



MINUTES

28th of August 2024

ORDINARY COUNCIL MEETING

Held at the Shire of upper Gascoyne's Administration Building located at 4 Scott Street, Gascoyne Junction, commencing at 10.30am

DISCLAIMER

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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

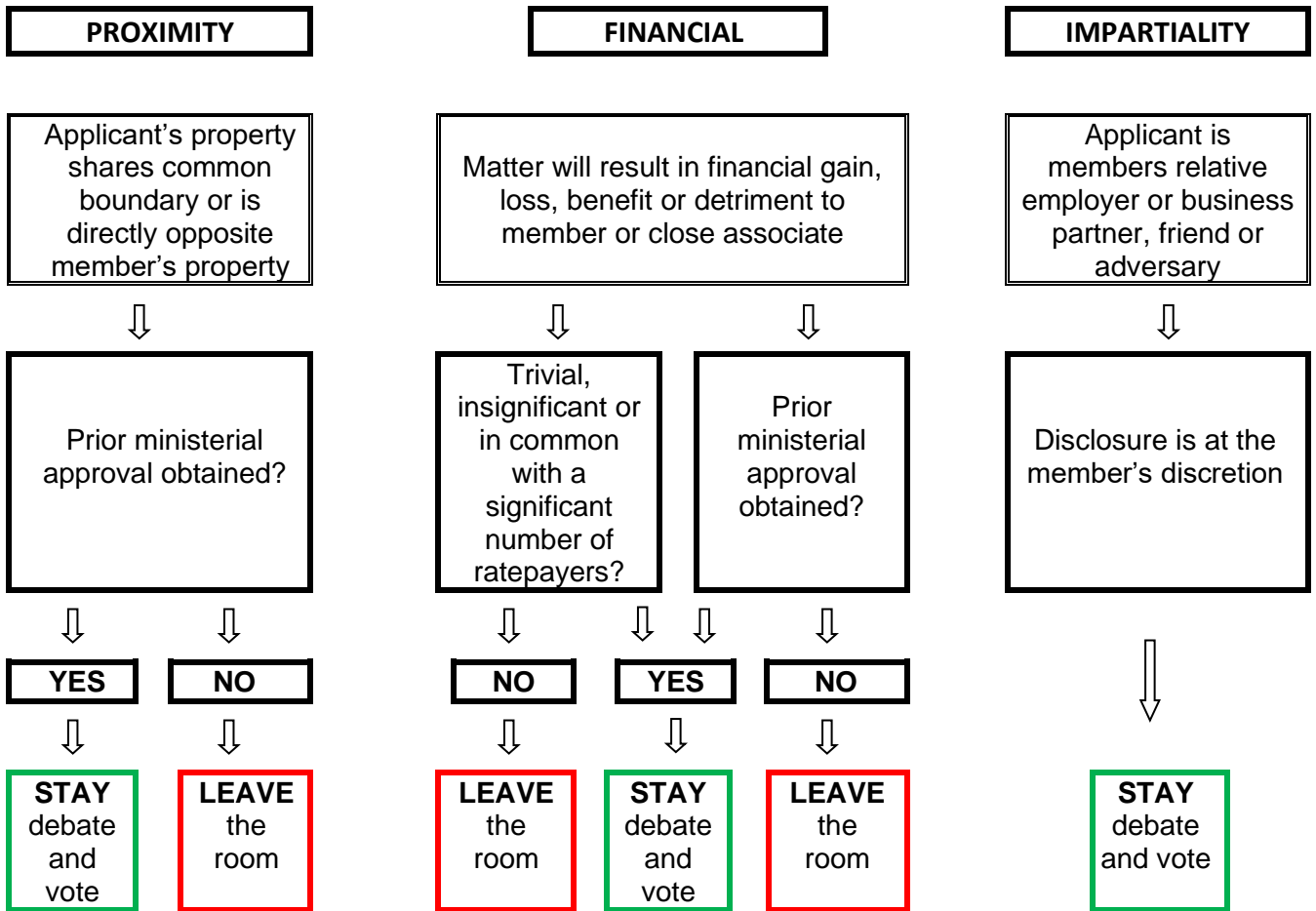
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* Declaring an Interest



Local Government Act 1995 - Extract

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

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

(Penalties apply).

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

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

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

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

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

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

'Local Government (Administration) Regulations 1996 – Extract

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

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



SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES ADMINISTRATION
BUILDING ON THE 28th OF AUGUST 2024 COMMENCING AT 10.30 AM

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**SHIRE OF UPPER GASCOYNE
MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES
ADMINISTRATION BUILDING ON THE 28TH OF AUGUST 2024 COMMENCING AT 10.30 AM**

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The Shire President welcomed those present and declared the meeting open at 10:30am

2. ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

2.1 Councillors

Cr J. Caunt	Shire President
Cr H. McTaggart	Deputy Shire President
Cr B. Walker	Councillor
Cr R. Hoseason-Smith	Councillor
Cr P. Windie	Councillor
Cr A. McKeough	Councillor
Cr W. Baston	Councillor

Staff

John McCleary JP	Chief Executive Officer
Andrea Pears	Executive Manager of Finance and Corporate Services
Jarrod Walker	Executive Manager of Works and Services
Cherie Walker	Senior Corporate Services Officer

Visitors

Josh Kirk	Greenfield Technical Services
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2.2 Absentees

Jarrod Walker left the meeting to attend an appointment 10:30am and returned 11:15am.

2.3 Leave of Absence previously approved

Nil

3. APPLICATION FOR LEAVE OF ABSENCE

Cr Alys McKeough requested to attend the September council meeting via Zoom and this request was endorsed by the Shire President.

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 PRESIDING 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 24th of July 2024.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution No: 01082024			
MOVED:	CR: R. HOSEASON-SMITH	SECONDED:	CR: B. WALKER
That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 24 th of July 2024 be confirmed as a true and correct record of proceedings.			
FOR: CR J CAUNT		AGAINST: CR	
CR H MCTAGGART			
CR B WALKER			
CR P WINDIE			
CR W BASTON			
CR R HOSEASON-SMITH			
CR A MCKEOUGH			
F/A: 7/0			

10. REPORTS OF OFFICERS

Council Resolution No: 02082024			
MOVED:	CR: A. MCKEOUGH	SECONDED:	CR: H. MCTAGGART
<p>That Council receive the Executive Manager of Finance and Corporate Services Executive Manager of Works and Services, and the Chief Executive Officer reports as read.</p> <p>FOR: CR J CAUNT CR H MCTAGGART CR B WALKER CR P WINDIE CR W BASTON CR R HOSEASON-SMITH CR A MCKEOUGH</p> <p>AGAINST: CR</p> <p>F/A: 7/0</p>			

10.1 Manager of Finance and Corporate Services Report

The July period has been absolutely flat tack for the Corporate Team – with the finalisation of our End of Financial Year processes and staff continuing to work on the draft budget simultaneously, on top of our day-to-day tasks, it has been pretty full on.

