



MINUTES

18th of September 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.

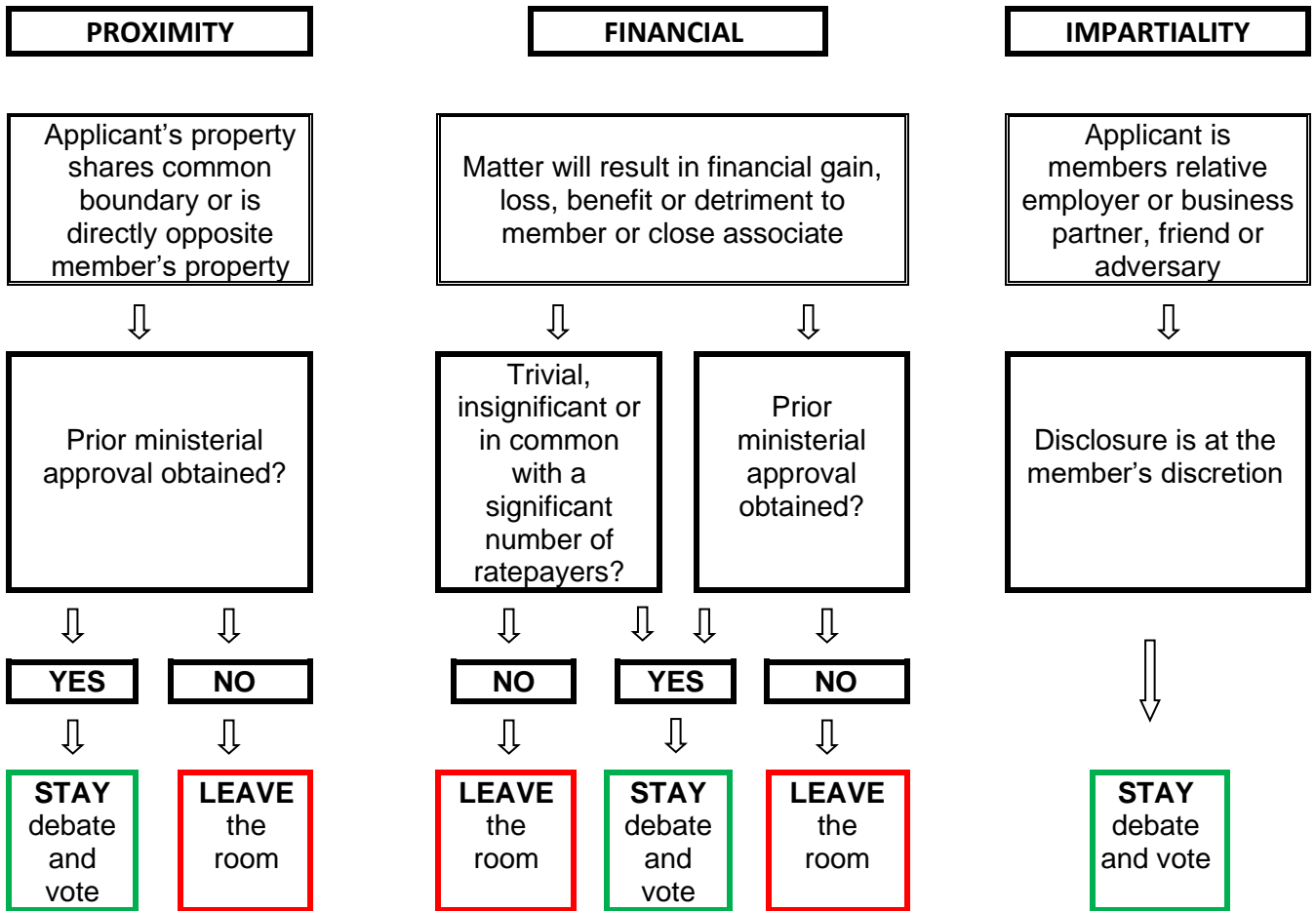
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* 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
AGENDA FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES ADMINISTRATION
BUILDING ON THE 18th OF SEPTEMBER 2024 COMMENCING AT 10.30 AM

