



# MINUTES

24<sup>th</sup> of July 2024

## ORDINARY COUNCIL MEETING

**Held at the Shire of upper Gascoyne's Administration Building located at 4 Scott Street, Gascoyne Junction, commencing at 10.46am**

### 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.

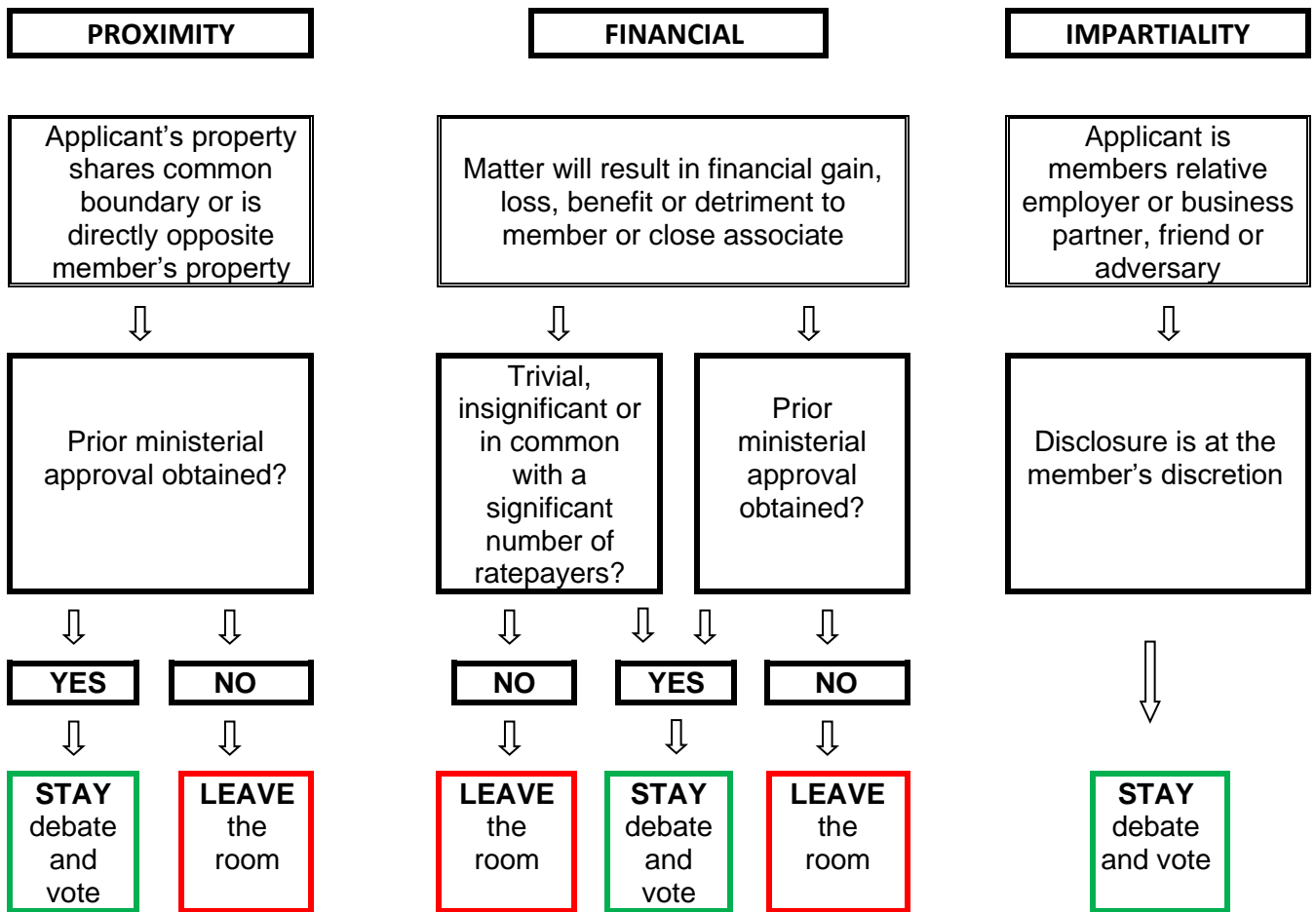
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John McCleary, JP  
CHIEF EXECUTIVE OFFICER

## \* 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**  
**AGENDA FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES ADMINISTRATION**  
**BUILDING ON THE 24<sup>th</sup> OF JULY 2024 COMMENCING AT 10.46AM**

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**SHIRE OF UPPER GASCOYNE  
AGENDA FOR THE ORDINARY MEETING OF COUNCIL BE HELD AT THE SHIRES  
ADMINISTRATION BUILDING ON THE 24<sup>TH</sup> OF JULY 2024 COMMENCING AT 10.46AM**

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

The Shire President welcomed those present and declared the meeting open at 10:46am

**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**

Joshua Kirk	Greenfield Technical Services
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**2.2 Absentees**

Nil

**2.3 Leave of Absence previously approved**

Nil

**3. APPLICATION FOR LEAVE OF ABSENCE**

**4. PUBLIC QUESTION TIME**

**4.1 Questions on Notice**

Nil

**4.2 Questions without Notice**

**5. DISCLOSURE OF INTEREST**

- 10.5 – Cr W. Baston
- 10.10 – Cr W. Baston
- 10.11 – Cr R. Hoseason-Smith
- 10.11 – Cr A. McKeough
- 10.11 – Cr W. Baston
- 10.11 – Cr B. Walker
- 10.12 – Cr J. Caunt

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

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

The Shire President, Councillor J Caunt, acknowledged the passing of long time resident, Mrs Betty Fletcher.

