



MINUTES

27th November 2019

ORDINARY COUNCIL MEETING

Ordinary meeting
of Council held on Wednesday 27th of November 2019
in the Gascoyne Junction Shire Offices commencing at 8.48am



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Upper Gascoyne for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Upper Gascoyne disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Upper Gascoyne warns that anyone who has any application or request with the Shire of Upper Gascoyne must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Upper Gascoyne.

A handwritten signature in black ink, appearing to read "Ian Fitzpatrick", is positioned above the printed name.

Ian Fitzpatrick, JP
ACTING CHIEF EXECUTIVE OFFICER

SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT GASCOYNE JUNCTION
SHIRE OFFICES ON WEDNESDAY 27th NOVEMBER 2019 AT 8.48am

Prior to the commencement of the meeting Councillor Greg Watters took the Declaration by an Elected Member before Councillor Don Hammarquist OAM JP

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at 8.48 am.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 Councillors

Cr D. Hammarquist OAM JP	Shire President
Cr J. Caunt	Deputy President
Cr G. Watters	Councillor
Cr H. McTaggart	Councillor
Cr A. McKeough	Councillor
Cr R. Hoseason-Smith	Councillor

Staff

Ian Fitzgerald JP	Acting Chief Executive Officer
Peter Hutchinson	Manager of Finance & Corporate Services

Visitors

Josh Kirk	Greenfield Technical Services
Nigel Goode	Greenfield Technical Services

2.2 Absentees

Cr B. Walker	Councillor
Jarrold Walker	Manager of Works & Services

2.3 Leave of Absence previously approved

3. APPLICATION FOR LEAVE OF ABSENCE

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

Greenfield Technical Services 8.49 – 9.45am

Representatives from Greenfield Technical Services gave an update on WANDRRA 821 and NDRRA 863 flood repair contracts.

In addition a preliminary proposal for the realignment of the Landor – Mt Augustus Road around the Landor Homestead was presented and discussed.

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 30 October 2019.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Resolution No. 01112019

MOVED: CR J CAUNT

SECONDED: CR A MCKEOUGH

That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 30th of October 2019 be confirmed as a true and correct record of proceedings.

CARRIED: 6/0

The meeting adjourned for Morning Tea 9.45 – 10.14am

10.15- 10.39am

Fred Maluki – Junction Caravan Park and Tavern Manager met with Council.

Matters discussed included:

- 1) Reticulation repairs within the caravan park grounds
- 2) Refurbishment and re-opening of the swimming pool
- 3) Visitor feedback
- 4) Possible staff accommodation availability
- 5) Appreciation of support provided by Council and Council staff

10. REPORTS OF OFFICERS

10.1 CRC Report



Printed at: 20/11/19

SHIRE OF UPPER GASCOYNE

Page No: 1

General Ledger Detail Trial Balance

(frmGLTrialBalance)

Options : Year 19/20,From Month 04,To Month 04,By Responsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INC	10841310	Commission Centrelink : CRC	-5,103.73	0.00	-5,103.73
CRC INC	10841330	Transport Commission: CRC	-148.85	-132.67	-281.52
CRC INC	10841340	Postal Agency Commission: CRC	-1,476.19	-754.01	-2,230.20
CRC INC	10841360	Income from Events Held	105.00	0.00	105.00
CRC INC	10841380	Postal Agency Sales	-254.27	-68.83	-323.10
CRC INC	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,045.39	-112.86	-1,158.25
CRC INC	10842600	CRC Income Misc.	-222.10	-30.00	-252.10
Total	CRC INCOME		<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>
Total for division	GEN		<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>
Grand Total			<u>-8,145.53</u>	<u>-1,098.37</u>	<u>-9,243.90</u>