Table of Contents

<u>1.</u>	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS	4
<u>2.</u>	APOLOGIES AND APPROVED LEAVE OF ABSENCE	4
<u>3.</u>	APPLICATION FOR LEAVE OF ABSENCE	4
<u>4.</u>	PUBLIC QUESTION TIME	4
<u>5.</u>	DISCLOSURE OF INTEREST.....	4
<u>6.</u>	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
<u>7.</u>	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	5
<u>8.</u>	MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS	5
<u>9.</u>	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	5
<u>10.</u>	REPORTS OF OFFICERS	5
	10.1 MANAGER OF FINANCE AND CORPORATE SERVICES REPORT	6
	10.2 WORKS MANAGER REPORT.....	8
	10.3 CEO REPORT.....	8
	10.4 ACCOUNTS AND STATEMENTS OF ACCOUNTS.....	9
	10.5 MONTHLY FINANCIAL STATEMENT	12
	10.6 TENDER CRITERIA FOR ADMINISTRATION OFFICES	15
	10.7 RFQ01 24-25 SUPPLY, SPRAY AND COVER BITUMEN SEALING INCLUDING	
	SEAL DESIGN AND AGGREGATE SUPPLY	19
	10.8 RFT03 24-25 JUNCTION PUB AND TOURIST PARK LEASE DECISION CRITERIA	
	22
	10.9 TRANSFER FUNDS FROM WORKS RESERVE AND SEALED ROAD RESEALING	
	RESERVE ACCOUNT TO C3391 RESEALS 2024-25 ACCOUNT.....	26
<u>11.</u>	MATTERS BEHIND CLOSED DOORS.....	28
<u>12.</u>	MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	28
<u>13.</u>	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY	
	DECISION.....	28
<u>14.</u>	ELECTED MEMBERS REPORT.....	28
<u>15.</u>	STATUS OF COUNCIL RESOLUTIONS	28
<u>16.</u>	MEETING CLOSURE.....	28

**SHIRE OF UPPER GASCOYNE
AGENDA FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRES
ADMINISTRATION BUILDING ON THE 18TH OF SEPTEMBER 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 10.15am

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 (Via Zoom)
Cr R. Hoseason-Smith	Councillor
Cr W. Baston	Councillor

Staff

Jarrod Walker	Acting CEO/ Executive Manager of Works
Andrea Pears	Executive Manager of Finance and Corporate Services
Cherie Walker	Senior Corporate Services Officer

Visitors

2.2 Absentees

Cr P. Windie

2.3 Leave of Absence previously approved

Cr A. McKeough

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

10.8 CR W. BASTON – RFT03 24-25 JUNCTION PUB AND TOURIST PARK
LEASE DECISION CRITERIA

10.1 Manager of Finance and Corporate Services Report

The Annual Budget was adopted at the August 2024 Ordinary Council Meeting unanimously enabling Shire to continue to operate and continue to provide services to our community. Well Done team as it is a mammoth task.

The team is still focused on finalising end of year reconciliations and accruals as invoices are still trickling in from suppliers and customers relating to the 23/24 financial year. The Local Government Act requires Draft Annual Financial Statements to be completed and emailed to our auditors by the 30 September. Our audit is scheduled for completion by end of November 2024 with due date being 31 December 2024.

Even though we are continuing to be short staffed, as a result of awaiting completion of available housing, our team continues to kick goals. Go Finance and Corporate Team!

On a lighter note two of our staff members, Cherie and Cynthia, had to opportunity, courtesy of DBCA, to climb the escarpment at Kennedy Range National Park. As you can see from the photos it was a beautiful day and well worth the effort to see the wildflowers and enjoy the view from the top and am assured was enjoyed by all.



Community Resource Centre Update

Author – Ainsley Hardie, Tourism & Community Development Officer

Community Events

We have had a busy month welcoming visitors through the information centre with almost 500 people calling in across the month. Through August we offered one walking tour which saw 14 people explore town. A stargazing night conducted by the TCDO at Mount Augustus had 26 people in attendance. Over 60 people attended the Flavours of the Gascoyne Food Festival event in Gascoyne Junction on August 24, numbers were impacted due to the lack of available accommodation in town for the evening. Mount Augustus had 180 attend the Biggest BBQ event the following Saturday. A photographer was engaged for both events providing great content in marketing future events. August 25 saw the first of our Music in the Park series with another five dates scheduled for 2025 utilising the Town Amphitheatre.