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

Nil

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

9.1 Ordinary Meeting of Council held on 26<sup>th</sup> of June 2024.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

<b>Council Resolution No: 01072024</b>			
<b>MOVED:</b>	<b>CR: B. WALKER</b>	<b>SECONDED:</b>	<b>CR: R. HOSEASON-SMITH</b>
That the Unconfirmed Minutes from the Ordinary Meeting of Council held on the 26 <sup>th</sup> of June 2024 be confirmed as a true and correct record of proceedings.			
<b>FOR: CR J CAUNT</b>		<b>AGAINST: CR</b>	
<b>CR H MCTAGGART</b>			
<b>CR B WALKER</b>			
<b>CR P WINDIE</b>			
<b>CR W BASTON</b>			
<b>CR R HOSEASON-SMITH</b>			
<b>CR A MCKEOUGH</b>			
<b>F/A: 7/0</b>			

## 10. REPORTS OF OFFICERS

Council Resolution No: 02072024			
<b>MOVED:</b>	<b>CR: W. BASTON</b>	<b>SECONDED:</b>	<b>CR: B. WALKER</b>
<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><b>FOR: CR J CAUNT</b> <b>CR H MCTAGGART</b> <b>CR B WALKER</b> <b>CR P WINDIE</b> <b>CR W BASTON</b> <b>CR R HOSEASON-SMITH</b> <b>CR A MCKEOUGH</b></p> <p><b>AGAINST: CR</b></p> <p><b>F/A: 7/0</b></p>			

### 10.1 Manager of Finance and Corporate Services Report

The whole team is focused on completing year end reconciliations in preparation for the Annual Financial Statements as well as drafting the 24/25 Annual Budget for the Shire. It is a huge task that needs to be completed so that the Shire can continue to operate and provide services to our community.

On Wednesday 24 July we will be holding a Budget Workshop with Council to finalise projects and expenditure and ensure we are meeting our community plan key objectives. It is anticipated that the budget will be adopted at the August 2024 Ordinary Council Meeting.

Even though we are short staffed at present the team has worked extremely well and should be commended for their efforts. Well done.



#### Community Resource Centre Update

Author – Ainsey Hardie, Tourism & Community Development Officer

The Gascoyne Junction Community Resource Centre has been listed as a finalist in the upcoming DPIRD CRC Organisation Awards. The judging panel has been impressed by the vast impact that CRCs have in creating resilient regional communities across Western Australia. Gascoyne Junction is a finalist in the Innovative Service Delivery Award for the Upper Gascoyne Youth Group. This award will be announced at the upcoming CRC Conference in July. DPIRD will be visiting Gascoyne Junction on Monday July 8 to record a video to be played at the CRC conference.

As we begin a new financial year we have secured funding agreements for the ongoing provision of services for the State Library, Services Australia and DPIRD for our overall CRC funding. A new action plan is in progress for the next three years for the CRC as a benchmark for reporting.

I attended an online session regarding the Local Government Public Health Policy that all LGAs will need to adopt by 2026. There will be several stages in bringing this policy into effect including consulting with Midwest Health to establish our Healthy and Wellbeing Profile from data, public consultation and meetings to best understand the priorities for our community. More details and a timeline for this project will be available after the release of the State Public Health Plan in October.

Work continues on the Gascoyne Connect Mining Symposium to be held in Gascoyne Junction on Thursday September 5. The program for the day's event is almost finalised with the last of speakers being locked in ready send to our invitees. A save the date has already been sent. The aim of the event is to support ongoing relationships between the mining and resource sector and the Upper Gascoyne community and to also establish new relationships. By working collaboratively, the event aims to identify potential gaps and problems as well as highlight what is working well as we continue to work together to find solutions to ensure a positive and sustainable mining industry in the Upper Gascoyne and extended Gascoyne region. This all day event will include keynote speakers and round table discussions throughout the day before a complimentary networking Outback BBQ dinner under the stars and is being supported by GDC.

The Shire of Upper Gascoyne sponsored a prize in the 2023 Astrofest Astrophotography Awards. The winner visited the region in early June and captured night images across the Shire. This image of Temple Gorge is an example and a contender for the 2024 Awards. On Saturday July 6 our Dark Sky Camera went live. Each night through timelapse images of the Gascoyne Junction night sky are sent to the Global Meteor Network in Canada to be included in data used in understanding meteors. These images are now available on our webpage to share with the wider community. This is yet another important part of our submission as we begin the process to become an International Dark Sky Community.



July has seen two Stargazing nights presented to tourists in the area. 26 visitors attended the events over two nights, one held in Gascoyne Junction and a second at Mount Augustus. This inaugural event has had positive feedback and we will continue to offer these in August and September. These nights have coincided with school holidays. There has been a noticeable increase in visitors over this period with high occupancy rates in both tourist parks.

In partnership with the Gascoyne Junction Remote Community School in Term 3 we will be offering a free Auskick Clinic for residents of the Upper Gascoyne. Both Shire and School staff have put their hands up to volunteer to assist at these clinics. Many hands make light work so if anyone can assist for one, a few or all of these 10 clinics please let the CRC staff know.



CUSTOMER SERVICES & ENQUIRIES		2023.2024 TOTAL	2022.2023 TOTAL	YTD DIFF	Jun-24	Jun-23	JUNE DIFF
Admin Support	Faxes	1	0	1	0	0	0
	Photocopying/Printing/Scanning/Emailing	22	25	-3	1	3	-2
	Laminating/Binding	0	1	-1	0	0	0
	Hot Office Bookings	4	1	3	0	1	-1
	External Training and Course	1	0	1	0	0	0
CRC	1:1 Assistance to Community Members	39	30	9	0	4	-4
	Computer/Internet Access	39	34	5	0	3	-3
	Community Education Events	1	2	-1	0	1	-1
	Community Social Events	24	16	8	0	3	-3
	Community Economic Seminars	3	1	2	0	0	0
	Department of Human Services	15	16	-1	0	0	0
	Government Access Point	43	37	6	0	0	0
	Use of Paid WIFI Services	3	3	0	0	0	0
	Use of FREE WIFI Hub	42	27	15	0	5	-5
	Road Condition Requests	591	830	-239	91	121	-30
Tourism	General Tourism Information	1644	1036	608	172	164	8
	Book Sales	25	29	-4	3	4	-1
	CRC Merchandise Sales	310	308	2	18	31	-13
	Walking Tours	70	70	0	0	4	-4
	Phonebook Purchases	0	0	0	0	0	0
Info	Gassy Gossip yearly subscription	5	0	5	0	0	0
	Gassy Gossip Advertisement	0	0	0	0	0	0
Health	Video Conference/Telehealth	1	8	-7	0	0	0
	RFDS Support	33	11	22	4	0	4
Agencies	Medical Clinic Visits	120	82	38	8	16	-8
	Library	109	93	16	0	6	-6
	Postage Sales	124	94	30	10	4	6
	Postage Collection	68	68	0	64	63	1
	Department of Transport	45	34	11	2	4	-2
	Horizon Power	104	68	36	7	6	1
<b>Total Customer Service Enquiries</b>		<b>3486</b>	<b>2924</b>	<b>562</b>	<b>380</b>	<b>443</b>	<b>-63</b>