	2019.2020 TOTAL	2018.2019 TOTAL	Oct-19	Oct-18	October Difference
Aus Government Info/Roads	904	4391	32	154	-122
Government Access Point	9	46	2	14	-12
Department of Human Services	28	104	6	31	-25
Department of Transport	36	83	14	10	4
Computer/Internet Access	19	33	2	1	1
Faxes	0	10	0	1	-1
General Tourism Information	200	148	23	17	6
Phonebook Purchases	0	5	0	0	0
Community Seminars	1	0	1	0	1
Gassy Gossip yearly subscription	3	1	0	0	0
Training/Courses	4	0	2	0	2
Hot Office Bookings	4	13	1	1	0
Library	18	61	9	6	3
Video Conference/Telehealth	3	5	0	0	0
Book Sales	42	73	2	6	-4
Photocopying/Printing/Scanning/Emailing	15	19	2	1	1
Laminating/Binding	0	0	0	0	0
CRC Merchandise Sales	196	359	12	52	-40
Community Events	6	10	2	0	2
Gassy Gossip Advertisement	27	9	0	0	0

TOURISTS

We are still having tourists coming through the Junction, the hot weather seems to be attracting mostly European visitors at moment.

MELBOURNE CUP

There was a good attendance at this year's Melbourne Cup function which was held at the Tavern. Mrs Betty Fletcher took out the best dressed lady and cleaned up on most of the sweeps also. Ian took out best dressed for the males and Amanda took out best hat. Cherie, Robyn and Diane received a gift voucher each for always helping Fred out in last minute situations.

GASSY GROOVERS

Friday 6 December at 6PM there will be a free dance workshop taken by Liz Newton Dance Academy & dance party for the children on at the Junction Pavilion. Party food and refreshments are provided.

DoT REMOTE SERVICING TEAM

Rae and Bethwyn came last week and did some licencing with the locals, congratulations, we have another new community member on their "P" plates now.

10.2 Manager of Works and Services Report

General

The new depot machinery shed is completed and the new town maintenance storage shed should be erected by the end of November. Both sheds will improve our storage and working space within the depot and also protect our assets from the elements. Unfortunately we have run a little over budget due to having to relocate the machinery shed pad as there were water mains running through that particular part of the depot.



Figure 1: new machinery shed

The town footpath revitalisation project is all but complete. New sections of path were installed on the western end of Scott Street and across to the pub side of Smith Street. Some damaged sections were replaced on Scott and Gregory Street. Hopefully this will put us in a good place for seeking future funding so we can eventually have footpaths all around town, down to the airstrip and Woodgamia Community.

Pink Stumps cricket match was held by the Gascoyne junction Remote Community School, it was a big success and raised over \$2000 for the Glen McGrath Foundation. The pub held a movie night organised by the Shire on the same night which topped off a great day had by all.

Greenfields have been engaged to get the ball rolling with our alternative town reticulation water source project. We are approaching this with a two pronged attack by first securing a water supply directly from the river while scoping a more permanent and reliable system that could possibly be drawn from further afield from ground water. At this stage we are seeking approvals from relevant land owners for access/consent to drill for water and river bank disturbance permits. This is a time consuming process that may take up to 6-12 months before we can even begin works. If and once we gain approvals we can then firm up a location and design a system that is fit for purpose.

Maintenance grading

Thomas and Ian have completed maintenance grading in our north eastern side of the shire and are currently working their way back towards Gascoyne Junction before the Christmas shutdown. Thomas is working his way down Ullawarra/Eudamullah roads while Ian will complete the Cobra Dairy Creek road before heading to Pimbee and the Callagiddy Winderie road.

Construction Crew

Re-sheeting has finally commenced on the Ullawarra Road. We suffered quite a few setbacks with turkey nest issues and breakdowns shared by contractors and the shire equipment. These issues have set us back approximately one full swing and as such we decided to close that section of road to the general public until we could resume works. We had laid out a considerable amount of gravel along the road edge and while it was well signed, as per our traffic management plan, we felt it was in the shire's and the public's safest interest to close it for that time. We intend to complete approximately 5km of sheeting before Christmas and will complete the remaining works in the New Year.

The crew will shut down for Christmas on the 21st December and return to work on the 28th January 2020.

Equipment

We have had several small breakdowns of late but also have seized this time to knock over some outstanding maintenance issues. Max from DND Mechanical spent a couple of busy weeks in town carrying out repairs for the shire and local businesses. Max will return before Christmas to knock over a few more repairs and complete any remaining defects over the Christmas shutdown along with Lance from Westrac.

