



SHIRE OF MENZIES

# MINUTES

**OF THE ORDINARY MEETING OF COUNCIL  
HELD ON**

**Wednesday 24 April 2019**

**Commencing at 1.12pm**

Minutes of the Ordinary Council Meeting held on Wednesday  
24 April 2019 commencing at 1.12pm in the Council Chambers.

**Councillor Attendance  
at Shire of Menzies Council Meetings 2018/2019**

Council Meeting Date	Leave of Absence	Apologies	Electronic Attendance	Absent
22 February 2018	-	Cr J Dwyer Cr J Lee	Cr D Hansen	-
29 March 2018	-	-	-	-
26 April 2018	-	Cr D Hansen	Cr I Baird	-
31 May 2018	-	Cr D Hansen	-	-
28 June 2018	-	-	-	-
6 August 2018	-	-	-	-
30 August 2018	-	Cr D Hansen	Cr I Baird	-
27 September 2018	-	Cr D Hansen Cr I Baird Cr J Dwyer	-	-
25 October 2018	-	-	Cr D Hansen Cr I Baird	-
29 November 2018	-	-	Cr J Dwyer	-
13 December 2018	-	-	-	Cr I Baird Cr D Hansen
28 February 2019	-	Cr D Hansen	Cr I Baird	
28 March 2019	-	-	-	-
24 April 2019	-	-	Cr I Baird Cr D Hansen	-
30 May 2019				
27 June 2019				

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## 1 DECLARATION OF OPENING

The Shire President declared the meeting open at 1.12pm.

The Shire President advised a request had been received from Councillor Ian Baird and Councillor Debbie Hansen to attend the meeting via electronic means as they are located at the Tjuntjuntjara CDP office which is more than 150 kilometres from the Shire of Menzies office and is still in Western Australia.

<b>COUNCIL RESOLUTION:</b>
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<b>No. 1627</b>
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**MOVED: Cr Jill Dwyer**

**SECONDED: Cr Keith Mader**

*The Council resolve to accept Councillor Ian Baird and Councillor Debbie Hansen's request to attend the meeting on 24 April 2019 via electronic means as they are located at the Tjuntjuntjara CDP office which is more than 150 kilometres from the Shire of Menzies office and is still in Western Australia.*

**Carried 5/0**

## 2 ANNOUNCEMENT OF VISITORS

The Shire President welcomed visitors Alex Aitken and Julie Aitken from Outback Grave Marker.

## 3 RECORD OF ATTENDANCE

Present

Councillors:	Cr G Dwyer	Shire President
	Cr I Baird	Deputy Shire President via electronic means at 1.07pm
	Cr K Mader	
	Cr I Tucker	
	Cr J Dwyer	
	Cr J Lee	
	Cr D Hansen	via electronic means at 1.07pm

Staff:	Mrs R Evans	Chief Executive Officer
	Mrs J Taylor	Manager Finance and Administration
	Ms K Tucker	Executive Assistant

## 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

There were no questions taken on notice at the previous meeting.

## 5 PUBLIC QUESTION TIME

There were no questions from the public.

## 6 APPLICATIONS BY MEMBERS

There were no applications for leave by members.

**7 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

There were no items to be discussed behind closed doors.

**9 CONFIRMATION / RECEIVAL OF MINUTES**

**9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 MARCH 2019 (Provided under Separate Cover)**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1628</b>
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**MOVED: Cr Keith Mader                      SECONDED: Cr Jill Dwyer**

*That the minutes of the Ordinary Meeting of Council held on Thursday 28 March 2019 be confirmed as a true and correct record.*

**Carried 7/0**

**9.2 RECEIVAL OF THE MINUTES OF THE YOUTH ADVISORY COMMITTEE HELD ON TUESDAY 26 MARCH 2019**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1629</b>
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**MOVED: Cr Keith Mader                      SECONDED: Cr Ian Baird**

*That the minutes of the Youth Advisory Committee held on Thursday 26 March 2019 received.*

**Carried 7/0**

The Youth Advisory Committee have completed it's purpose and functions. Therefore this is the receival of the final minutes of the committee.

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

A presentation was made by Outback Graves Markers co-founder Alex Aitken.