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SHIRE OF UPPER GASCOYNE

### General Ledger Detail Trial Balance

(frmGLTrialBalance)

Options: Year 23/24, From Month 12, To Month 12, By Resposnsible Officer (CRC INCOME CRC INCOME ACCOUNTS - MONTHLY REPORTING)

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CRC INC\	10841310	Commission Centrelink : CRC	-8,020.69	-741.60	-8,762.29
CRC INC\	10841330	Transport Commission: CRC	-1,363.87	-15.53	-1,379.40
CRC INC\	10841340	Postal Agency Commission: CRC	-7,354.51	-666.67	-8,021.18
CRC INC\	10841350	CRC Room Hire Income	-109.10	0.00	-109.10
CRC INC\	10841360	Income from Events Held	-52,908.18	0.00	-52,908.18
CRC INC\	10841380	Postal Agency Sales	-998.69	-121.54	-1,120.23
CRC INC\	10841390	Sales: Books/Maps/Souvenirs/Sundries	-1,145.76	-153.40	-1,299.16
CRC INC\	10841500	Grant: CRC Operating	-48,000.00	-3,000.00	-51,000.00
CRC INC\	10842590	Community Fund Monies Held in Trust Transferred to CRC	-462.26	0.00	-462.26
CRC INC\	10842600	CRC Income Misc.	-3,216.73	-5.82	-3,222.55
CRC INC\	10842610	CRC Merchandise Sales	-6,561.31	-325.52	-6,886.83
Total	CRC INCOME		<u>-130,141.10</u>	<u>-5,030.08</u>	<u>-135,171.18</u>
Total for division	GEN		<u>-130,141.10</u>	<u>-5,030.08</u>	<u>-135,171.18</u>
Grand Total			<u>-130,141.10</u>	<u>-5,030.08</u>	<u>-135,171.18</u>

## 10.2 Manager of Works and Services Report

### General:

July is always a busy month as we close out the last financial year and prepare for the next. We have successfully completed all of works programs and continue to deliver our ongoing projects in town. The town crew have enjoyed a bit of time off during the school holidays and we have welcomed Mitchell Hoseason-Smith to the crew on a part time basis. Mitchell replaces Dave Miller as he has decided to end his part time tenure with the Shire. I would like to thank Dave for his commitment and efforts, we wish him well.



The new 3x2 staff house is coming along nicely as is the newly acquired 3x1 on Hatch Street. Sean has engaged a contractor from Carnarvon to complete landscaping and gardening in the next month or so. The painters and electricians will complete the renovations at the 3x1 this month. We are hoping to have both completed in the next two months.

### **Works Crew:**

The works crew are working on the Landor Mt Augustus Road. We have been fortunate enough to receive an additional \$200,000 in Aboriginal Community Access funds from Regional Road Group, we are liaising with the Burringurrah community as to accessing gravel and water and the best place to expend the monies.

Clive Ryder has joined our works crew. Clive will replace Ian Golding and fill in on the construction crew when required. He has teamed up with Ray in the other maintenance grader on Cobra Dairy Creek as he settles in. Unfortunately, sections of the Carnarvon Mullewa Road were damaged in the last rain event. We were fortunate enough to have one of THEM's multi rollers on site and completed a grade and roll from Pells to the Murchison boundary while we had plenty of moisture in the road. I have also had Boyd Leeson completing grading on the Pimbee and Winderie Callagiddy roads while there is moisture. Unfortunately, Boyd was away for a week or so due to personal reasons, however he is back in the saddle and will continue onto Carey Downs roads in the next week or so.

We will have a jet patching truck here early next month to carry out repairs on various sections of bitumen. Lance from ABBL Contracting has sourced the truck and will help oversee the repairs. Once repairs are complete, Greenfields will assist in auditing our entire bitumen network and provide a detailed maintenance program to us. This audit will inform us of our reseal program for the next 5-10 years.

Due to the recent rains and unavailability of accommodation, THEM have delayed the repairs to Ullawarra Road. They are expected to begin works by the 21<sup>st</sup> July and take approximately two weeks to complete.

### **10.3 Chief Executive Officers Report**

This has been a relatively short month for me as I have been away in Perth with medical appointments taking front and centre. During my absence Andrea and Jarrod managed to keep the ship afloat.

It is with a heavy heart that we acknowledge the sad passing of Betty Fletcher. Obviously, Betty was deeply respected and loved by many within our very small community, and she will be greatly missed. Prior to Betty becoming unwell I managed to spend a couple of weeks with her helping to feed the sheep whilst Thomas was away in Perth. Betty and I shared many a good story and laugh as I grew up with many of her Shark Bay relatives.

This month is still all about the budget. We now have notification on all revenue sources – RRG, R2R, LRCI, FAG and Rates. By all accounts our Financial Assistance Grant has received the largest increase of any Local Government in the State. This is largely a result of having our Asset Preservation Value correctly accounted for. The APV is a measure that pervades all the grants, as such, the work undertaken over numerous years is now starting to pay dividends.

Work has commenced on addressing issues raised under the Reg 17 and the Financial Management Review, over time you will see various Strategic Documents, Policies and the like come forward.