10.3 ACEO Report

Carnarvon Rangelands Biosecurity Association

I attended the CRBA and Gascoyne Catchments Council AGM's in Coral Bay on the 15th November. Both meetings were well attended and gave me a better understanding of the issues being faced and the actions in place to try and address these matters.

Occupational Safety and Health

Staff have commenced work with Local Government Insurance Services (LGIS) to improve our occupational safety and health documentation. The staff work to safe work practices but there is little or no documentation to support this. Unfortunately, like most things these days, there is a need for everything to be in writing. Over the next few months we will work to develop documented safe working practices/procedures that staff are happy to sign off on and will help meet Council's obligations as an employer. LGIS have provided a number of resources and examples we can use as templates to help us achieve tier one status.

Building Inspections

To assist staff to understand the maintenance requirements on the housing owned by Council and also the facilities at the Junction Tavern and Caravan Park an independent assessment by a property inspector will

be carried out in the coming weeks. There is no detailed building condition report for the tavern and caravan park that can be located with the lease document and a property condition report will inform both Council and the lessee plus set a benchmark for future reviews. The shire property condition reports will assist Council in budgeting for any repairs or on-going maintenance.

Stephen Michael Foundation

Representatives from the Stephen Michael Foundation visited the shire and the school during the month. The Foundation works with communities that have limited access to sports and leadership programs for children and youth. They hope to be able to bring some structured sporting activities to Gascoyne Junction for all children to benefit from including those living on stations. The project is in early stages of planning but could potentially involve skill training sessions and then a mini carnival once a term and involve children from Buringurrah and Carnarvon to help boost participant numbers and give the children the chance to team with different people. Sports would include football, basketball and potentially tennis and netball.

Pink Stumps Day

I was asked to umpire the annual Pink Stumps cricket match which was a great day and a very successful fund-raiser. There are some very talented young cricketers who showed their ability whilst also having a bit of fun. Vince Catania was unable to repeat his victory of 2018 but has already promised to return in 2020.

LEMC

I attended a LEMC Meeting on 19th November. After the normal meeting those in attendance worked through 2 potential hazards as part of a State Risk Project Workshop. The 2 hazards identified were Flood and Animal Biosecurity (Foot & Mouth). Using a Consequence Table the group worked through a range of particular issues identifying their likelihood and impact on the shire and community. To be eligible to apply for funding for further planning or potential mitigation work there is a requirement to complete at least 2 elements of the State Risk Project. A report will be prepared from the work undertaken and will be available for a future LEMC Meeting.

Gwoonwardu Mia

The official re-opening of the Gwoonwardu Mia Centre was held on 7th November with a large number in attendance. The Centre was officially opened by the Hon. Alannah McTiernan with the Hon. David Templeman also present. The recently elected Shire Presidents of Carnarvon and Exmouth were there and indicated a strong desire to work together as a region for each to potentially benefit. A meeting has been proposed for 29 November when the Councils will be in Carnarvon for a Gascoyne Zone Meeting and a Regional Road Group Meeting.

Drought Communities Program

Councillor Hammarquist, Councillor Watters and myself attended a meeting in Meekatharra with the Federal Drought Minister David Littleproud and several local politicians where a number of programs that may assist our pastoralists and the Shire were outlined including:

- a) Regional Investment Fund – availability of loans that are interest and repayment free for 2 years for pastoralists and small business
- b) Potential for the Shire to receive \$1 million to spend on approved infrastructure projects
- c) Building Better Regions Fund – special round of funding for drought impacted Shires
- d) Roads to Recovery – looking at bringing forward 1 years allocation to be spent on roads
- e) Funding to assist families with children going to private boarding colleges for their education

The Federal Government has requested the WA State Government step up and assist as well with things like freight subsidies for fodder, potentially paying the rates of those pastoralists and small businesses in drought impacted shires.

There are no Shires currently declared drought impacted in WA but the Minister hopes to have that addressed and guidelines rolled out in the very near future with funding flowing through in early 2020. We are encouraged to submit an application to the Building Better Regions Fund – the next round closes on 19th December

Other

The ACEO also raised the following items:

- a) Presented Council with a copy of the Business Plan prepared by Talis on behalf of Council for the sealing of the Carnarvon – Meekatharra road
- b) Discussed the request for a cattle grid on the south side of the Killili Bridge
- c) Resignation of Finance Manager Peter Hutchinson

Shire President and Councillors noted their appreciation to Peter Hutchinson for his efforts in lifting the standard of the financial records of the shire to a very high standard – a job well done – and wished him well for his move to the Department of Finance.