*1.40pm Cr Debbie Hansen left the meeting*

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11.1 PRESIDENTS REPORT FOR MONTH OF MARCH 2019**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1630</b>
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**MOVED: Cr Jill Dwyer                      SECONDED: Cr Keith Mader**

*That the President's Report for the month of March 2019 be received.*

**Carried 6/0**

**Tuesday 2 April**

With Cr Dwyer attended Menzies School Assembly and presented certificates and hats to the pupils who painted the drums and banner for the Rodeo, also presented a framed certificate to the School.

**Wednesday 10 April**

Attended the funeral of former Leonora Shire President, Councillor, long term resident and mining identity, Glenn Baker in Leonora.

**Friday 12 April**

With the CEO, I attended the Regional Road Group Meeting in Kalgoorlie, discussions centred on the ability to spend grants for 18/19 projects.

That afternoon Cr Dwyer and I attended the funeral of Robert Money, former resident of Menzies, mining identity and Principal of Money Mining.

## 12. REPORTS OF OFFICERS

### 12.1 HEALTH BUILDING AND TOWN PLANNING

#### 12.1.1 Report of Health and Building for the month of March 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	PUB.860.1/NAM285
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 April 2019
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.1.1-1 Maintenance and upgrade items.
<b>COUNCIL RESOLUTION:</b>	<b>No. 1631</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Justin Lee

*That Council receive the report of the Environmental Health Officer for the month of March 2019*

*Carried 6/0*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer for the month of March 2019

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer for the month of March 2019.

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.



- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

**STATUTORY AUTHORITY:**

*Building Act 2011*

*Public Health Act 2016*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

**OP97** – Council unable to fill the position of Authorised Officer under the Public Health Act 2016.

**BACKGROUND:**

The Shire contracts the services of an Environmental Health Officer (EHO) for two days per month. The Officer is available for consultation at all times, and attends the administration offices once per month to meet with the Chief Executive Officer.

**COMMENT:**

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, Environmental Health Officer.

**Health**

Met with the proprietor of the Station Stay at Moripoi Station to further discuss the merits of developing a nature based camping area to replace the existing station stay business. Indications are that a development application will be forthcoming.

**Building**

Undertook building maintenance inspections of Council housing and public buildings and provided a report listing maintenance items, and items for budget consideration (as attached).

Items on the list shown with an \* indicates items previously identified and awaiting tradesmen to complete.

Quotes are being sought for the remaining items and will be presented to Council for consideration during budget deliberations.

## 12.2 FINANCE AND ADMINISTRATION

### 12.2.1 STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH OF MARCH 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM283
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	12 April 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.1-1 Monthly Financial Report for the period ending 31 March 2019 12.2.1-2 Operating Statement by Nature and Type for the period ending 31 March 2019 12.2.1-3 Capital Expenditure for the period ending 31 March 2019
<b>COUNCIL RESOLUTION:</b>	<b>No. 1632</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Tucker

*That Council receive the Statement of Financial Activity for the period ending 31 March 2019 as attached and note any material differences.*

*Carried 6/0*

#### **OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the period ending 31 March 2019 as attached and note any material differences.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 31 March 2019.

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.

**STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*  
*Local Government (Financial Management) Regulation 1996, 34*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

As detailed in the attachment.

**RISK ASSESSMENTS:**

**OP9** Budgets are inaccurately reported with differences in the Budget adopted by Council, and that exercised by Council administration

**OP16** Council's statutory reports provide inaccurate financial information

**BACKGROUND:**

The Financial Management Regulation 34 requires each Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under Regulation 22(1)(d):

- The annual budget estimates,
- Budget estimates to the end of the month to which the statement relates.  
Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates,
- Any material variations between year to date for income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period
- Include an operating statement,
- Include the net current assets, and
- Any other relevant reporting notes

**COMMENT:**

This report contains annual budget estimates, actual amounts of expenditure and income to the end of the month. It shows the material variances between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council informed of the current financial position

## 12.2.2 Monthly List of Payments for the month of March 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM282
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	12 April 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2-1 Payment Listing for March 2019

<b>COUNCIL RESOLUTION:</b>	<b>No. 1633</b>
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**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council receive the list of payments for the month of March 2019 totalling \$535,314.38 being:*