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Andrea Pears - Ex Man Finance and Administration
<b>Date:</b>	16 July 2024
<b>Matters for Consideration:</b>	<p>To receive the List of Accounts Due &amp; Submitted to Ordinary Council Meeting on Wednesday the 24<sup>th</sup> of July 2024 as attached – see <a href="#">Appendix 1</a>.</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 <a href="#">Appendix 1</a>.</p>
<b>Background:</b>	The local government under its delegated authority to the CEO to make payments from the municipal and trust funds is required to prepare a list of accounts each month showing each account paid and presented to Council at the next ordinary Council meeting. The list of accounts prepared and presented to Council must form part of the minutes of that meeting.
<b>Comments:</b>	The list of accounts are for the month of June 2024
<b>Statutory Environment:</b>	<p>Local Government (Financial Management Regulations) 1996</p> <p><b>13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.</b></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"> <li>(a) the payee’s name; and</li> <li>(b) the amount of the payment; and</li> <li>(c) the date of the payment; and</li> <li>(d) Sufficient information to identify the transaction.</li> </ul> <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"> <li>(a) for each account which requires council authorisation in that month — <ul style="list-style-type: none"> <li>(i) the payee’s name; and</li> <li>(ii) the amount of the payment; and</li> <li>(iii) sufficient information to identify the transaction; and</li> </ul> </li> <li>(b) the date of the meeting of the council to which the list is to be presented.</li> </ul>

	(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.
<b>Policy Implications:</b>	Purchasing Policy
<b>Financial Implications:</b>	2023/2024 Budget
<b>Strategic Implications:</b>	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.

<b>Consultation:</b>	Nil										
<b>Voting requirement:</b>	Simple Majority										
<b>Officer's Recommendation:</b>	<p><i>That Council endorse the payments for the period 1<sup>st</sup> of June 2024 to the 30<sup>th</sup> of June 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 30<sup>th</sup> of June 2024.</i></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs</td> <td>\$ 1,085,601.47</td> </tr> <tr> <td>Cheque</td> <td>\$ 0.00</td> </tr> <tr> <td>Payroll</td> <td>\$ 90,646.26</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$ 19,859.50</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$ 1,196,107.23</b></td> </tr> </table>	Municipal Fund Bank EFTs	\$ 1,085,601.47	Cheque	\$ 0.00	Payroll	\$ 90,646.26	BPAY/Direct Debit	\$ 19,859.50	<b>TOTAL</b>	<b>\$ 1,196,107.23</b>
Municipal Fund Bank EFTs	\$ 1,085,601.47										
Cheque	\$ 0.00										
Payroll	\$ 90,646.26										
BPAY/Direct Debit	\$ 19,859.50										
<b>TOTAL</b>	<b>\$ 1,196,107.23</b>										

**Council Resolution No: 03072024**

<b>MOVED:</b>	<b>CR: H. MCTAGGART</b>	<b>SECONED:</b>	<b>CR: R. HOSEASON-SMITH</b>
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That Council endorse the payments for the period 1<sup>st</sup> of June 2024 to the 30<sup>th</sup> of June 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 30<sup>th</sup> of June 2024.

Municipal Fund Bank EFTs	\$ 1,085,601.47
Cheque	\$ 0.00
Payroll	\$ 90,646.26
BPAY/Direct Debit	\$ 19,859.50
<b>TOTAL</b>	<b>\$ 1,196,107.23</b>

**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 ATTENDANCE AT WALGA ANNUAL CONFERENCE**

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Alys McKeough – Shire Councillor – potential attendee
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	16 July 2024
<b>Matters for Consideration:</b>	To authorise Shire Councillor(s) and Staff to attend the WALGA State Conference.
<b>Background:</b>	This year the WALGA Local Government Convention will be held between the 8 – 10 <sup>th</sup> of October 2024 at the Perth Convention and Exhibition Centre.
<b>Comments:</b>	<p>The WALGA Local Government Convention is the landmark event in the Local Government calendar.</p> <p>It brings together Elected Members, suppliers, Council officers and key stakeholders as part of a unique program of professional development, networking and business opportunities.</p> <p>The convention exhibition is also a unique opportunity for preferred suppliers to meet Council representatives and showcase the latest innovations and technologies across the sector.</p>
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil as an allowance has been made in the 2024/25 Annual Budget.
<b>Strategic Implications:</b>	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		
Financial Impact	N/A		
Service Interruption	N/A		
Compliance	N/A		
Reputational	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

<b>Consultation:</b>	Nil
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	<i>That the Council authorise Cr W Baston and Cr B Walker to attend the WALGA Local Government Convention to be held between the 8<sup>th</sup> to the 10<sup>th</sup> of October 2024.</i>

**Council Resolution No: 04072024**

<b>MOVED:</b>	<b>CR H. MCTAGGART</b>	<b>SECONDED:</b>	<b>CR R. HOSEASON-SMITH</b>
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That the Council authorise Cr W Baston and Cr B Walker to attend the WALGA Local Government Convention to be held between the 8<sup>th</sup> to the 10<sup>th</sup> of October 2024.