Grants

Submitted	Close Date	Project	Grant	Provider	Grant Amount	Project Cost	Result
10/09/2019	13/09/2019	Solar Power – Junction Tourist Park	RED	GDC	\$152,500	\$463,208	Unsuccessful
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	Pending

OFFICERS RECOMMENDATION / COUNCIL RESOLUTION – 02112019

MOVED: CR G. WATTERS

SECONDED: CR H. MCTAGGART

That Council receive the CRC Report, Manager of Works and Acting Chief Executive Officers Reports.

CARRIED: 6/0

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Amanda Leighton - SCSO
DATE:	1 st November 2019
Matters for Consideration:	

To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday 27th November as attached – see [Appendix 1](#)

Comments:	
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The list of accounts is for the month of October 2019.

Background:	
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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:	
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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											
<p><i>That Council endorse the payments for the period 1st of October 2019 through to the 31st of October 2019 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42.</i></p> <table> <tr> <td><i>Municipal Fund Bank EFTs (11225 to 11342)</i></td> <td><i>\$2,093,354.45</i></td> </tr> <tr> <td><i>Payroll</i></td> <td><i>\$189,592.88</i></td> </tr> <tr> <td><i>BPAY/Direct Debit</i></td> <td><i>\$33,196.73</i></td> </tr> <tr> <td>Total</td> <td>\$2,316,144.06</td> </tr> </table>						<i>Municipal Fund Bank EFTs (11225 to 11342)</i>	<i>\$2,093,354.45</i>	<i>Payroll</i>	<i>\$189,592.88</i>	<i>BPAY/Direct Debit</i>	<i>\$33,196.73</i>	Total	\$2,316,144.06
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Total	\$2,316,144.06												
Council Decision:03112019													
MOVED: CR H. MCTAGGART		SECONDED: CR G. WATTERS											
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Payroll	\$189,592.88												
BPAY/Direct Debit	\$33,196.73												
Total	\$2,316,144.06												
CARRIED: 6/0													

10.5 MONTHLY FINANCIAL STATEMENT

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	None
AUTHOR:	Peter Hutchinson – Manager of Finance & Corporate Services
DATE:	16 th November 2019
<i>Matters for consideration:</i>	
<p>The Statement of Financial Activity for the period ended 31st of October 2019, include the following reports:</p> <ul style="list-style-type: none">• Statement of Financial Activity• Significant Accounting Policies• Graphical Representation – Source Statement of Financial Activity• Net Current Funding Position• Cash and Investments• Major Variances• Budget Amendments• Receivables• Grants and Contributions• Cash Backed Reserve• Capital Disposals and Acquisitions• Trust Fund <p>see Appendix 2</p>	
<i>Comments:</i>	
The Statement of Financial Activity is for the month of October 2019.	
<i>Background:</i>	
<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>	
<i>Statutory Environment:</i>	
Local Government Act 1995 – Section 6.4 Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.	
<i>Policy Implications:</i>	
Nil	
<i>Financial Implications:</i>	
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 ended the 31st of October 2019.

Council Decision: 04112019

MOVED: CR H. MCTAGGART

SECONDED: CR R. HOSEASON-SMITH

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended the 31st of October 2019.

CARRIED: 6/0

10.6 DELEGATION REVIEW

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald – A/Chief Executive Officer

DATE: 14 November 2019

Matters for Consideration:

To review the existing delegations register as provided in [Appendix 3](#).

Background:

Section 5.42 of the Local Government Act 1995 provides that a local government may delegate the exercise of some of its powers and duties to the Chief Executive Officer. Section 5.43 sets out those powers and duties which may not be delegated. Section 5.46(1) requires the CEO to keep a register of all delegations and section 5.46 (2) of the Act provides that delegations be reviewed at least once every financial year.

The Department of Local Government has put out guidelines to try and help Councils in determining which powers and duties to delegate. The Act is unfortunately a bit vague in the determination of the difference in the use of the term 'the local government' and the Council.