Work continues with DTM and our existing, emerging and new tourism stakeholders across the Shire. They are well into the 6 month long program. Work on the Junction Pub & Tourist Park project within this program is waiting to commence.

After an absence of 12 months, I attended a meeting with GDC and DBCA in regards to the \$10 million State Government Funding program at Mount Augustus. A new project manager will be commencing to continue moving projects forward in the next month. It is exciting to see the new tourism infrastructure planned in this space. I have also met separately with DBCA about future plans in Kennedy Range National Park.

We held our first optometry clinic, on August 28 which saw all eight appointments booked out with a waitlist. We are working on a potential November return. The September GP Clinic saw a record 13 patients. It is wonderful to see these clinics becoming a part of the community.

On September 4, we had 44 registrations for the Gascoyne Resource Connect Mining Symposium in Gascoyne Junction. The event which was supported by GDC was a success. Delegates have been asked to provide feedback, but we have received informal feedback and thanks from eight delegates so far and all are looking forward to this event again next year. Information was collected on the day for strategic planning and will be collated over the coming weeks to share with delegates and council.

Printed at: 09/09/24		SHIRE OF UPPER GASCOYNE			
Page No : 1		General Ledger Detail Trial Balance (frmGLTrialBalance)			
Options : Year 24/25,From Month 02, To Month 02,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	-763.85	-763.85	-1,527.70
	CRC INC\ 10841330	Transport Commission: CRC	-19.24	-93.20	-112.44
	CRC INC\ 10841340	Postal Agency Commission: CRC	-646.82	-666.67	-1,313.49
	CRC INC\ 10841360	Income from Events Held	0.00	-3,000.00	-3,000.00
	CRC INC\ 10841380	Postal Agency Sales	-108.85	-135.44	-244.29
	CRC INC\ 10841390	Sales: Books/Maps/Souvenirs/Sundries	-501.53	-459.94	-961.47
	CRC INC\ 10841500	Grant: CRC Operating	-48,000.00	-48,000.00	-96,000.00
	CRC INC\ 10842600	CRC Income Misc.	-43.82	-90.00	-133.82
	CRC INC\ 10842610	CRC Merchandise Sales	-1,245.72	-1,108.12	-2,353.84
Total	CRC INCOME		<u>-51,329.83</u>	<u>-54,317.22</u>	<u>-105,647.05</u>
Total for division	GEN		<u>-51,329.83</u>	<u>-54,317.22</u>	<u>-105,647.05</u>
Grand Total			<u>-51,329.83</u>	<u>-54,317.22</u>	<u>-105,647.05</u>

CUSTOMER SERVICES & ENQUIRIES		2024.2025	2023.2024	YTD	Aug-24	Aug-23	AUG DIFF
		TOTAL	TOTAL	DIFF			
Admin Support	Faxes	0	1	-1	0	0	0
	Photocopying/Printing/Scanning/Emailing	3	22	-19	2	3	-1
	Laminating/Binding	1	0	1	0	0	0
	Hot Office Bookings	0	4	-4	0	0	0
	External Training and Course	0	1	-1	0	0	0
CRC	1:1 Assistance to Community Members	7	39	-32	7	5	2
	Computer/Internet Access	7	39	-32	3	11	-8
	Community Education Events	0	1	-1	0	0	0
	Community Social Events	7	24	-17	5	0	5
	Community Economic Seminars	0	3	-3	0	0	0
	Department of Human Services	0	15	-15	0	0	0
	Government Access Point	2	43	-41	2	12	-10
	Use of Paid WIFI Services	0	3	-3	0	2	-2
Tourism	Use of FREE WIFI Hub	7	42	-35	5	4	1
	Road Condition Requests	261	591	-330	105	111	-6
	General Tourism Information	767	1644	-877	494	452	42
	Book Sales	146	25	121	13	5	8
	CRC Merchandise Sales	118	310	-192	64	64	0
Info	Walking Tours	14	70	-56	14	41	-27
	Phonebook Purchases	0	0	0	0	0	0
	Gassy Gossip yearly subscription	0	5	-5	0	0	0
Health	Gassy Gossip Advertisement	0	0	0	0	0	0
	Video Conference/Telehealth	2	1	1	0	1	-1
	RFDS Support	8	33	-25	3	2	1
Agencies	Medical Clinic Visits	41	120	-79	24	14	10
	Library	23	109	-86	11	8	3
	Postage Sales	25	124	-99	13	20	-7
	Postage Collection	155	68	87	96	83	13
	Department of Transport	8	45	-37	3	3	0
Horizon Power		3	104	-101	1	1	0
Total Customer Service Enquiries		1605	3486	-1,881	865	842	23