This month’s council meeting will see the Management Team present the 2024/2025 Annual Budget to Council for adoption which has been a mammoth effort from staff to compile, so I would like to extend many thanks and gratitude to everyone involved in this process as it has not come without challenge – great work everyone!

With one hurdle overcome, the next big task ahead of staff is the finalisation of the Annual Financial Statements and our upcoming End of Year Audit. Add to the mix, preparing to rate bill for the 24/25 year – certainly no time to rest for the wicked, and just as important for staff to maintain the momentum and keep the council operating.

Once again, many thanks to all staff for your continued efforts to achieving what we have – Well Done!



Community Resource Centre Update

Author – Ainsel Hardie, Tourism & Community Development Officer

Community Events

The beginning of August has seen a busy events schedule with a Kidslympics held at the pavilion, the start of a ten week Auskick clinic and a movie night with the Youth Group. Two Gascoyne Food Festival events are being held in the Upper Gascoyne later in August on the 24th and 31st. The first of

our Music in the Park events will be held on the 25th of August during the afternoon at the Two Rivers Memorial Park.

Medical Clinics

GP and Physio Clinics are still receiving high bookings. We have transferred the booking system online which has been responded to well from the public. An optometry clinic for the last week of August is already booked out with a waitlist. Further clinics will be arranged moving forward at this stage aiming for 3 to 4 times per year. August has seen Beth Hudson take on the role of our Nursing Clinic Manager in Gascoyne Junction.

Meetings

Over the past few weeks I have represented the Shire at meetings with the District Health Advisory Committee and Australia's Golden Outback Board advocating for our Shire. In the health sector the need for better access to emergency medical services was raised. Further clinics were also discussed. I have also been liaising with DBCA, GDC and other key stakeholders to get a progress report on the Mount Augustus Safety funding program.

I have been working with GDC on the Upper Gascoyne – Gascoyne Food Festival events, the upcoming Gascoyne Resource Connect Mining Symposium and a collaboration with the three other Gascoyne shires around #gazing the Gascoyne and building a brand for the region in the Astrotourism space.

Tourism

We have seen a very strong July with 20 visitors in the centre each day not uncommon. Our peak day in July saw 39 visitors into the centre. We have launched a new bird watching checklist highlighting birds found in our national parks in collaboration with DBCA. Updates have been made to the format of the tourism pages on the Shire website to further support our digital marketing campaign with new content to be added throughout September. This will also see the launch of our quarterly tourism newsletter. A stargazing event has been arranged for a tour group visiting Gascoyne Junction on August 25, and two more nights planned in early September at Mount Augustus and in Junction. Staff have been invited to an update on operations and tourism at Kennedy Range National Park.

Printed at: 21/08/24		SHIRE OF UPPER GASCOYNE			
Page No: 1		General Ledger Detail Trial Balance (frmGLTrialBalance)			
Options: Year 24/25, From Month 01, To Month 01, 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	0.00	-763.85	-763.85
CRC INC	10841330	Transport Commission: CRC	0.00	-19.24	-19.24
CRC INC	10841340	Postal Agency Commission: CRC	0.00	-646.82	-646.82
CRC INC	10841380	Postal Agency Sales	0.00	-108.85	-108.85
CRC INC	10841390	Sales: Books/Maps/Souvenirs/Sundries	0.00	-501.53	-501.53
CRC INC	10841500	Grant: CRC Operating	0.00	-48,000.00	-48,000.00
CRC INC	10842600	CRC Income Misc.	0.00	-43.82	-43.82
CRC INC	10842610	CRC Merchandise Sales	0.00	-1,245.72	-1,245.72
Total	CRC INCOME		0.00	-51,329.83	-51,329.83
Total for division	GEN		0.00	-51,329.83	-51,329.83
Grand Total			0.00	-51,329.83	-51,329.83

CUSTOMER SERVICES & ENQUIRIES		2024.2025 TOTAL	2023.2024 TOTAL	YTD DIFF	Jul-24	Jul-23	JULY DIFF
Admin Support	Faxes	0	1	-1	0	0	0
	Photocopying/Printing/Scanning/Emailing	1	22	-21	1	1	0
	Laminating/Binding	1	0	1	1	0	1
	Hot Office Bookings	0	4	-4	0	2	-2
	External Training and Course	0	1	-1	0	0	0
CRC	1:1 Assistance to Community Members	0	39	-39	0	3	-3
	Computer/Internet Access	4	39	-35	4	4	0
	Community Education Events	0	1	-1	0	0	0
	Community Social Events	2	24	-22	2	0	2
	Community Economic Seminars	0	3	-3	0	0	0
	Department of Human Services	0	15	-15	0	2	-2
	Government Access Point	0	43	-43	0	1	-1
	Use of Paid WIFI Services	0	3	-3	0	2	-2
	Use of FREE WIFI Hub	2	42	-40	2	7	-5
Tourism	Road Condition Requests	156	591	-435	156	183	-27
	General Tourism Information	273	1644	-1,371	273	260	13
	Book Sales	133	25	108	133	6	127
	CRC Merchandise Sales	54	310	-256	54	65	-11
	Walking Tours	0	70	-70	0	19	-19
	Phonebook Purchases	0	0	0	0	0	0
Info	Gassy Gossip yearly subscription	0	5	-5	0	0	0
	Gassy Gossip Advertisement	0	0	0	0	0	0
	Video Conference/Telehealth	2	1	1	2	0	2
Health	RFDS Support	5	33	-28	5	1	4
	Medical Clinic Visits	17	120	-103	17	6	11
Agencies	Library	12	109	-97	12	12	0
	Postage Sales	12	124	-112	12	14	-2
	Postage Collection	59	68	-9	59	53	6
	Department of Transport	5	45	-40	5	6	-1
	Horizon Power	2	104	-102	2	8	-6
Total Customer Service Enquiries		740	3486	-2,746	740	655	85

10.2 Manager of Works and Services Report

The town crew are very busy playing catchup with town maintenance and gardening. With staff shortages and the recent weather, the weeds and mowing have gotten away from us however the team are working hard to back on top of things.

The new staff house and recently purchased ex QEM house renovations and gardens are almost complete. Various trades have all but completed their upgrades and both houses will be ready for moving in by the end of the month.