The guidelines list various sections of the Act and recommend whether the power or duty should not be delegated, be carried out by 'acting through' its officer/s, or delegated to the CEO who may then on delegate to an officer.

The local government may set conditions or limits on any delegation.

Where a local government adopts policy which in fact delegates any power or duty to the CEO, these delegations must be listed in the register of delegations.

Comments:

The previous Delegation Register was adopted by Council at the June 2018 meeting, therefore the delegations require review this calendar year.

The previous delegation register has been slightly reformatted and reviewed to ensure that the correct statutory references are noted in the delegations.

As a part of the review of the delegations any sub-delegation has been identified to help inform Council and to also ensure that there is only one document that requires review reducing potential for any oversight. Staff with delegations will be advised of their delegations and responsibilities associated with such delegation.

Statutory Environment:

Delegation of some powers and duties to CEO

5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and this power of delegation.

*Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Risk:

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

Consultation:

Department of Local Government

Officer's Recommendation:

Voting requirement: Absolute Majority

That Council endorse the Delegation Review Register of the Shire of Upper Gascoyne as listed in the document contained in [Appendix 3](#) of this Agenda.

Council Decision 05112019

MOVED: CR A. MCKEOUGH

SECONDED: CR G. WATTERS

That Council lay the matter on the table to allow the administration to correct errors and then to be brought back to Council for their consideration.

CARRIED: 6/0

10.7 LGIS SURPLUS DISTRIBUTION

APPLICANT: Shire of Upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald – A/Chief Executive Officer

DATE: 24 October 2019

Matters for Consideration:

Council to resolve how to receive its surplus distribution from Local Government Insurance Services for the 2018/19 financial year. [Appendix 4 refers.](#)

Background:

Each year Local Government Insurance Services reviews their financial position and assesses what, if any, surplus funds may be available for distribution to their members. In 2017/18 the distribution amount was \$9,037 and this was taken as a credit towards insurance premiums for the 2019/20 financial year.

Comments:

Local Government Insurance Services (LGIS) through the WA Local Government Association (WALGA) have advised the amount payable to the Shire of Upper Gascoyne from the 2018/19 surplus is \$13,639.

In previous years the manner in which the surplus was received by the shires has been determined by the administration. For the current distribution LGIS is requiring a decision of Council to be provided to support the manner of distribution. The three options available are:

- a) Receive an immediate refund via an electronic transfer to a nominated bank account
- b) Opt for the surplus to be retained by LGIS and be used to help offset the insurance premiums for 2020/21
- c) Opt for LGIS to hold the funds to be used to offset future risk mitigation services “purchased” from LGIS.

Staff are currently working with LGIS on occupational safety, health and risk policies and procedures. This service is currently provided as a member service at no additional cost. On this basis option (c) above is not supported.

The holding of the surplus to be used to offset next year’s premiums is an option which would assist in forming the 2020/21 annual budget.

The recommended option is to request the surplus be paid this financial year the author is of the belief that funds due in a year should be received that year and not deferred. As is the case most years there are things that are excluded from the budget as funds don’t allow or issues arise during the year that require attention and therefore funding. At present the administration is beginning to have issues with the main computer server. It had been hoped to defer this and provide for a replacement in the 2020/21 budget but a failure of the server would cause major disruptions to the shires operations. A quotation has been requested on replacing the server and an indicative cost of \$15,000 has been suggested by our IT support company. A formal quote still has to be provided as they work to find the best software options to suit our needs. The surplus distribution from LGIS would go a long way towards meeting the costs of the replacement server.

Statutory Environment:	
Local Government Act 1995	
Local Government (Financial Management) Regulations 1996	
Policy Implications:	
Nil	
Financial Implications:	
The funds are unbudgeted income that will be available for Council to allocate.	
Strategic Implications:	
Civic Leadership – Objective 4 – To provide good governance to the Shire of Upper Gascoyne through detailed and professional administration.	
Consultation:	
Nil	
Officer's Recommendation:	Voting requirement: Simple Majority
<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Advise LGIS/WALGA that their preferred option is to have the 2018/19 surplus distribution of \$13,639 paid to a nominated bank account this financial year, and 2. Allocate the funds towards the cost of replacing the main computer server in the administration office 	
Council Decision 06112019	
<p>MOVED: CR J. CAUNT SECONDED: CR G. WATTERS</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Advise LGIS/WALGA that their preferred option is to have the 2018/19 surplus distribution of \$13,639 paid to a nominated bank account this financial year, and 2. Allocate the funds towards the cost of replacing the main computer server in the administration office <p>CARRIED: 6/0</p>	