10.2 Manager of Works and Services Report

Business as usual for the works department this month with the addition of assisting the Junction Race Club by way of prepping the racetrack and providing a couple of vehicles for rubbish collection. The event was a success and went off without a hitch. We look forward to the Landor Races and Kennedy Range campdraft and extend the same offer of assistance to those respective clubs.

The works crew have almost completed some resheeting works just north of the Thomas River on the Landor Mount Augustus Road. The crew will finish off their and then move down towards the Landor racetrack. We will resheet approximately 11km of various sections between SLK 32 and 49. There are sections of exposed rock, failed pavement and unsuitable material throughout this work area. I have worked with Ray Lockyer from Burringurrah to ensure we are not impacting any heritage and that the work aligns with benefitting the local communities with safer roads.

10.3 Chief Executive Officers Report

As you are aware, John McCleary is enjoying some well-deserved time away from work on annual leave and has left myself, Jarrod Walker, in the Acting CEO chair. I will continue in my role as Works Manager for the month that John is Away.

Given the short time between the August and September meeting there isn't too much to disclose. I would like to congratulate the Junction Race Committee who have pulled off another successful event. The Shire prides itself in supporting our local clubs as it is their hard-working committees that ensure our region hosts amazing events that attract visitors and economic benefit.

The Shire hosted a Mining symposium on the 4th August at the town pavilion. The forum was well attended by multiple mining and exploration entities along with several service providers from the

region. The shire is very supportive of economic development in the district and encourages those operating here to utilise local businesses and share resources. Although I was not able to attend, I have had some good feedback from those that attended.

10.4 ACCOUNTS & STATEMENTS OF ACCOUNTS	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	Nil
Author:	Andrea Pears - Executive Manager of Finance and Corporate Services
Date:	13 September 2024
Matters for Consideration:	<p>To receive the List of Accounts Due & Submitted to Ordinary Council Meeting on Wednesday the 18th of September 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 August 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

	<p>(ii) the amount of the payment; and</p> <p>(iii) sufficient information to identify the transaction; and</p> <p>(b) the date of the meeting of the council to which the list is to be presented.</p> <p>(3) A list prepared under sub regulation (1) or (2) is to be —</p> <p>(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and</p> <p>(b) recorded in the minutes of that meeting.</p>
Policy Implications:	Purchasing Policy
Financial Implications:	2024/2025 Budget
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	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 August 2024 to the 31st of August 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 August 2024.</i></p> <table border="1"> <tr> <td>Municipal Fund Bank EFTs</td> <td>\$ 2,230,204.92</td> </tr> <tr> <td>Cheque</td> <td>\$ 0.00</td> </tr> <tr> <td>Net Payroll</td> <td>\$ 92,338.07</td> </tr> <tr> <td>BPAY/Direct Debit</td> <td>\$ 24,103.37</td> </tr> <tr> <td>TOTAL</td> <td>\$ 2,346,673.36</td> </tr> </table>	Municipal Fund Bank EFTs	\$ 2,230,204.92	Cheque	\$ 0.00	Net Payroll	\$ 92,338.07	BPAY/Direct Debit	\$ 24,103.37	TOTAL	\$ 2,346,673.36
Municipal Fund Bank EFTs	\$ 2,230,204.92										
Cheque	\$ 0.00										
Net Payroll	\$ 92,338.07										
BPAY/Direct Debit	\$ 24,103.37										
TOTAL	\$ 2,346,673.36										

Council Resolution No: 03092024

MOVED:	CR: H. MCTAGGART	SECONED:	CR: R. HOSEASON-SMITH
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That Council endorse the payments for the period 1st of August 2024 to the 31st of August 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 August 2024.