The maintenance graders have completed grading the Cobra Dairy Creek Road and will move onto the Cobra Gifford Creek Road. Both Ray and Clive have been working well together. They will then move down to Landor Mt Augustus Road in time for the Landor races. We have engaged Boyd from Midwest Contracting to grade the Carey Downs Road and Gilroyd roads.

The works crew have started our capital works programme starting with our RRG Indigenous Access project on Landor Mount Augustus Road. We will resheet approximately a 3km section north of the Thomas. I anticipate we will be there for three swings before moving further south to complete 10km of resheeting south of Rutters Crossing.

August is always a busy time for us obtaining quotes and finalising scopes and specifications for capital works and projects. We have purchased a second-hand Kenworth T658 prime mover. This will replace the current CAT prime mover. The T658 will undergo a full going over in Geraldton prior to coming to site. We have received two quotes for the replacement grader as you will see in the agenda. Sean is working with external sources to finalise designs on the RO evaporation ponds prior to seeking quotes for installation.



10.3 Chief Executive Officers Report

The months of July and August have once again been a flurry of activity for all concerned. I have largely been concentrating on the more strategic activities. We have been negotiating at length with Hastings for our Road Use Agreement. This has come to an abrupt halt as the issue of “Aggregate Liability” has become a stumbling block. I am sure once Hastings have had time to reflect that this will be resolved.

Jim and I attended a Yinggarda workshop meeting where we had the opportunity to address Yinggarda members about what we do as a Shire and encouraged them to participate in our processes.

I have submitted a grant application to Lotterywest for the River Stairs Project. Anecdotally Lotterywest see this as a very good project; however, the proof will be in pudding depending on the outcome of the project.

Delta Mining are continuing to work with us in identifying their preferred route, identifying borrow pits and water points.

The Mining Symposium is coming together and I look forward to a successful day and night hopefully full of information from the miners on their progress and also providing an opportunity for regional suppliers to meet and greet.

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Andrea Pears - Ex Man Finance and Administration
Date:	21 August 2024
Matters for Consideration:	<p>To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday the 28th of August 2024 as attached – see Appendix 1.</p> <p>In addition to the List of Accounts and as part of this agenda report, Council are also requested to receive the Legal Expenses report. This report details all legal costs incurred to the end of this reporting period for both general legal and rates debt recovery expenses – refer to Appendix 1.</p>
Background:	The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.
Comments:	The list of accounts are for the month of June 2024
Statutory Environment:	<p>Local Government (Financial Management Regulations) 1996</p> <p>13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —</p> <ul style="list-style-type: none"> (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. <p>(2) A list of accounts for approval to be paid is to be prepared each month showing —</p> <ul style="list-style-type: none"> (a) for each account which requires council authorisation in that month — <ul style="list-style-type: none"> (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:	Purchasing Policy
Financial Implications:	2024/2025 Budget
Strategic Implications:	SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation. Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning. Strategy 4.2.3 Comply with statutory and legislative requirements.

Risk:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Payments are made without appropriate budget authority	2 / 2 – Low	Purchasing Policy provides for differing levels of Purchase Order Authority and only invoices with a PO will be paid.
Health	N/A	N/A	
Service Interruption	N/A	N/A	
Compliance	N/A	N/A	
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	Accounting Fraud	4 / 1 - Low	Internal Controls are in place, including using Eftsure which checks the creditor to ensure bank, contact details, ABN are correct, matching PO's with invoices, sign off by responsible officers, bank payments to be authorised by two officers exclusive of the PO authorising officer.

Consultation:	Nil										
Voting requirement:	Simple Majority										
Officer's Recommendation:	<p><i>That Council endorse the payments for the period 1st of July 2024 to the 31st of July 2024 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 31st of July 2024.</i></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs</td> <td>\$ 691,066.66</td> </tr> <tr> <td>Cheque</td> <td>\$ 0.00</td> </tr> <tr> <td>Net Payroll</td> <td>\$ 136,611.32</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$ 33,539.72</td> </tr> <tr> <td>TOTAL</td> <td>\$ 861,217.70</td> </tr> </table>	Municipal Fund Bank EFTs	\$ 691,066.66	Cheque	\$ 0.00	Net Payroll	\$ 136,611.32	BPAY/Direct Debit	\$ 33,539.72	TOTAL	\$ 861,217.70
Municipal Fund Bank EFTs	\$ 691,066.66										
Cheque	\$ 0.00										
Net Payroll	\$ 136,611.32										
BPAY/Direct Debit	\$ 33,539.72										
TOTAL	\$ 861,217.70										

Council Resolution No: 03082024

MOVED:	CR: B. WALKER	SECONED:	CR: R. HOSEASON-SMITH
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That Council endorse the payments for the period 1st of July 2024 to the 31st of July 2024 as listed, which have been made in accordance with delegated authority per LGA 1995 s5.42 and receive the Legal Expenses Report detailing all legal costs incurred to the 31st of July 2024.

Municipal Fund Bank EFTs	\$ 691,066.66
Cheque	\$ 0.00
Net Payroll	\$ 136,611.32
BPAY/Direct Debit	\$ 33,539.72
TOTAL	\$ 861,217.70

FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER
CR P WINDIE
CR W BASTON
CR R HOSEASON-SMITH
CR A MCKEOUGH

AGAINST: CR

F/A: 7/0

10.5 MONTHLY FINANCIAL STATEMENT	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Andrea Pears
Date:	15 August 2024
Matters for Consideration:	<p>The Statement of Financial Activity for the periods of June 2024 & July 2024, includes the following reports:</p> <ul style="list-style-type: none"> • Statement of Financial Activity • Significant Accounting Policies • Graphical Representation – Source Statement of Financial Activity • Net Current Funding Position • Cash and Investments • Major Variances • Budget Amendments • Receivables • Grants and Contributions • Cash Backed Reserve • Capital Disposals and Acquisitions • Trust Fund <p style="text-align: center;">see Appendix 2</p>
Background:	<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>
Comments:	The Statement of Financial Activity is for the month of June 2024 and July 2024
Statutory Environment:	<p>Local Government Act 1995 – Section 6.4</p> <p>Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.</p>
Policy Implications:	Nil
Financial Implications:	Nil
Strategic Implications:	<p>SCP – Objective 4 – Our Leadership – 4.2 An efficient and effective organisation.</p> <p>Strategy 4.2.2 Maintain accountability and financial responsibility through effective planning.</p> <p>Strategy 4.2.3 Comply with statutory and legislative requirements.</p>
Risk:	