10.8 POLICY MANUAL REVIEW – MINOR UPDATES

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Ian Fitzgerald – A/Chief Executive Officer
DATE:	19 November 2019
Matters for Consideration:	
Council to adopt revised Policy 2.6 Purchasing and Policy 4.1 Staff Vehicles as detailed in Appendix 5 .	
Background:	
Council adopted a review of the full Policy Manual in May 2019.	
Comments:	
<p>As a result of informal discussions with the auditors and a recent incident a review of Council's Purchasing Policy and the Staff Vehicles Policy have been reviewed.</p> <p>Policies with slight amendments are presented to Council for consideration.</p> <p>Purchasing Policy – a section outlining the delegated purchasing authority amount as per the Delegations Register has been included. This provides the Purchasing Policy with a clear definition of the individual amounts an officer can approve.</p> <p>Staff Vehicles Policy – due to some confusion as to what use staff of shire vehicles other than for official business a section has been added too the policy that defines what use of shire vehicles staff are permitted without express permission of the Chief Executive Officer or Manager Works and Services.</p> <p>The amendments do not alter the intent of the policies but are intended to provide clarity.</p>	
Statutory Environment:	
Local Government Act 1995	
Policy Implications:	
Insert the amended policies into the Shire of Upper Gascoyne Policy Manual	
Financial Implications:	
Nil	
Strategic Implications:	
Civic Leadership – Objective 4 – To provide good governance to the Shire of Upper Gascoyne through detailed and professional administration.	

10.9 2018 / 2019 ANNUAL REPORT

APPLICANT: Shire of upper Gascoyne

DISCLOSURE OF INTEREST: Nil

AUTHOR: Ian Fitzgerald – A/Chief Executive Officer

DATE: 18 November 2019

Matters for Consideration:

To accept the annual report for the financial year ending June 30, 2019 containing the auditor's report for the financial year as provided in ***Appendix 2 – as contained in the Audit Committee Agenda.***

Background:

Section 5.53 requires the local government prepare an annual report for each financial year. Among other things, the annual report should contain the auditor's report for the financial year.

Section 5.54 provides that the local government accept the annual report by no later than 31 December after that financial year.

The CEO must give local public notice of the availability of the report as soon as practical after the report is accepted.

An independent Audit as required under section 7.9 of the Local Government Act 1995 was carried out by the Office of the Auditor General.

Comments:

A copy of the Annual Report for the 2018/19 financial year together with the auditor's report are attached to the Audit Committee agenda and the matter will be considered at that meeting for recommendation to Council.

The Auditor has given the Shire a clean bill of health with no adverse findings or areas for improvement.

Statutory Environment:

Local Government Act 1995 – Division 3 – Conduct of Audit

Audit to be conducted

7.9 (1) an auditor is required to examine the accounts and annual report submitted for audit and, by the 31st December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –

- (a) The mayor or president; and
- (b) The CEO, of the local government; and
- (c) The Minister.

Policy Implications:

Nil

Financial Implications:	
Council has made an appropriate allowance for the costs associated with Auditing as required under the Local Government Act 1995.	
Strategic Implications:	
Nil	
Consultation:	
Nil	
Officer's Recommendation:	Voting requirement: Absolute Majority
<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Adopts the Annual Financial Report, Annual Report together with Auditors Management Letter for the period 1st July 2018 to 30th June 2019.</i> 2. <i>Sets Thursday 19th December 2019 as the date of the Annual Meeting of Electors</i> 	
Council Decision 08112019	
MOVED: CR A. MCKEOUGH	SECONDED: CR R. HOSEASON-SMITH
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts the Annual Financial Report, Annual Report together with Auditors Management Letter for the period 1st July 2018 to 30th June 2019. 2. Sets Thursday 19th December 2019 as the date of the Annual Meeting of Electors <p>CARRIED: 6/0</p>	