**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**

**10.6 ENDORSEMENT TO EXPEND MONIES FROM THE MUNICIPAL ACCOUNT PRIOR TO THE ADOPTION OF THE 2024/25 BUDGET**

APPLICANT:	Shire of upper Gascoyne
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	John McCleary – CEO
DATE:	16 July 2024
<b>Matters for Consideration:</b>	
To endorse expenditure from the Municipal Account prior to the adoption of the 2024 / 25 budget.	
<b>Background:</b>	
The draft budget was presented to Council at the July 2024 meeting. Since then the CEO and Works Manager have identified items that both need to be added and others removed. This has been done on the basis that there is no extra cost to the budget.	
<b>Comments:</b>	
The items listed all have significant lead times from when the Purchase Order is provided and when delivery takes place as such it is considered prudent to order the nominated items as soon as possible.	
<b>Statutory Environment:</b>	
Local Government Act 1995 – Section 6.4 Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.	
<b>Policy Implications:</b>	
Nil	
<b>Financial Implications:</b>	
It is anticipated that these changes will have no net effect on the draft Budget that has been presented to Council for consideration.	
<b>Strategic Implications:</b>	
Nil	
<b>Risk</b>	



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	All these items require either a long lead to order or best done whilst the weather is cool. Failure to either order or commence works has the potential to push things out 8+ months	3 / 4 - High	Seek approval to issue seek quotes and issue Purchase Orders as soon as possible.
Compliance	N/A		
Reputational	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

**Consultation:**

Nil

**Officer's Recommendation:**

**Voting requirement: Absolute Majority**

*That Council endorses the CEO to purchase the following capital items prior to the 2024 / 25 budget being adopted at the August 2024 ordinary meeting of Council:*

1. Grader; (payment made upon delivery)
2. Truck;
3. RO Plant & Associated Equipment;
4. Concrete paths surrounding Lot 23 and Lot 52;
5. Office Extension;
6. Landscaping/Gardens for Lots 45B & 51; and
7. Governance Furniture & Seating

**Council Decision 05072024**

<b>MOVED:</b>	<b>CR H. MCTAGGART</b>	<b>SECONDED:</b>	<b>CR R. HOSEASON-SMITH</b>
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That Council endorses the CEO to purchase the following capital items prior to the 2024/25 budget being adopted at the August 2024 ordinary meeting of Council:

/25

1. Grader; (payment made upon delivery)
2. Truck;
3. RO Plant & Associated Equipment;
4. Concrete paths surrounding Lot 23 and Lot 52;
5. Office Extension;
6. Landscaping/Gardens for Lots 45B & 51; and
7. Governance Furniture & Seating

**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**

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	16 July 2024
<b>Matters for Consideration:</b>	To receive the minutes of the Gascoyne Regional Road Group <a href="#">Appendix 2</a> .
<b>Background:</b>	As part of the Shires obligations in respect to receiving funding via the Regional Road Group funding mechanism the Shire are required to submit the minutes of each RRG Meeting at the next Ordinary Meeting of Council after the RRG Meeting.
<b>Comments:</b>	Nil
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	Key Objective 4 Governance Our Leadership Provide good governance and leadership Outcome 4.1: A strategically focused Council, demonstrating leadership and governance Strategy 4.1.1 Effectively represent and promote the Shire

**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	As part of the Shire's obligations to receive Regional Road Group funding the Shire are required to present the RRG Minutes to Council	2 / 2 Low	Present the RRG Minutes as a Council item
Reputational	The Shire prides itself on meeting all obligations set by the RRG, accordingly failure to comply would undermine our position.	2 / 2 Low	Present the RRG Minutes as a Council item.
Property	N/A		
Environment	N/A		
Fraud	N/A		

<b>Consultation:</b>	Nil
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	<i>That Council receive the Gascoyne Regional Road Group Minutes for the RRG Meeting held on the 21<sup>st</sup> of June 2024 at Gascoyne Junction.</i>

**Council Resolution No: 06072024**

<b>MOVED:</b>	<b>CR A. MCKEOUGH</b>	<b>SECONDED:</b>	<b>CR B. WALKER</b>
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That Council receive the Gascoyne Regional Road Group Minutes for the RRG Meeting held on the 21<sup>st</sup> of June 2024 at Gascoyne Junction.

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

**AGAINST: CR**

**CR B WALKER**

**CR P WINDIE**

**CR W BASTON**

**CR R HOSEASON-SMITH**

**CR A MCKEOUGH**

**F/A: 7/0**

## 10.8

## AUDIT CHARTER

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary – Chief Executive Officer
<b>Date:</b>	16 July 2024
<b>Matters for Consideration:</b>	To endorse an Audit Charter that is applicable for the Audit Committee. Please refer to <a href="#">Appendix 3</a> .
<b>Background:</b>	The Shire engaged AMD Chartered Accountants to undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the Shire in accordance with the Local Government (Audit) Regulations 1996, Regulation 17 for the period ended 31 December 2023 (the “Review”).
<b>Comments:</b>	2.2.7. Audit Committee Charter and Meetings  The findings recommended that the Shire create an Audit Committee Charter be documented and implemented clearly defining the independence, accountability, role and responsibilities and reporting arrangements for the committee.
<b>Statutory Environment:</b>	Although not a legislative requirement it is considered to be “best practice”.
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	Key Objective 4 Governance Our Leadership Provide good governance and leadership Outcome 4.2: An efficient and effective organisation Strategy 4.2.3 Comply with statutory and legislative requirements

**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	Although not a statutory provision it is considered “best practice” and it was identified in the Reg 17 review.	1 / 5 Moderate	Prepare and adopt an “Audit Charter” as presented by the Administration
Reputational	N/A		
Property	N/A		
Environment	N/A		
Fraud	N/A		

<b>Consultation:</b>	Executive Manager of Finance and Administration
<b>Voting requirement:</b>	Simple Majority
<b>Officer’s Recommendation:</b>	That Council adopt the “Audit Charter” as presented in Appendix 3 of the agenda.

**Council Resolution No: 07072024**

<b>MOVED:</b>	<b>CR A. MCKEOUGH</b>	<b>SECONDED:</b>	<b>CR H. MCTAGGART</b>
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That Council adopt the “Audit Charter” as presented in [Appendix 3](#) of the agenda.