Municipal Fund Bank EFTs	\$ 2,230,204.92
Cheque	\$ 0.00
Net Payroll	\$ 92,338.07
BPAY/Direct Debit	\$ 24,103.37
TOTAL	\$ 2,346,673.36

FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER (VIA ZOOM)
CR W BASTON
CR R HOSEASON-SMITH

AGAINST: CR

F/A: 5/0

10.5 MONTHLY FINANCIAL STATEMENT	
Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Andrea Pears - Executive Manager of Finance and Corporate Services
Date:	13 September 2024
Matters for Consideration:	<p>The Statement of Financial Activity for the periods of August 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: right;">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:	<p>The Statement of Financial Activity is for the month of August 2024</p> <p><i>Note: The Manager of Finance and Corporate Services has been unable to review the RSM Management Accounts, due to computer issues, and they will be presented to Council as is. It is the intention that should any amendments be required it will be actioned in the September 2024 financials.</i></p>
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>
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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:	That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of August 2024.		
Council Resolution No: 04092024			
MOVED:	CR: W. BASTON	SECONDED:	CR: B. WALKER

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period of August 2024.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER (VIA ZOOM)

CR W BASTON

CR R HOSEASON-SMITH

F/A: 5/0

10.6

TENDER CRITERIA FOR ADMINISTRATION OFFICES

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	NIL
Author:	John McCleary- CEO
Date:	2 September 2024
Matters for Consideration:	To determine the evaluation criteria for assessing tenders for the provision of 2 x office & 1 storeroom addition to the existing Administration centre.
Background:	The Shire have made an allocation for two extra staff members. The existing Administration does not have sufficient space to accommodate additional offices to support the new staff members, as a result, new offices are required
Comments:	As the total cost of the provision of this home is likely to be in excess of \$250,000 the Shire will be required to go to public tender. It is our intention to Publish in accordance with the Act seeking companies to tender to construct the new office / storeroom addition.
Statutory Environment:	Local Government Act 1995 Local Government (Function and General) Regulations 1996 2A. If a local government — (b) not being required to invite a tender, decides to invite a tender The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
Policy Implications:	Purchasing Policy
Financial Implications:	2024 / 25 Budget – An allocation of \$400,000 has been made in the current budget.
Strategic Implications:	Strategy 3.2.2 Maintenance and upgrade of infrastructure Planned Timing Corporate Business Plan Actions 3.2.2.2 Maintain and upgrade infrastructure in line with asset management planning.

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	Failure to follow the statutory tender process will result in a negative audit finding and possible action by the Department of Local Government	4 / 4 – high (16)	Comply with the legislative requirements as recommended by the author of this report.
Reputational			
Property	N/A		
Environment	N/A		
Fraud	N/A		

Consultation:	Nil
Voting requirement:	Simple Majority

Officer's Recommendation:

That Council adopt the following decision criteria for deciding which tender should be accepted;

Qualitative Criteria

In determining the most advantageous Tender, the Principal will score each Tenderer against the qualitative criteria.

It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the tender evaluation process.

The qualitative criteria for this Request are as follows:

Description of Criteria	Weighting
Organisational Capacity (Timing)	40%
Product Quality	40%
Occupational Health & Safety	10%
Methodology for Construction & Delivery	10%

Price Consideration: Weighted Cost Criteria

Criteria	Weighting
Tendered price	100%

Council Resolution No: 05092024

MOVED:

CR: H. MCTAGGART

SECONDED:

CR: R. HOSEASON-SMITH

That Council adopt the following decision criteria for deciding which tender should be accepted;

Qualitative Criteria

In determining the most advantageous Tender, the Principal will score each Tenderer against the qualitative criteria.

It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the tender evaluation process.

The qualitative criteria for this Request are as follows:

Description of Criteria	Weighting
Organisational Capacity (Timing)	40%
Product Quality	40%
Occupational Health & Safety	10%
Methodology for Construction & Delivery	10%