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework	2 / 2 – Low	Financial statements are prepared on time and according to the applicable Legislation and Regulations.
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	2 / 2 – Low	Ensure that the Financial Statements are prepared on time and according to the applicable Legislation and Regulations.
Reputational	N/A	N/A	High priority has been placed on preparing Statutory reporting within legislated timeframes.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Consultation:	Nil
Voting requirement:	Simple Majority
Officer's Recommendation:	<i>That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2024 and July 2024.</i>

Council Resolution No: 04082024

MOVED:	CR: B. WALKER	SECONDED:	CR: P. WINDIE
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That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of June 2024 and July 2024.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER

CR P WINDIE

CR W BASTON

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

10.6 ADOPTION OF THE 2024-2025 ANNUAL BUDGET

APPLICANT:	Shire of Upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – Chief Executive Officer
DATE:	15 August 2024
Matters for Consideration:	
The 2024-2025 Statutory Annual Budget is presented for Council's formal adoption as presented in Appendix 3 .	
Background:	
Council has discussed the 2024-2025 Draft Annual Budget at the ordinary meetings of Council held in July 2024	
Comments:	
<p>The annual budget is the principal management tool which is used during the financial year to monitor financial performance and provide sound reporting to Council through the monthly Financial Activity Statements and the Annual Statement of Accounts.</p> <p>I am confident that this annual budget will be a strong management tool for Shire operations during the coming financial year.</p> <p>Differential Rates were discussed at the ordinary meeting of Council held in April, May and July 2024.</p> <p>Some of the major highlights include:</p> <ul style="list-style-type: none">• New Administration offices• Refurbishment of Lot 39 Gregory Street• Retaining Wall & Flooring for Lot 19 Gregory Street• New Shed & Patio for L23 Gregory Street• New Shed for L 45B Gregory Street• New patio for L39 Gregory Street• New patio for L17 Gregory Street• Lot 51 Hatch Street – Gardens & Retic• Lot 45B Gregory Street – Gardens & Retic• Lot 52 Hatch Street - Patio• Lot 23 Hatch Street - Patio• Residential Land Sub-division• Commercial Land Development• Up-grade of telephone system• Resealing Program• Records Management System	

- Fence Rubbish Tip
- Reverse Osmosis Plant and associated infrastructure
- Up grade electrical boards at the Admin centre and pavilion
- New Grader
- Second-hand prime mover
- New operator camp
- Landor / Meekatharra Road Sealing project
- Landor / Mt Augustus Re-sheeting
- Re-seal Carnarvon / Mullewa Road
- 33 River Crossing
- Chemical Storage Shed
- Storage Shed at the Tourist Precinct
- River Access Project

Rate in the Dollar

Gross Rental Valuation – Residential/Industrial/Commercial	11.0880 cents in the dollar
Gross Rental Valuation – Transient Workers Accommodation	25.0000 cents in the dollar
Unimproved Valuation – Rural	9.0000 cents in the dollar
Unimproved Valuation – Mining Tenements	33.0000 cents in the dollar

Minimum Rates

Gross Rental Valuation – Residential/Industrial/Commercial	Minimum \$ 525.00
Gross Rental Valuation – Transient Workers Accommodation	Minimum \$1,200.00
Unimproved Valuation – Rural	Minimum \$1,600.00
Unimproved Valuation – Mining Tenement	Minimum \$2,200.00

Statutory Environment:	
Local Government Act 1995	
Policy Implications:	
Nil	
Financial Implications:	
The annual budget sets the details and parameters for income and expenditure for the financial year. These rates have been discussed with council and advertised as required.	
Strategic Implications:	
<p>The Budget has been developed in accordance with the Shire’s Community Strategic Plan.</p> <p>The budget will allow Council to work towards the projects identified in the Forward Capital Works Plan as well as continuing to provide a high level of services and facilities to our community and visitors to our community.</p>	
Consultation:	
<p>Councillors</p> <p>Contract Accountant – RSM</p> <p>Shire Staff</p>	

Risk:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	
Financial Impact	No Budget can be levied without these being adopted by Council	2 / 5 – High	Ensure budget are adopted by Council in a timely manner.
Service Interruption	N/A	2 / 5 – High	
Compliance	N/A	2 / 5 – High	
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Officers Recommendation

Voting Requirement: Various

Voting Requirement: Absolute Majority - 05082024

MOVED: CR W. BASTON

SECONDED: CR A. MCKEOUGH

Part A – Adoption of 2024-2025 Statutory Annual Budget

That pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the 2024-2025 Statutory Annual Budget as attached at [Appendix 3](#).

**FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER
CR P WINDIE
CR W BASTON
CR R HOSEASON-SMITH
CR A MCKEOUGH**

AGAINST: CR

F/A: 7/0

Voting Requirement: Absolute Majority - 06082024

MOVED: CR H. MCTAGGART

SECONDED: CR B. WALKER

Part B - Imposition of General and Minimum Rates, Instalment Payment Arrangements, Charges and Interest.

Pursuant to section 6.45 of the Local Government Act 1995, that the rates and charges specified hereunder and in the attached budget document be imposed on all rateable property within the district of the Shire of Upper Gascoyne for the 2024-2025 financial period.

Rate in the Dollar

Gross Rental Valuation – Residential/Industrial/Commercial	11.0880 cents in the dollar
Gross Rental Valuation – Transient Workforce Accommodation	25.0000 cents in the dollar
Unimproved Valuation – Rural	9.0000 cents in the dollar
Unimproved Valuation – Mining Tenements	33.0000 cents in the dollar

Minimum Rates

Gross Rental Valuation – Residential/Industrial/Commercial	Minimum \$ 525.00
Gross Rental Valuation – Transient Workforce Accommodation	Minimum \$1,200.00
Unimproved Valuation – Rural	Minimum \$1,600.00
Unimproved Valuation – Mining Tenement	Minimum \$2,200.00

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996 Council adopts a charge of \$15 for the four instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the ratepayer has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full and by instalments:

- 1st instalment & Full payment due 11 Oct 2024
- 2nd instalment due 13 Dec 2024
- 3rd instalment due 14 Feb 2025
- 4th instalment due 11 Apr 2025

Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% to be imposed on all outstanding rates and services charges and costs of proceedings to recover such charges that remain unpaid after 4th October 2023 or in the case of instalment options, on all outstanding rate amounts after the due date for payment of the instalment.

**FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER
CR P WINDIE**

AGAINST: CR

CR W BASTON
CR R HOSEASON-SMITH
CR A MCKEOUGH

F/A: 7/0

Voting Requirement: *Simple Majority - 07082024*

MOVED: CR H. MCTAGGART

SECONDED: CR A. MCKEOUGH

Part C – Material Variance Reporting for 2024-25

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2024-2025 for reporting material variances shall be 10% or \$40,000, whichever is the greater.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER

CR P WINDIE

CR W BASTON

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

10.7 ADOPTION OF 24/25 FEE'S AND CHARGES

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Andrea Pears – Executive Manger Finance and Administration
Date:	15 August 2024
Matters for Consideration:	To accept and adopt the Schedule of Fees and Charges for the 2024 / 25 financial year as listed in Appendix 4 and for those fees and charges to come into effect as of the 1 st September 2024.
Background:	As part of the budget process, fees and charges are to be determined and applied.
Comments:	<p>A review of our current fees and charges was undertaken by staff and through this process, a shortfall in cost recovery was identified in various areas. To help bridge the gap and to provide some level of consolidation across our services, an increase has been applied to some of our fees and charges such as items like the rubbish charges, to better assist in our cost recovery efforts. Some new fees and charges have also been added to the schedule – particularly in the hire of our facilities.</p> <p>For ease of transition and application, we ask that the fees and charges be made effective as of 1st September 2024 meaning that any services provided on and after this date will be charged under the new fees and charges schedule for 2024/25.</p>
Statutory Environment:	<p>Local Government Act 1995 – Section 6.16</p> <p>(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.</p> <p>(2) A fee or charge may be imposed for the following —</p> <p>(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;</p> <p>(b) supplying a service or carrying out work at the request of a person;</p> <p>(c) subject to section 5.94, providing information from local government records;</p> <p>(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;</p> <p>(e) supplying goods;</p> <p>(f) such other service as may be prescribed.</p> <p>(3) Fees and charges are to be imposed when adopting the annual budget but may be (a) imposed during a financial year; and (b) amended from time to time during a financial year.</p> <p>Local Government (Financial Management) Regulations 1996 Reg. 5 (2)(b)</p>

Policy Implications:	Nil
Financial Implications:	2024/25 Budget
Strategic Implications:	Nil

Risk:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	
Financial Impact	No Fees and Charges can be levied without these being adopted by Council	2 / 2 – Low	Ensure Fees and Charges are adopted by Council in a timely manner.
Service Interruption	N/A	N/A	
Compliance	N/A	N/A	
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Consultation:	Staff
Voting requirement:	Absolute Majority
Officer's Recommendation:	<p><i>That Council –</i></p> <ol style="list-style-type: none"> 1. Adopt the schedule of fees and charges presented in Appendix 4 for the 2024 / 2025 financial year as part of adopting the 2024 / 2025 annual budget. 2. Adopt the date of 1st September 2024 as the effective date for the 2024 / 2025 fees and charges.

Council Resolution No: 08082024

MOVED:	CR: B. WALKER	SECONDED:	CR: W. BASTON
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That Council –

1. Adopt the schedule of fees and charges presented in **Appendix 4** for the 2024 / 2025 financial year as part of adopting the 2024 / 2025 annual budget.

2. Adopt the date of 1st September 2024 as the effective date for the 2024 / 2025 fees and charges.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER

CR P WINDIE

CR W BASTON

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	John McCleary – Chief Executive Officer
Date:	6 August 2024
Matters for Consideration:	To provide clarity for the Administration Team on the methodology required to achieve Differential Rating without the need to seek Ministerial Approval.
Background:	<p>At the March 2024 Council Agenda Briefing the Administration sought direction from Council as to how they wished to proceed with preparing a budget for the 24/25 Financial Year given the new requirements for Ministerial Approval for differential rates and the time lines surround this approach.</p> <p>Council was provided with a presentation from Moore Australia that provided information surrounding different approaches that could be undertaken – Differential Rates without Ministerial Approval and Differential Rates with Ministerial Approval.</p> <p>Council, as a collective, instructed staff to prepare the 24/25 Budget with the rating being a Differential Rate seeking Ministerial Approval. The primary reason for this direction was that Council believed that the Pastoral Property owners needed to be fully consulted with.</p> <p>At the OCM held on the 24th of April 2024 the following resolution was made:</p> <p>“ 1. Instruct the CEO to write to all rate payers advising of the proposed amended rating methodology for the 2025/2026 Financial year and invite submissions to be received no later than end of July 2024;</p> <p>2. Instruct the CEO to prepare a Council agenda item advising the outcome of the submissions received through the consultation period and seek Council's endorsement of the rating methodology for the 2025/ 2026 Financial year.”</p>
Comments:	Staff emailed all Pastoralists within the Shire. As of the 31 st of July 2024, the Shire has not received any submissions. We did receive one phone call requesting clarification. Please refer to attachment Appendix 5 listing the mail out recipients.
Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	Nil

Strategic Implications:

SCP Object 4 – Strategy 4.2.3 – Comply with statutory and legislative requirements – CBP – 4.2.3.2 – Seek a high level of legislative compliance in organisational practices and effective internal control.

Risk Assessment:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	
Financial Impact	The minister of the day may not support the Shires application for differential rates and could ask the Shire to either reduce or increase rating categories prior to adopting the budget. Uncertainty breeds risk and Shire's are to reduce risk wherever possible.	High 3 – 4	Ensure the differential rating methodology does not require ministerial approval by ensuring the highest rate in each category is not more than 2 times the lowest rate in the dollar.
Service Interruption	N/A	N/A	
Compliance	N/A	N/A	
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Consultation:

Pastoral sector within the Shire of Upper Gascoyne

Voting requirement:

Simple Majority

Officer's Recommendation:

That Council authorise the Shire Staff to prepare future budgets using a differential rating methodology which does not require ministerial approval.

Council Resolution No: 09082024**MOVED:****CR: W. BASTON****SECONDED:****CR: B. WALKER**

That Council authorise the Shire Staff to prepare future budgets using a differential rating methodology which does not require ministerial approval.