- 1) There were no cheques written.*
- 2) Electronic Fund Transfer EFT3906 – EFT3986 payments in the Municipal Fund totalling \$482,097.41.*
- 3) Direct Debit payments from the Municipal Fund totally \$53,216.97.*
- 4) Credit Card payments for the statement period 30 January 2019 to 28 February 2019 totalling \$3,275.03.*

*Carried 6/0*

### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of March 2019 totalling \$535,314.38 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT3906 – EFT3986 payments in the Municipal Fund totalling \$482,097.41.
- 3) Direct Debit payments from the Municipal Fund totally \$53,216.97.
- 4) Credit Card payments for the statement period 30 January 2019 to 28 February 2019 totalling \$3,275.03.

## **VOTING REQUIREMENTS:**

Simple Majority

## **IN BRIEF:**

The list of payments made for the month of March 2019 to be received by Council.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.

## **STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Regulation 13*

## **POLICY IMPLICATIONS:**

**Policy 4.7 – Creditors – Preparation for Payment**

**FINANCIAL IMPLICATIONS:** Nil

## **RISK ASSESSMENTS:**

**OP7** Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all.

## **BACKGROUND:**

Payments have been made by electronic funds transfer (EFT), cheque and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the Chief Executive Office and are reported to Council.

## **COMMENT:**

The EFT and Direct Debit payments that have been raised for the month of March 2019 are attached.

After payment, the balance of creditors will be \$398,977.57

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### 12.2.3 REQUEST FOR RATES WRITE-OFF

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Korda Mentha
<b>DOCUMENT REF:</b>	RAT.936.1/NAM280
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 March 2019
<b>AUTHOR:</b>	Carol McAllan, Finance Officer
<b>ATTACHMENT:</b>	12.2.3-1 <b>Confidential</b> Rates Notices

<b>COUNCIL RESOLUTION:</b>	<b>No. 1634</b>
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**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Tucker

*That Council write-off all rates and charges on Assessment A4450 being E77/01814 and Assessment A4466 being lease E77/01911, the total amount to be written off being \$460.11.*

*Carried 6/0*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council write-off all rates and charges on Assessment A4450 being E77/01814 and Assessment A4466 being lease E77/01911, the total amount to be written off being \$460.11.

#### **VOTING REQUIREMENTS:**

Absolute Majority

#### **IN BRIEF:**

Black Oak have been through liquidation and these two dead tenements are left outstanding.

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.1 Sustainable local economy encouraged*

- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.

##### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.

#### 14.3 *Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.12 – Power to defer, grant discounts, waive or write off debts.*

#### **POLICY IMPLICATIONS:**

4.6 – Debt Recovery – Outstanding Rates and Sundry Debtors.

#### **FINANCIAL IMPLICATIONS:**

The financial loss to the Shire from this action will be \$616.00.

#### **RISK ASSESSMENTS:**

There is no risk assessment relating to this matter.

#### **BACKGROUND:**

Holders of mining leases are responsible for their rates whether those leases are live or dead. When a company is placed into administration, only live leases can be on-sold. This is the case with the two leases referred to in this item.

#### **COMMENT:**

Black Oak Minerals were placed in Administration on 5 October 2018 and Korda Mentha were named as the Administrators. A list of outstanding amounts owed by Black Oak Minerals was given to Korda Mentha to consider for payment. A Court Hearing on 31 January 2019 granted a Deed of Company Arrangement to be effected on 7 February 2019. Outstanding amounts were updated and on 7 February Shire of Menzies was paid \$28,408.94. These two tenements were not included in this payment because they were dead and as they were surrendered prior to the appointment of the liquidator the debts were extinguished under the terms of the Deed of Company Arrangement.

## 12.2.4 RISK MANAGEMENT POLICY

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	RIS.879.1/NAM284
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 April 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.4-1 Risk management Policy 2018
<b>COUNCIL RESOLUTION:</b>	<b>No. 1635</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Jill Dwyer

*That Council adopt the amended Risk Management Policy as attached.*

*Carried 6/0*

### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council adopt the amended Risk Management Policy as attached.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

In February 2018, *AS/NZS ISO 31000:2018 Risk Management Guidelines* was released, requiring the existing Risk Management Policy to be updated to align with the new standard.