**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

## 10.9 ROAD DE-GAZETTAL POLICY

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Jarrold Walker – Works Manager
<b>Date:</b>	15 July 2024
<b>Matters for Consideration:</b>	To rescind the endorsement of the current De-Gazettal Policy adopt a new policy on de-gazetting Roads within the Shire.
<b>Background:</b>	<p>At a previous Ordinary Meeting of Council held on the 27<sup>th</sup> March 2024, the CEO was instructed to draft a policy for consideration by Council. The new policy was endorsed in the Council Meeting held on 24<sup>th</sup> April 2024, however on reflection the policy was somewhat vague and not definitive when put into practice. This left determining whether to de-gazette a road or not open to interpretation and indeterminate.</p> <p>This issue was raised with Council at a pre council meeting in June 2024. Council decided it was appropriate to amend the policy to minimise and make clear the de-gazettal criteria.</p>
<b>Comments:</b>	The proposed amended De-Gazettal Policy can be found in <a href="#">Appendix 4</a>
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	New Policy
<b>Financial Implications:</b>	Nil
<b>Strategic Implications:</b>	Nil
<b>Risk:</b>	

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	Shire will receive less funding according and in relation to roads de-gazetted.	3 – Low	Apply council adopted De-Gazetted Policy.
Health	N/A	N/A	
Service Interruption	N/A	N/A	
Compliance	<p><b>Land Administration Act 1997</b></p> <p>3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.</p>	3 – Low	Advertise as per <b>Land Administration Act 1997</b> for and consider any objections prior to de-gazetting any road
Reputational	May impact some road users.	6- Moderate	Advertise as per <b>Land Administration Act 1997</b> for and consider any objections prior to de-gazetting any road
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A.	N/A	

<b>Consultation:</b>	Councillors, CEO and Works Manager
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	That Council: 1. Rescind Council Resolution 08042024. 2. Adopt the amended De-Gazettal Policy as presented in <a href="#">Appendix 4</a> .

**Council Resolution No: 08072024**

<b>MOVED:</b>	<b>CR: H. MCTAGGART</b>	<b>SECONDED:</b>	<b>CR: W. BASTON</b>
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That Council:

1. Rescind Council Resolution 08042024.
2. Adopt the amended De-Gazettal Policy as presented in [Appendix 4](#).

<b>FOR:</b> CR J CAUNT CR H MCTAGGART CR B WALKER CR P WINDIE CR W BASTON CR R HOSEASON-SMITH CR A MCKEOUGH	<b>AGAINST:</b> CR
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**F/A: 7/0**

**Council Resolution No: 09072024**

<b>MOVED:</b>	<b>CR H. MCTAGGART</b>	<b>SECONDED:</b>	<b>CR R. HOSEASON-SMITH</b>
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That Cr W Baston has declared an interest with Mooka Road 10.10 De-Gazetting Various Roads within the Shire and requested he remain in the room but doesn't vote.

<b>FOR:</b> CR J CAUNT CR H MCTAGGART CR B WALKER CR P WINDIE CR R HOSEASON-SMITH CR A MCKEOUGH	<b>AGAINST:</b> CR
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**F/A: 6/0**

<b>10.10 DE-GAZETTING VARIOUS ROADS WITHIN THE SHIRE</b>	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	John McCleary- Chief Executive Officer
<b>Date:</b>	15 July 2024
<b>Matters for Consideration:</b>	To authorise CEO to degazette certain roads within the shire.
<b>Background:</b>	The Shire has a considerable unsealed road network with many of the roads associated with pastoral properties / station homesteads which are no longer used due stations being amalgamate or returned to DBCA. These roads were originally put in place to service the station homesteads with mail and other goods.

**Comments:**

These roads are now used very seldom or they are just used by an individual pastoralist for their station operations. These roads have very little strategic importance to the Shire; however, the liability for the repair and maintenance remains with the Shire.

By de-gazetting these roads:-

Bingegaroo Road,  
Wanna Road,  
Yalbra Road and  
Mooka Road.

the Shire will receive less road funding amounting to \$47,201. The loss of road funds is far less than the liability of maintaining / repairing these roads on an annual basis.

For this to occur the Shire is to first advertise the notice of the proposed motion in a newspaper circulating the district and after 35 days consider any objections made before a resolution requesting the Minister to close the nominated roads.

In keeping with the Shire's ethos of transparency it is proposed to write to each effected land holder, advertise via our Website & social media and the "Gassy Gossip".

**9. Local government request to close road permanently (Act s. 58(2)), requirements for**

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

**Land Administration Act 1997**

*3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*

<b>Statutory Environment:</b>	Local Government Act 1995 – Section 6.4  Local Government (Financial Management Regulations) 1996 – Sub-regulation 34.
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Shire will receive less road funding amounting to \$47,201. The loss of road funds is far less than the liability of maintaining / repairing these roads on an annual basis.
<b>Strategic Implications:</b>	SCP – Key Objective 2 – Economic – Our Prosperity  Strategy 2.1.1 – Provide appropriate network infrastructure, supporting our community, local pastoral and mining industries and tourism.  CBP – 2.1.1.2 Continue to undertake road works in line with the 2040 Roads of Regional Significance document.

**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	Shire will receive less funding amounting to \$47,201. The loss of road funds is far less than the liability of maintaining / repairing these roads on an annual basis.	3 – Low	Advertise as per <b>Land Administration Act 1997</b> for and consider any objections prior to de-gazetting any road.
Health	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A

<i>Compliance</i>	<b>Land Administration Act 1997</b>  3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.	<b>3 – Low</b>	Advertise as per <b>Land Administration Act 1997</b> for and consider any objections prior to de-gazetting any road
<i>Reputational</i>	May impact some road users	<b>6- Moderate</b>	Advertise as per <b>Land Administration Act 1997</b> for and consider any objections prior to de-gazetting any road
<i>Property</i>	N/A	N/A	N/A
<i>Environment</i>	N/A	N/A	N/A
<i>Fraud</i>	N/A	N/A	N/A

<b>Consultation:</b>	Department of Planning, Lands and Heritage
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	<i>That Council instruct the CEO to advertise as required under section 58(3) of the Land Administration Act 1997 of the proposed motion to close Wanna Road, Bingegaroo Road, Yalbra Road and Mooka Road</i>

**Council Resolution No: 09072024**

<b>MOVED:</b>	<b>CR: H. MCTAGGART</b>	<b>SECONDED:</b>	<b>CR: B. WALKER</b>
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That Council instruct the CEO to advertise as required under section 58(3) of the Land Administration Act 1997 of the proposed motion to close Wanna Road, Bingegaroo Road, Yalbra Road and Mooka Road

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

**AGAINST: CR**

**F/A: 6/0**



Cr R. Hoseason-Smith left the room 11.21am

<b>10.11 SUSPEND PURCHASING POLICY – LABOUR HIRE</b>	
<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	Cr Hoseason-Smith
<b>Author:</b>	Jarrold Walker – Works Manager
<b>Date:</b>	15 July 2024
<b>Matters for Consideration:</b>	That Council authorise the CEO to suspend the purchasing policy for the purposes of procuring labour hire to operate the shire grader and related plant. .