FOR: CR J CAUNT**AGAINST: CR****CR H MCTAGGART**

CR B WALKER

CR P WINDIE

CR W BASTON

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

10.9

STAFF MEMBER REQUEST FOR SECONDARY EMPLOYMENT

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	John McCleary – Chief Executive Officer
Date:	6 August 2024
Matters for Consideration:	Ainsley Hardie (TCDO) has been offered a contract external to her role with the Shire to undertake approximately 4 hours a week of work trading as Sage Tourism Solutions as the facilitator of the marketing for the Gascoyne Murchison and Outback Pathways Tourism taking over Frances Pollock and Red Earth Marketing
Background:	The shire annually pays a Co-Op Tourism Services Contribution to Red Earth Marketing operated by Frances Pollock. At the July MEG Meeting Frances raised a motion to transfer the coordination and operation of this service to Ainsley Hardie trading as Sage Tourism Solutions moving forward. This motion was passed unanimously by the Shires of Meekatharra, Wiluna, Murchison, Yalgoo, Cue, Mt Magnet and Sandstone.
Comments:	<p>Ainsley, has submitted in writing as per our Staff Policy – 4B.24 Staff Seeking Secondary Employment a request to engage in this work outside of her official duties. The policy is in place to ensure that any secondary employment does not interfere or prejudice their employment with the Shire. Appendix 6</p> <p>Ainsley has made it clear that all work undertaken in this role will occur outside of Shire operating hours and have no impact on her day-to-day role within the Shire. She has reiterated that her roles and responsibilities in her current role at the Shire will always take precedence.</p> <p>The role will see Ainsley take on the maintenance of the:</p> <ul style="list-style-type: none"> • Outback Pathways Website and Social Media • When required to update and arrange for the reprint of the Outback Pathways marketing materials. • When required to update and arrange for the reprint of the Gascoyne Murchison Visitor Guide • Liaise with the AGO to continue the cooperative marketing agreement which sees an allocation of funds annually to the AGO for marketing and promotion of the Gascoyne Murchison region that is matched by the AGO. This marketing is undertaken by the AGO
Statutory Environment:	Nil
Policy Implications:	Staff Policy – 4B.24
Financial Implications:	Nil
Strategic Implications:	<p>2.3.1.1 Continue to promote our district, using a variety of mediums and collaborations</p> <p>2.3.1.2 Support tourism development opportunities pursued by the local community where appropriate</p>

Risk Assessment:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A		
Financial Impact	N/A		
Service Interruption	N/A		
Compliance	N/A		
Reputational	Potential for some to perceive this request as a conflict of interest.	Low 2 / 2	By publicly seeking permission to undertake secondary employment the perception is mitigated.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Consultation:	Ainsley Hardie
Voting requirement:	Simple Majority
Officer's Recommendation:	<i>That Council via the CEO authorise Ainsley Hardie, trading as Sage Tourism Solutions, to facilitate the marketing for the Gascoyne Murchison and Outback Pathways Tourism.</i>

Council Resolution No: 10082024

MOVED:	CR: W. BASTON	SECONDED:	CR: P. WINDIE
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That Council via the CEO authorise Ainsley Hardie, trading as Sage Tourism Solutions, to facilitate the marketing for the Gascoyne Murchison and Outback Pathways Tourism.

FOR: CR J CAUNT
 CR H MCTAGGART
 CR B WALKER
 CR P WINDIE
 CR W BASTON
 CR R HOSEASON-SMITH
 CR A MCKEOUGH

AGAINST: CR

F/A: 7/0

10.10

PROVISION OF PLANT AND LABOUR HIRE FOR CARNARVON MULLEWA UPGRADE 2024/25

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Jarod Walker- Works Manager
Date:	13 August 2024
Matters for Consideration:	To accept / reject tender received to carry out work associated with Carnarvon Mullewa Road Upgrades. Please refer to Appendix 7 for the full assessment report.
Background:	<p>The Shire of Upper Gascoyne (Shire) seeks to engage an experienced road construction contractor to undertake capital road upgrade works on the Carnarvon Mullewa Rd. The works are funded via a direct grant from Main Roads WA (MRWA) to the Shire. The works comprise clearing, topsoil stripping, construction of embankment foundation, subgrade and gravel pavements, construction of drainage elements, maintenance of all roads used as part of the construction works and sourcing and supplying all materials including borrow fill material, gravel materials, and construction water. The works will be completed by one contractor. Bitumen spray sealing of the upgraded road construction work will be completed by others. All works are required to be completed by 30 April 2025.</p> <p>Greenfield Technical Services (Greenfield), acting on instruction from the Shire prepared the Request for Tender (RFT) documents for RFT 05 23-24 Carnarvon Mullewa Rd Upgrades 2024.</p>

<p>Comments:</p>	<p>Please refer to Appendix 7 for the full assessment report.</p> <p>Four (4) tender submissions were received as follows:</p> <ul style="list-style-type: none"> • Dean Contracting (Dean) • MTF (MTF) • Northern Goldfields Earthmoving (NGE) • THEM Earthmoving (THEM) <p>The Shire received a good level of interest in the work and has received four well-prepared and detailed tender submissions. Greenfield is aware of all four of the tenderers. Each of the four tender submissions demonstrated that the four contractors had all had similar experience with similar work in similar areas. Based on their previous experience and their current capabilities, Greenfield expects that each of the four contractors has the capacity to complete the work to a high standard. The minor variation in the qualitative scores by each contractor is generally a function of contractors not providing a high level of detail in their responses to the qualitative criteria rather than any concern or lack of capability of a contractor in any particular facet. The only item of concern was that NGE did not provide a program for the work nor did they confirm that they could complete the work within the nominated period. The Shire may wish to confirm NGE's program should they decide to award to this contractor.</p> <p>Depending on which tenderer is engaged, the actual spray sealing costs and the actual contingency required for the work, there may be some funding available remaining from the total budget. This surplus funding could be used to fund additional work and as such, the Shire may wish to consider ensuring that the Council resolution provides flexibility to increase the Contract amount. If no contingency funding is required and the spray sealing costs are in line with the budget estimates, there is an estimated additional amount of \$250,000 that could be used to fund additional work.</p>
<p>Statutory Environment:</p>	<p>Local Government (Functions and General) Regulations 1996</p> <p>Reg 18 Rejecting and accepting tenders</p> <p>(4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.</p> <p>(5) The local government may decline to accept any tender.</p>
<p>Policy Implications:</p>	<p>Purchasing Policy</p>
<p>Financial Implications:</p>	<p>2024/25 Budget has an allocation for the Shire's contribution needs to be made. The rest of the payments are reimbursed by DFES.</p>

Strategic Implications:

Key Objective 2 Economic Our Prosperity

A growing local economy, encouraging commercial diversity

Outcome 2.1: An appropriate transport network supporting local industry

Strategy 2.1.1 Provide appropriate transport network infrastructure, supporting our community, local pastoral and mining industries and tourism

Risk Assessment:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Health	N/A	N/A	N/A
Financial Impact	Nil – as this is funded BY SIP MRWA	N/A	N/A
Service Interruption	Minor interruption to road access	Low 2	Traffic Management
Compliance	N/A	N/A	N/A
Reputational	The Shire prides itself on well maintained and upgraded road networks.	Low 2	Upgrading of unsealed roads to seal encourages development in the community and is in line with our Community Strategic Plan
Property	NA.	NA	NA
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Consultation:

CEO, Manager of Works and Services, Greenfields Technical Services

Voting requirement:

Simple Majority

Officer's Recommendation:	<p><i>That Council award RFT 09 23-24 as follows:</i></p> <ul style="list-style-type: none"> • MTF Services (MTF) for base scope total cost of \$2,838,221.80 + GST <p>OR</p> <ul style="list-style-type: none"> • MTF Services (MTF) for total cost of \$3,088,221.80 + GST
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Council Resolution No: 11082024

MOVED: CR: H. MCTAGGART	SECONDED: CR: B. WALKER
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<p>That Council award RFT 09 23-24 as follows:</p> <ul style="list-style-type: none"> • MTF Services (MTF) for base scope total cost up to \$3,100,000.00 + GST 	
FOR: CR J CAUNT	AGAINST: CR
CR H MCTAGGART	
CR B WALKER	
CR P WINDIE	
CR W BASTON	
CR R HOSEASON-SMITH	
CR A MCKEOUGH	
F/A: 7/0	

10.11 AMEND GRID POLICY	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Jarrold Walker – Works Manager
Date:	14 August 2024
Matters for Consideration:	Amendments to current grid policy

Background:	Recent discussions with Councillors at the Ordinary Council Meeting held on 24 th July 2024, recommended changes to the current grid policy.
Comments:	<p>The current grid policy does not have any provision for an access gate to provide access to traffic during grid maintenance or for pastoralists to move livestock.</p> <p>The proposed amendments (in yellow) to the policy include:</p> <p>12.8.2 If a grid has been removed and the lessee later wishes to have a new grid installed, then the new grid should be at least a 8m grid and only installed once the fence has been suitably rebuilt or a new fence constructed a minimum of 6 metres from the centre of the road/grid;</p> <p>12.8.3 It is the responsibility of the lessee to install a minimum 6m wide double gate on one side of all newly installed or replaced grids.</p> <p>The proposed amended Grid Policy can be found in Appendix 8</p>
Statutory Environment:	Nil
Policy Implications:	New Policy
Financial Implications:	Nil
Strategic Implications:	Nil

Risk:

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	NA	N/A	
Health	N/A	N/A	
Service Interruption	N/A	N/A	
Compliance		N/A	
Reputational	May impact some lessee's	Low 3	Advertise amendments in Gassy Gossip and website
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A.	N/A	

Consultation:	Councillors, CEO and Works Manager
Voting requirement:	Simple Majority
Officer's Recommendation:	<p>That Council:</p> <p>1. Approve amendments to grid policy to include:</p> <p>12.8.2 If a grid has been removed and the lessee later wishes to have a new grid installed, then the new grid should be at least a 8m grid and only installed once the fence has been suitably rebuilt or a new fence constructed a <i>minimum of 6 metres from the centre of the road/grid</i>;</p> <p>12.8.3 It is the responsibility of the lessee to install a minimum 6m wide double gate on one side of all newly installed or replaced grids.</p>

Council Resolution No: 12082024

MOVED:	CR: H. MCTAGGART	SECONDED:	CR: R. HOSEASON-SMITH
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That Council:

2. Approve amendments to grid policy to include:

12.8.2 If a grid has been removed and the lessee later wishes to have a new grid installed, then the new grid should be at least a 8m grid and only installed once the fence has been suitably rebuilt or a new fence constructed a *minimum of 6 metres from the centre of the road/grid*;

12.8.3 It is the responsibility of the lessee to install a minimum 6m wide double gate on one side of all newly installed or replaced grids.

FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER
CR P WINDIE
CR W BASTON

AGAINST: CR

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

10.12 DECISION CRITERIA RFT02 24-25 PLANT AND LABOUR HIRE LANDOR MEEKATHARRA RESHEETING

Applicant:	Shire of Upper Gascoyne					
Disclosure of Interest:	Nil					
Author:	Jarrold Walker- Works Manager					
Date:	14 August 2024					
Matters for Consideration:	To adopt decision criteria for RFT02 24-25 Plant and Labour Hire Landor Meekatharra Resheeting					
Background:	The Shire has a considerable capital works program this financial year. It is unrealistic for the works crew to complete all the projects before the end of the financial year. External plant and labour hire is required.					
Comments:	<p>The Works Manager has determined that engaging a contractor to complete resheeting works on the Landor Meekatharra Road is the best option. The project is funded by Regional Road Group to the value of \$580,340. The project needs to be completed before 30th June 2024.</p> <p>As per our purchasing policy we will need to conduct a public tender. To do so we need to adopt a decision criterion to evaluate each tender on.</p> <p>The proposed decision criteria and weightings are as follows:</p> <table border="1" data-bbox="651 1117 1453 1473"> <thead> <tr> <th>CRITERIA</th> </tr> </thead> <tbody> <tr> <td>Quality and Completeness of Road Construction Plant/Equipment (25%)</td> </tr> <tr> <td>Demonstrated Remote Area Construction Experience (25%)</td> </tr> <tr> <td>Demonstrated local knowledge of sourcing appropriate materials (25%)</td> </tr> <tr> <td>Capacity to commence and complete contract works within the designated timeframe (25%)</td> </tr> </tbody> </table>	CRITERIA	Quality and Completeness of Road Construction Plant/Equipment (25%)	Demonstrated Remote Area Construction Experience (25%)	Demonstrated local knowledge of sourcing appropriate materials (25%)	Capacity to commence and complete contract works within the designated timeframe (25%)
CRITERIA						
Quality and Completeness of Road Construction Plant/Equipment (25%)						
Demonstrated Remote Area Construction Experience (25%)						
Demonstrated local knowledge of sourcing appropriate materials (25%)						
Capacity to commence and complete contract works within the designated timeframe (25%)						
Statutory Environment:	2.5 Purchasing Policy					
Policy Implications:	Nil					
Financial Implications:	Shire will receive \$386,893 from RRG and contribute \$193,447					
Strategic Implications:	<p>SCP – Key Objective 2 – Economic – Our Prosperity</p> <p>Strategy 2.1.1 – Provide appropriate network infrastructure, supporting our community, local pastoral and mining industries and tourism.</p> <p>CBP – 2.1.1.2 Continue to undertake road works in line with the 2040 Roads of Regional Significance document.</p>					
Risk:						