10.10 SMALL RATES WRITE-OFF

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Peter Hutchinson – Finance Manager
DATE:	18 November 2019
Matters for Consideration:	
Write off small rates balances of \$35 or less.	
Background:	
<p>From time to time rate payers are late in paying their rates which can result in small amounts of interest being applied to the rate assessment. Given the relatively insignificant amounts of interest it is often not worth the time and effort to collect and will often lead to unnecessary animosity from rate payers.</p> <p>For Emergency Services Levy (ESL) balances of more than \$2 the relevant minister needs to approve the write off.</p>	
Comments:	
<p>This is general housekeeping and does not have a material impact on the financial statements or budgeted rates revenue.</p> <p>With the ESL balances of more than \$2 I will assess the likelihood of recovery on individual assessments and make an application to the relevant minister at a later date.</p>	
Statutory Environment:	
Local Government Act 1995 Fire and Emergency Services Act 1998 Fire and Emergency Services Regulations 1998	
Policy Implications:	
Nil	
Financial Implications:	
A small write off for assessments with balances under \$35 will result in a reduction of rate revenue for 2019/20 of less than \$200 which is immaterial.	
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)
Non-Compliance with Legislation and standards and local government policies.	Unlikely (2)	Insignificant (1)	Medium (3-3)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officers Recommendation
Accounting judgements or estimates that prove to be wrong.	Unlikely (2)	Insignificant (1)	Medium (3-3)	Failure to provide adequate provision for write-offs.	Accept Officers Recommendation
Consultation:					
Nil					
Officer's Recommendation:			Voting requirement: Absolute Majority		
<p><i>That council:</i></p> <ol style="list-style-type: none"> 1. Write off rates balances of \$35 or less on outstanding assessments. 2. Write off Emergency Services Levy and penalty interest balances of less than \$2 on outstanding assessments. 					
Council Decision: 09112019					
<p>MOVED: CR J.CAUNT SECONDED: CR A. MCKEOUGH</p> <p>That council:</p> <ol style="list-style-type: none"> 3. Write off rates balances of \$35 or less on outstanding assessments. 4. Write off Emergency Services Levy and penalty interest balances of less than \$2 on outstanding assessments. <p>CARRIED: 6/0</p>					

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

Nil

Meeting adjourned for lunch – 12.28 – 1.27pm

14. ELECTED MEMBERS REPORTS

14.1 Councillor Hammarquist

Meekatharra drought relief meeting

WALGA Zone and Regional Road Group meetings – 29 November

Landor Races – AGM 7 December

Road signage Paraburdoo to Gascoyne Junction and Mt Augustus needs to be checked

14.2 Councillor J. Caunt

Pink Stumps day

Gascoyne Catchments Group Field Day – Coral Bay

14.3 Councillor G. Watters

Meekatharra drought relief meeting

14.4 Councillor H. McTaggart

Pink Stumps day

Gascoyne Catchments Group Field Day and AGM – Coral Bay

Gassy Dash – looking to base in Gascoyne Junction for 2020 event

Proposed site visit for Mongers pipeline project on 11 December

14.5 Councillor A. McKeough

Gascoyne Catchments Group Field Day and AGM – Coral Bay

LEMC – put in apology

14.6 Councillor R Hoseason-Smith

Attended 3 local government courses in Perth- very overwhelming

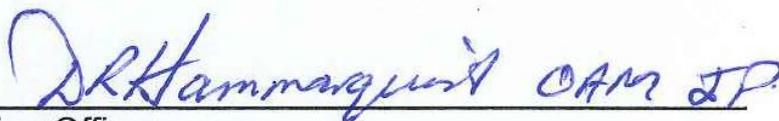
15. STATUS OF COUNCIL RESOLUTIONS

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
10082019	Asset Preservation Model	Letter forwarded to Minister for Local Government and Grants Commission. To be presented to next Grants Commission meeting scheduled for December 2019.	Open	CEO

16. MEETING CLOSURE

The President thanked those present for attending the meeting and declared the meeting closed at 2.13pm.

To be confirmed at the Ordinary Council meeting on 19th December 2019.



Presiding Officer