10.7

RFQ01 24-25 SUPPLY, SPRAY AND COVER BITUMEN SEALING INCLUDING SEAL DESIGN AND AGGREGATE SUPPLY

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	NIL
Author:	Jarrold Walker Acting CEO
Date:	10 September 2024
Matters for Consideration:	Award RFT01 24-25 Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply
Background:	The Shire of Upper Gascoyne (Shire) seek to engage a spray sealing contractor to complete various bitumen spray sealing works throughout the Shire. The works will be completed during 2024/25.
Comments:	<p>The Shire of Upper Gascoyne (Shire) seek to engage a spray sealing contractor to complete various bitumen spray sealing works throughout the Shire. The works will be completed during 2024/25. The Shire engaged Greenfield Technical Services (Greenfield) to assist with the quotation process. The Request for Quote (RFQ) document RFQ01 2024-25: 2024/25 Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply was prepared by Greenfield and posted by the Shire on the WALGA eQuotes website in August 2024.</p> <p>There are various sections of reseal works, flood damage seal repairs and the Carnarvon Mullewa bitumen upgrade within the scope of works.</p> <p>The RFQ closed in late August 2024. Following the closure of the eQuote process, the Shire opened the electronic eQuotes portal. One submission was received as follows:</p> <ul style="list-style-type: none"> • Colas Western Australia (Colas) • Downer Infrastructure (Downer) <p style="text-align: center;">See APPENDIX 3</p>
Statutory Environment:	<p>Local Government Act 1995</p> <p>Local Government (Function and General) Regulations 1996</p>
Policy Implications:	Purchasing Policy
Financial Implications:	<p>2024 / 25 Budget – An allocation of \$500,000 has been made for reseals. An increased required from Works and Reseal Reserves.</p> <p>AGRN1062 Flood Damage is reimbursed.</p> <p>SIP Fully funded Carnarvon Mullewa Road Upgrades</p>

Strategic Implications:

Strategy 3.2.2 Maintenance and upgrade of infrastructure
 Planned Timing
 Corporate Business Plan Actions
 3.2.2.2
 Maintain and upgrade infrastructure in line with asset management planning.

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	Additional costs as bitumen rates and final quantities can vary.	Moderate 8	Works Manager and Greenfields to manage projects and track budgets and works.
Service Interruption	N/A		
Compliance	Failure to follow the statutory tender process will result in a negative audit finding and possible action by the Department of Local Government	High 12	Comply with the legislative requirements as recommended by the author of this report.
Reputational	NA		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Consultation:

Greenfields technical Services, Works Manager

Voting requirement:

Simple Majority

Officer's Recommendation:

That Council:
 Award RFQ01 24-25 to Colas and authorise CEO to issue a purchase to the values of:
Reseals: \$730,350.34 ex g.s.t
ARGN1062 Repairs: \$4,195.80 ex g.s.t.
Carnarvon Mullewa Bitumen Upgrade: \$1,380,183.26 ex g.s.t.

Council Resolution No: 06092024

MOVED:

CR: W. BASTON

SECONDED:

CR: R. HOSEASON-SMITH

That Council:

Award RFQ01 24-25 to Colas and authorise CEO to issue a purchase to the values of:

Reseals: \$730,350.34 ex g.s.t

ARGN1062 Repairs: \$4,195.80 ex g.s.t.

Carnarvon Mullewa Bitumen Upgrade: \$1,380,183.26 ex g.s.t.

FOR: CR J CAUNT

AGAINST: CR

CR H MCTAGGART

CR B WALKER (VIA ZOOM)

