCLOSURE OF INTEREST:** Nil

**AUTHOR:** John McCleary - Chief Executive Officer

**DATE:** 18 September 2020

**Matters for Consideration:**

To seek Council's endorsement for the Christmas Shut Down Period for the Administration Staff and the Works Staff.

<b>Background:</b>	
It is normal practice for a Christmas shut-down period to be presented to Council for endorsement.	
<b>Comments:</b>	
<p>In 2019/20 the shut-down period was presented to the September Council meeting. This helps provide time for advertising the closure as well as providing staff with time to plan their movements.</p> <p>Staff will utilise annual leave and accumulated rostered time off hours to cover the absence other than the normal public holidays.</p>	
<b>Statutory Environment:</b>	
Nil	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
Nil	
<b>Strategic Implications:</b>	
Nil	
<b>Consultation:</b>	
Staff	
<b>Officer's Recommendation:</b>	<b>Voting requirement: Simple Majority</b>
<p><i>That Council endorse the following shut down dates for the administration and works staff:</i></p> <ol style="list-style-type: none"> <li>1. <i>Administration Staff – Midday on Friday the 18<sup>th</sup> December 2020 and recommence on Monday 4<sup>th</sup> of January 2021; and</i></li> <li>2. <i>Works Staff – Midday on Friday 18<sup>th</sup> December 2019 and recommence on 27<sup>th</sup> of January 2021.</i></li> </ol>	
<b>Council Decision: 11092020</b>	
<b>MOVED:</b>	<b>SECONDED:</b>
<b>CARRIED:</b>	

## 11. MATTERS BEHIND CLOSED DOORS

Nil

## 12. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

## 14. ELECTED MEMBERS REPORTS

14.1 Councillor G. Watters

14.2 Councillor J. Caunt

14.3 Councillor B. Walker

14.4 Councillor H. McTaggart

14.5 Councillor A. McKeough

14.6 Councillor R. Hoseason-Smith

## 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
09072020	Land Sale JW & JP Caunt	We have received no objections so have referred to our solicitors to draft the sales contract.	Close	CEO
10072020	Land sale DR & DM Hammarquist	We have received no objections so have referred to our solicitors to draft the sales contract.	Close	CEO
03082020	DBCA – Parks for the Future	Letter written to DBCA covering off on the resolution	Close	CEO
10082020	SUG Bush Fire Brigade	Letter sent to DEFES requesting that the Bush Fire Brigade become a Volunteer Emergency Services Unit.	Close	CEO

## 16. STATUS OF SHIRE PROJECTS

As per [Appendix 4](#)

## 17. MEETING CLOSURE

The Shire President closed the meeting at \_\_\_\_pm.