<b>Background:</b>	<p>The Shire has been short staffed in it's works department for approximately 18 months. We have recently replaced one grader operator however are still without Thomas Fletcher who is on workers compensation for the next three to four months.</p>														
<b>Comments:</b>	<p>Over the past twelve months, the Shire has advertised on three separate occasions to secure a suitable replacement operator to fill the two positions in the works crew. To date we have only filled one position and struggled to find the right candidates.</p> <p>In the interim we have periodically engaged Ray Hoseason-Smith to fill in as labour hire for short periods due to Ray's availability. Ray has recently indicated that he is available to operate the shire grader on the same roster as the works crew for the next three to four months while Thomas recovers.</p> <p>To date, Ray has proven to be reliable and produced high quality work while effectively maintaining and keeping the plant and equipment in a clean and operational state. Due to Ray living locally, we have saved on mobilisation/accommodation costs and liabilities.</p> <p>To continue using Ray as labour hire, we would exceed the allowable limit within our purchasing policy without seeking alternative quotes. Given the short supply in suitably qualified and local labour hire, we request that Council waive the purchasing policy and authorise the CEO to issue RAW Cattle Co. a purchase to continue operating the shire grader until Thomas Fletcher returns to work.</p> <p>Thomas Fletcher's wages are reimbursed while on worker's compensation. Costs associated with utilising RAW Cattle Co. are offset in our Wages and Salaries allocation for 2024-25 FY</p> <p><b><i>Shire of Upper Gascoyne Purchasing Policy Thresholds:</i></b></p> <table border="1" data-bbox="625 1339 1477 2047"> <thead> <tr> <th data-bbox="625 1339 1050 1473">Amount of consideration (excluding GST)</th> <th data-bbox="1050 1339 1477 1473">Minimum requirement by authorising officer (subject to conditions below) prior to purchase</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 1473 1050 1608">Up to \$9,999</td> <td data-bbox="1050 1473 1477 1608">No quotes required, purchasing officer to be satisfied that the price is fair and reasonable.</td> </tr> <tr> <td data-bbox="625 1608 1050 1675">\$10,000 - \$19,999</td> <td data-bbox="1050 1608 1477 1675">Seek one quotation – either written or verbal.</td> </tr> <tr> <td data-bbox="625 1675 1050 1742">\$20,000 - \$49,999</td> <td data-bbox="1050 1675 1477 1742">Seek two quotations, one written.</td> </tr> <tr> <td data-bbox="625 1742 1050 1809">\$50,000 - \$149,999</td> <td data-bbox="1050 1742 1477 1809">Seek three quotations, two written.</td> </tr> <tr> <td data-bbox="625 1809 1050 1910">\$150,000 - \$249,999</td> <td data-bbox="1050 1809 1477 1910">Seek three written quotations or use WALGA's E' Quote Portal.</td> </tr> <tr> <td data-bbox="625 1910 1050 2047">\$250,000 and over</td> <td data-bbox="1050 1910 1477 2047">Conduct a public tender process or use the WALGA preferred supplier undertaking.</td> </tr> </tbody> </table>	Amount of consideration (excluding GST)	Minimum requirement by authorising officer (subject to conditions below) prior to purchase	Up to \$9,999	No quotes required, purchasing officer to be satisfied that the price is fair and reasonable.	\$10,000 - \$19,999	Seek one quotation – either written or verbal.	\$20,000 - \$49,999	Seek two quotations, one written.	\$50,000 - \$149,999	Seek three quotations, two written.	\$150,000 - \$249,999	Seek three written quotations or use WALGA's E' Quote Portal.	\$250,000 and over	Conduct a public tender process or use the WALGA preferred supplier undertaking.
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\$250,000 and over	Conduct a public tender process or use the WALGA preferred supplier undertaking.														

<b>Statutory Environment:</b>	Local Government Act 1995 and Local Government (Functions & General) Regulations 1996
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil- Thomas Fletcher's wages are reimbursed while on worker's compensation. Costs associated with utilising RAW Cattle Co. are offset in our Wages and Salaries allocation for 2024-25 FY
<b>Strategic Implications:</b>	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	N/A	1 – Low	Budgeted for.
Health	N/A	N/A	
Service Interruption	N/A	N/A	
Compliance	Local Government Act 1995 Local Government (Functions & General) Regulations 1996	3 – Low	Seek Council approval to waive purchasing policy.
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A.	N/A	

<b>Consultation:</b>	Works Manager		
<b>Voting requirement:</b>	Simple Majority		
<b>Officer's Recommendation:</b>	That Council authorise the CEO to waive the purchasing policy and issue RAW Cattle Co a purchase to the maximum value of \$60,000 to provide labour hire to the shire.		
<b>Council Resolution No: 10072024</b>			
<b>MOVED:</b>	<b>CR: B. WALKER</b>	<b>SECONED:</b>	<b>CR: P. WINDIE</b>
<p>That Council authorise the CEO to waive the purchasing policy and issue RAW Cattle Co. a purchase to the maximum value of \$60,000 to provide labour hire to the shire.</p> <p><b>FOR:</b>   <b>CR J CAUNT</b>    <b>AGAINST:   CR</b>             <b>CR H MCTAGGART</b>             <b>CR B WALKER</b>             <b>CR P WINDIE</b>             <b>CR W BASTON</b>             <b>CR A MCKEOUGH</b></p> <p><b>F/A: 6/0</b></p>			