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Failure to complete RRG projects within financial year will impact future funding from RRG.	15	Engage external plant and equipment to complete works within timeframe
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Failure to complete RRG projects within financial year will impact future funding from RRG.	6- Moderate	Engage external plant and equipment to complete works within timeframe
Reputational	Failure to complete RRG projects within financial year will impact SUG's reputation with other RRG members and MRWA.	6- Moderate	Engage external plant and equipment to complete works within timeframe
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Consultation:	Department of Planning, Lands and Heritage						
Voting requirement:	Simple Majority						
Officer's Recommendation:	<p><i>That Council adopt decision criteria and weightings:</i></p> <table border="1"> <tr> <td>Quality and Completeness of Road Construction Plant/Equipment (25%)</td> </tr> <tr> <td>Demonstrated Remote Area Construction Experience (25%)</td> </tr> <tr> <td>Demonstrated local knowledge of sourcing appropriate materials (25%)</td> </tr> <tr> <td>Capacity to commence and complete contract works within the designated timeframe (25%)</td> </tr> </table>			Quality and Completeness of Road Construction Plant/Equipment (25%)	Demonstrated Remote Area Construction Experience (25%)	Demonstrated local knowledge of sourcing appropriate materials (25%)	Capacity to commence and complete contract works within the designated timeframe (25%)
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Demonstrated Remote Area Construction Experience (25%)							
Demonstrated local knowledge of sourcing appropriate materials (25%)							
Capacity to commence and complete contract works within the designated timeframe (25%)							
Council Resolution No: 13082024							
MOVED:	CR: R. HOSEAON-SMITH	SECONDED:	CR: H. MCTAGGART				

That Council adopt decision criteria and weightings:

Quality and Completeness of Road Construction Plant/Equipment (25%)

Demonstrated Remote Area Construction Experience (25%)
--

Demonstrated local knowledge of sourcing appropriate materials (25%)
--

Capacity to commence and complete contract works within the designated timeframe (25%)
--

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER

CR P WINDIE

CR W BASTON

CR R HOSEASON-SMITH

CR A MCKEOUGH

F/A: 7/0

10.13 SUPPLY NEW GRADER

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Jarrod Walker- Works Manager
Date:	19 August 2024
Matters for Consideration:	Award RFQ1 24-25 Supply New Grader to successful tenderer via Equote.
Background:	The Shire is replacing P100 Grader with a new model grader. The Works Manager utilised WALGA's Preferred Supplied Program to conduct an Equote as per our Purchasing Policy.

<p>Comments:</p>	<p>The Works Manager utilised WALGA’s Preferred Supplied Program to conduct an Equote as per our Purchasing Policy.</p> <p>Westrac and AFGRI (John Deere) were invited to quote. Westrac submitted and original tendered price of \$567,000. However Westrac have applied a 2% discount program on all 120-150M graders delivered after 15/08/2024. See Appendix 9</p> <p>Westrac tendered a 150M CAT grader:</p> <p>Price: \$567,222 less 2% price reduction \$557,200</p> <p>Warranty: 150-60 Months or 7000 Hours Premier Full Machine</p> <p>AFGRI tendered a MY23 John Deere 670GP with two circle drive options:</p> <p>Price: <i>With Premium Circle upgrade \$570,000</i> <i>Without premium circle upgrade \$550,000</i></p> <p>Warranty: 60 Months or 5000hrs</p> <p>All prices are excluding GST.</p> <p>The Shire already has two other 140M/150M graders in its fleet. Westrac has Westrac service technician in Carnarvon and a parts store in Geraldton. AFGRI has engaged Portside Engineering in Carnarvon as their service technician and have a parts store in Geraldton.</p> <p>The John Deere MY23 would require the shire to keep additional oils and parts in stock.</p> <p>Both AFGRI and Westrac were unable to provide a trade in price for P100 grader prior to RFQ1 24-25 closing. It was made clear in the RFQ that the shire reserves the right to opt for highest trade in price or use that price as a reserve to conduct a public disposal of P100.</p>
<p>Statutory Environment:</p>	<p>2.5 Purchasing Policy</p>
<p>Policy Implications:</p>	<p>Nil</p>
<p>Financial Implications:</p>	<p>Funded by Plant reserve</p>
<p>Strategic Implications:</p>	<p>SCP – Key Objective 2 – Economic – Our Prosperity</p> <p>Strategy 2.1.1 – Provide appropriate network infrastructure, supporting our community, local pastoral and mining industries and tourism.</p> <p>CBP – 2.1.1.2 Continue to undertake road works in line with the 2040 Roads of Regional Significance document.</p>
<p>Risk:</p>	

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Category	Description	Rating	Mitigating Actions
Financial Impact	Responsibly utilise funds	3- Low	Accept best value for money tender
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Failure to comply with purchasing policy	3- Low	Conduct Equote via WALGA Preferred Supplier Portal
Reputational	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Consultation:	AFGRI, Westrac, CEO
Voting requirement:	Simple Majority
Officer's Recommendation:	<p><i>Given Westrac's past performance and good working relationship with the shire and we have two existing CAT 140/150M graders along with their corresponding parts and oils in stock, it is my recommendation that Council:</i></p> <p>Award RFQ1 24-25 Supply New Grader to Westrac for the value of \$557,200.</p>

Council Resolution No: 14082024

MOVED:	CR: B. WALKER	SECONDED:	CR: P. WINDIE
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Given Westrac's past performance and good working relationship with the shire and we have two existing CAT 140/150M graders along with their corresponding parts and oils in stock, it is my recommendation that Council:

Award RFQ1 24-25 Supply New Grader to Westrac for the value of \$557,200.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER
 CR P WINDIE
 CR W BASTON
 CR R HOSEASON-SMITH
 CR A MCKEOUGH

F/A: 7/0

11. MATTERS BEHIND CLOSED DOORS

Nil

12. PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

14. ELECTED MEMBERS REPORTS

- 14.1 Cr J Caunt – 30/7 Attended Meeting with Karen Chapel and Nick Slone from WALGA 21/8 Attended Yinggarda meeting re future projects and on the 23/8 Attended WALGA Zone Meeting via Teams in Gascoyne Junction.
- 14.2 Cr H McTaggart – Nil to report
- 14.3 Cr B Walker – Nil to report
- 14.4 Cr W Baston – Attended LEMC in Gascoyne Junction, Attended Meeting with Karen Chapel and Nick Slone from WALGA 21/8 Attended Yinggarda meeting re future projects and on the 23/8.
- 14.5 Cr R Hoseason-Smith - Nil to report
- 14.6 Cr P Windie – Nil to report
- 14.7 Cr A McKeough – Nil to report

15. OUTSTANDING COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
			Close	

16. MEETING CLOSURE

The Shire President closed the meeting at 12.15pm.

To be confirmed at the Ordinary Meeting on the 18th September 2024.

Signed.....

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