CR W BASTON

CR R HOSEASON-SMITH

F/A: 5/0

10.8

RFT03 24-25 JUNCTION PUB AND TOURIST PARK LEASE DECISION CRITERIA

Applicant:	Shire of Upper Gascoyne																		
Disclosure of Interest:	NIL																		
Author:	Jarrold Walker Acting CEO																		
Date:	10 September 2024																		
Matters for Consideration:	Adopt decision criteria to conduct public tender for RFT03 24-25 Junction Pub and Tourist Park Lease																		
Background:	The current lessee of the Junction Pub sand Tourist Park has informed that they will not be renewing their lease agreement at the end of the year. The shire wishes to invite suitably qualified providers to tender for a new lease on the Junction Pub and Tourist Park. As per the Shire’s purchasing policy and the Local Government Regulations 1996, Council must adopt a decision criterion prior to conducting																		
Comments:	<p>In the past the Shire sought potential Lessee’s to run the Junction Pub and Tourist Precinct the Shire utilised the services of WALGA and went through an Expression of Interest process and then invited selected individuals, businesses to tender on the lease. This process is no longer available through WALGA.</p> <p>It is proposed that the Shire go directly to the market via a tender process, as was the case with the previous change of lease. If we elect to undertake this process without going through and EOI process it will speed up the process of identifying a Lessee and then going through the Lease process.</p> <p>Below is the recommended decision criteria based on the previous tender:</p> <table border="1" data-bbox="668 1267 1501 1738"> <thead> <tr> <th></th> <th>Decision Criteria</th> <th>Weighting %</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Proven experience operating a business(s) within the hospitality sector.</td> <td>30</td> </tr> <tr> <td>2</td> <td>Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)</td> <td>20</td> </tr> <tr> <td>3</td> <td>Type of Operation – Owner / Operator, Off-site Management, etc.</td> <td>20</td> </tr> <tr> <td>4</td> <td>Experience living and working within remote Australia</td> <td>20</td> </tr> <tr> <td>5</td> <td>Amount of yearly rent willing to pay</td> <td>10</td> </tr> </tbody> </table>		Decision Criteria	Weighting %	1	Proven experience operating a business(s) within the hospitality sector.	30	2	Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)	20	3	Type of Operation – Owner / Operator, Off-site Management, etc.	20	4	Experience living and working within remote Australia	20	5	Amount of yearly rent willing to pay	10
	Decision Criteria	Weighting %																	
1	Proven experience operating a business(s) within the hospitality sector.	30																	
2	Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)	20																	
3	Type of Operation – Owner / Operator, Off-site Management, etc.	20																	
4	Experience living and working within remote Australia	20																	
5	Amount of yearly rent willing to pay	10																	

Statutory Environment:	Local Government Act 1995 Local Government (Function and General) Regulations 1996 Reg 14 (2a) If a local government — (a) is required to invite a tender; or (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, <u>determine in writing the criteria for deciding which tender should be accepted.</u>
Policy Implications:	Purchasing Policy
Financial Implications:	If a suitably qualified tenderer is not appointed the shire risks be liable for the full cost of maintain the tourist precinct assets and or the full cost of providing a service to the community.
Strategic Implications:	To promote and support a sustainable tourism industry in the Shire of Upper Gascoyne.

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	Additional costs as bitumen rates and final quantities can vary.	Moderate 8	Works Manager and Greenfields to manage projects and track budgets and works.
Service Interruption	N/A		
Compliance	Failure to follow the statutory tender process will result in a negative audit finding and possible action by the Department of Local Government	High 12	Comply with the legislative requirements as recommended by the author of this report.
Reputational	NA		
Property	N/A		
Environment	N/A		
Fraud	N/A		

Consultation:	Greenfields technical Services, Works Manager
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Voting requirement:	Simple Majority																		
Officer's Recommendation:	<p><i>That Council adopt the following decision criteria for RFT03 24-25 Junction Pub and Tourist Park Lease:</i></p> <table border="1"> <thead> <tr> <th></th> <th>Decision Criteria</th> <th>Weighting %</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Proven experience operating a business(s) within the hospitality sector.</td> <td>30</td> </tr> <tr> <td>2</td> <td>Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)</td> <td>20</td> </tr> <tr> <td>3</td> <td>Type of Operation – Owner / Operator, Off-site Management, etc.</td> <td>20</td> </tr> <tr> <td>4</td> <td>Experience living and working within remote Australia</td> <td>20</td> </tr> <tr> <td>5</td> <td>Amount of yearly rent willing to pay</td> <td>10</td> </tr> </tbody> </table>		Decision Criteria	Weighting %	1	Proven experience operating a business(s) within the hospitality sector.	30	2	Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)	20	3	Type of Operation – Owner / Operator, Off-site Management, etc.	20	4	Experience living and working within remote Australia	20	5	Amount of yearly rent willing to pay	10
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3	Type of Operation – Owner / Operator, Off-site Management, etc.	20																	
4	Experience living and working within remote Australia	20																	
5	Amount of yearly rent willing to pay	10																	

Council Resolution No: 07092024

MOVED:	CR: H. MCTAGGART	SECONDED:	CR: R. HOSEASON-SMITH
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That Council adopt the following decision criteria for RFT03 24-25 Junction Pub and Tourist Park Lease:

	Decision Criteria	Weighting %
1	Type of Operation – Owner / Operator, Off-site Management, etc.	30
2	Demonstrated ability to carry out maintenance works (gardens, lawns, pool, buildings, reticulation, etc.)	20
3	Proven experience operating a business(s) within the hospitality sector.	20
4	Experience living and working within remote Australia	20
5	Amount of yearly rent willing to pay	10

FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER (VIA ZOOM)
CR W BASTON
CR R HOSEASON-SMITH

AGAINST: CR

F/A: 5/0

10.9

TRANSFER FUNDS FROM WORKS RESERVE AND SEALED ROAD RESEALING RESERVE ACCOUNT TO C3391 RESEALS 2024-25 ACCOUNT

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	NIL
Author:	Jarrold Walker Acting CEO
Date:	10 September 2024
Matters for Consideration:	Seek authorisation to transfer funds from Works Reserve and Sealed Road Resealing Reserve account to C3391 Reseals 2024-25 account.
Background:	The original budget included \$500,000 ex gst for reseals under account C3391 Reseals 24/25.
Comments:	<p>The Shire engaged Greenfields Technical Services to conduct a condition assessment of all the bitumen road assets in the shire. The audit identified sections requiring maintenance in the short term, medium term and long term.</p> <p>The Works Manager and Greenfields worked together to identify the sections of road that require immediate remediation. After seeking schedule of rates through RFQ01 24-25 it was evident that the resealing would exceed the current budget allocation by approximately \$230,000 ex gst.</p> <p>As part of our commitment to ensuring the serviceability of our assets and in line with best practice, it is recommended that the shire reallocate sufficient funds to perform the resealing as per the bitumen audit.</p> <p>We currently have the following reserve account balances that could be drawn from:</p> <p>Works Reserve \$165,868</p> <p>Sealed Road Resealing Reserve \$78,593</p>
Statutory Environment:	
Policy Implications:	NIL
Financial Implications:	Reallocation from reserve accounts to capital works account in 2024-25 budget. Impacts future budget as we will need to top up funds to the Works Reserve and Sealed Road Resealing Reserve accounts in 2025-26 budget.
Strategic Implications:	<p>Strategy 3.2.2 Maintenance and upgrade of infrastructure</p> <p>Planned Timing</p> <p>Corporate Business Plan Actions</p> <p>3.2.2.2</p> <p>Maintain and upgrade infrastructure in line with asset management planning.</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)
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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	Reduces Works and Sealed Road Resealing Reserve accounts.	High 10	Do not exceed readjusted budget allocation, allow for input of funds into Works and Sealed Road Resealing Reserve accounts in 25-26 budget.
Service Interruption	N/A	NA	NA
Compliance	NA	NA	NA
Reputational	NA	NA	NA
Property	N/A	NA	NA
Environment	N/A	NA	NA
Fraud	N/A	NA	NA

Consultation:	Greenfields technical Services, Works Manager
Voting requirement:	Simple Majority
Officer's Recommendation:	<p><i>That Council authorise the CEO to transfer:</i></p> <p>\$165,868 from Works Reserve and \$78,593 from the Sealed Road Resealing Reserve into C3391 Reseals 24/25 Account.</p>

Council Resolution No: 08092024

MOVED:	CR: R. HOSEASON-SMITH	SECONDED:	CR: H. MCTAGGART
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That Council authorise the CEO to transfer:

\$165,868 from Works Reserve and **\$78,593** from the Sealed Road Resealing Reserve into C3391 Reseals 24/25 Account.

FOR: CR J CAUNT
CR H MCTAGGART
CR B WALKER (VIA ZOOM)
CR W BASTON
CR R HOSEASON-SMITH

AGAINST: CR

F/A: 5/0

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 – Attended a zoom meeting with Delta on the 29/8, attended the mining symposium on the 5/8 and represented the Shire of Upper Gascoyne at the Junction Races and Gymkhana
- 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 – Attended the Long Table at the Junction Pub - well done on a great night, Well done on another great Junction Races - thanks to all who volunteer their time to make this happen.The SRPA (Southern Rangelands Pastoral Alliance) hosted their annual Pastoral Forum in Gascoyne Junction this year - many who attended were very complimentary about Gascoyne Junction.

15. OUTSTANDING COUNCIL MEETING RESOLUTIONS

Resolution N°	Subject	Status	Open / Close	Responsible Officer
			Close	

16. MEETING CLOSURE

The Shire President closed the meeting at 11.12 am.

To be confirmed at the Ordinary Meeting on the 23rd October 2024.

Signed.....

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