**Cr R Hoseason-Smith re-entered the room 11.24am**  
**Cr J Caunt left the room 11.24am**

## 10.12

## ASSIGN BULLDOZER CONTRACT

<b>Applicant:</b>	Shire of Upper Gascoyne
<b>Disclosure of Interest:</b>	CR Caunt
<b>Author:</b>	Jarrold Walker – Works Manager
<b>Date:</b>	18 July 2024
<b>Matters for Consideration:</b>	To endorse the transfer of the current bull dozing contract from Gascoyne Earthmoving to THEM Earthmoving
<b>Background:</b>	Tim Caunt of Gascoyne Earthmoving has expressed that he would like to cease offering bulldozing services and transfer the current contract (see contract in <a href="#">Appendix 5</a> ) with the Shire of Upper Gascoyne to THEM Earthmoving.
<b>Comments:</b>	<p>THEM Earthmoving have read the current contract and expressed that they are happy to accept the conditions and terms of the current contract. (see correspondence in <a href="#">Appendix 6</a>).</p> <p>Gascoyne Earthmoving have engaged THEM, as a sub-contractor, to fulfill bull dozing obligations in the past six months. THEM have provided this service without any issues and offered good quality work and plant.</p> <p>The current bull dozing contract expires on the 22<sup>nd</sup> September 2024 however the Shire and Contractor have the option to extend the contract for a further two x one-year options at the sole discretion of the Shire.</p> <p>ASSIGNMENT AND SUBCONTRACTING The Contractor shall not:</p> <p>(a) assign this Contract, or any part thereof or any payment thereunder; or</p> <p>(b) subcontract the whole or any part of this Contract, without the Principal’s prior written approval (not to be unreasonably withheld or delayed). The Principal’s approval to assign or subcontract shall not relieve the Contractor from any liability or obligation under this Contract.</p> <p>The current Termination of Contract Clause (39) does not refer to transfer of contract or voluntary termination of contract.</p> <p>If endorsed by Council then an official Letter of Assignment would be signed and agreed to by all three parties being Shire of Upper Gascoyne, THEM Earthmoving and Gascoyne Earthmoving.</p>
<b>Statutory Environment:</b>	Property Law Act
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Nil- contract rates agreed to in original contract are agreed to by THEM.
<b>Strategic Implications:</b>	Nil

**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)
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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	Financial impact to budget for supply of bull dozing services	N/A	Transfer of contract is based on acceptance of current rates, clauses and terms.
Service Interruption	N/A	N/A	
Compliance	Property Law Act	<b>3 - Low</b>	Council endorsement of transfer of Contract and Letter of Assignment signed and agreed to by all three parties being SUG, THEM Earthmoving and Gascoyne Earthmoving
Reputational	N/A	N/A	
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

<b>Consultation:</b>	Councillors, CEO and Works Manager
<b>Voting requirement:</b>	Simple Majority
<b>Officer's Recommendation:</b>	That Council: Endorse the assignment of the current Bull Dozing Contract from Gascoyne Earthmoving to THEM Earthmoving as per existing contract.

**Council Resolution No: 11072024**

<b>MOVED:</b>	<b>CR B. WALKER</b>	<b>SECONDED:</b>	<b>CR P. WINDIE</b>
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That Council:

Endorse the assignment of the current Bull Dozing Contract from Gascoyne Earthmoving to THEM Earthmoving as per existing contract.

**FOR: CR R HOSEASON-SMITH**

**AGAINST: CR**

**CR H MCTAGGART**  
**CR B WALKER**  
**CR P WINDIE**  
**CR W BASTON**  
**CR A MCKEOUGH**

**F/A: 6/0 F/A:**

**Cr J Caunt re-entered the room 11:29am.**

**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 - Attended the get together that Hastings organised at Yangibana on the 10th of July.
- 14.2 Cr H McTaggart – Nil to report
- 14.3 Cr B Walker – Nil to report
- 14.4 Cr W Baston – Nil to report
- 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

**Council Resolution No: 12072024**

<b>MOVED:</b>	<b>CR: A. MCKEOUGH</b>	<b>SECONED:</b>	<b>CR: W. BASTON</b>
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That Council authorise to move into budget workshop mode at 11:36am.

<b>FOR:</b>	<b>CR J CAUNT</b>	<b>AGAINST:</b>	<b>CR</b>
	<b>CR H MCTAGGART</b>		
	<b>CR B WALKER</b>		
	<b>CR P WINDIE</b>		
	<b>CR W BASTON</b>		
	<b>CR R HOSEASON-SMITH</b>		
	<b>CR A MCKEOUGH</b>		

**F/A: 7/0**



**Council Resolution No: 13072024**

<b>MOVED:</b>	<b>CR: R. HOSEASON-SMITH</b>	<b>SECONED:</b>	<b>CR: H. MCTAGGART</b>
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That Council authorise to come out of budget workshop mode at 3:16pm.

<b>FOR:</b>	<b>CR J CAUNT</b>	<b>AGAINST:</b>	<b>CR</b>
	<b>CR H MCTAGGART</b>		
	<b>CR B WALKER</b>		
	<b>CR P WINDIE</b>		
	<b>CR W BASTON</b>		
	<b>CR R HOSEASON-SMITH</b>		
	<b>CR A MCKEOUGH</b>		

F/A: 7/0

**15. OUTSTANDING COUNCIL MEETING RESOLUTIONS**

<b>Resolution N<sup>o</sup></b>	<b>Subject</b>	<b>Status</b>	<b>Open / Close</b>	<b>Responsible Officer</b>
			<b>Close</b>	

**16. MEETING CLOSURE**

The Shire President closed the meeting at 3.22pm.

<p>To be confirmed at the Ordinary Meeting on the 28<sup>th</sup> August 2024.</p> <p>Signed.....</p> <p>Presiding member at the meeting at which time the minutes were confirmed.</p>
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