### **RELEVANT TO STRATEGIC PLAN:**

#### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

### **STATUTORY AUTHORITY:**

Regulation 17.1 of the *Local Government (Audit) Regulations 1996* which requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal controls and legislative compliance.



## **POLICY IMPLICATIONS:**

Policy Manual 1.7 Enterprise Risk Management outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

## **FINANCIAL IMPLICATIONS:**

Provision is included in the 2018/19 Adopted Budget for Moore Stephens to deliver Statutory Compliance Services, including risk management, in line with the awarded tender.

## **RISK ASSESSMENTS:**

This item has been evaluated against the Shire of Menzies proposed Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the updating of the policy and development of a Strategy that aligns with the new standard will reduce the risk to low.

## **BACKGROUND:**

Prior to 30 June 2018, meetings with the Chief Executive Officers (CEO's) for the Shires of Leonora, Laverton, Menzies and Wiluna were held, where opportunities for collaboration and service sharing were discussed. From these meetings, it was considered a viable opportunity to further explore the possibility of engaging the services of a consultancy company to perform the Statutory Compliance Services for the four local governments, given many already engaged consultants to assist with a variety of work.

The Shires of Leonora, Laverton, Menzies and Wiluna supported proceeding to the tender stage for Statutory Compliance Services and subsequently the tender was awarded to Moore Stephens. This tender includes risk management support services, and as a result, the timing of work already in progress relating to risk has been reviewed to maximise efficiency with the delivery of statutory support and compliance services. Risk Management was one of the services included in the service scope/fee response to be delivered by Moore Stephens.

The original policy relating to risk management was adopted by Council on 30<sup>th</sup> August 2018 based on Shire of Menzies April 2015 Framework for Enterprise Risk Management. In February 2018, *AS/NZS ISO 31000:2018 Risk Management Guidelines* was released, requiring the existing Risk Management Policy to be updated to align with the new standard. The reviewed draft policy is presented to Council for consideration for adoption.

## **COMMENT:**

Moore Stephens have prepared the attached draft policy as part of the risk management service included within the Statutory Compliance Services tender awarded. On the 17<sup>th</sup> November 2018, Ms Tanya Browning (Moore Stephens representative) met with the CEOs of the Shires of Leonora, Laverton, Menzies and Wiluna, where a draft policy was discussed. The feedback provided from the meeting has resulted in the attached draft policy, which has been developed to be succinct, clear, and conform to the new standard.

The draft policy states a *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within the standard. A draft Strategy has been developed by Moore Stephens in consultation with the Shire, aligned with the draft risk management policy, and considers the context of the Shire. The draft Strategy is being presented to the Audit and Risk Committee at its May 2019 meeting. By providing the necessary guidance and direction to be followed by the Shire in its risk management activities, the draft Strategy will support the attached draft risk management policy and provide the level of detail required relating to how the Shire will progress with risk management activities.

## 12.3 WORKS AND SERVICES

### 12.3.1 Monthly Report of Works and Services

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM286
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 April 2019
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1636</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Tucker

*That Council receive the Works Report for the month of March 2019.*

*Carried 6/0*

#### **OFFICER RECOMMENDATION:**

That Council receive the Works Report for the month of March 2019.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Councils annual works program is now underway

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.1 Sustainable local economy encouraged*

- The prevention of fire risk throughout the community.
- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

##### *14.2 Strong sense of community maintained*

- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

##### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the

Shire of Menzies.

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

#### *14.4 Heritage & Natural assets conserved*

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

The Shire manages the Works section with a permanent staff of a Works Supervisor, and 4.5 full time equivalent workers. Additional resources are contracted as required.

**COMMENT:**

The following is a brief report of the monthly activities extracted from the report to the Chief Executive Officer from Paul Warner, Works Supervisor.

**Road Maintenance**

Menzies Evanston Road  
Yarri Road  
Mt Celia Road  
Menzies Refuse Site Road

**Road Preservation and Improvement (includes WANDRRA)**

Yarri Road  
Kookynie - Yarri Road  
Cranky Jack Road  
Mt Remarkable Road  
Menzies North West Road  
Mt Ida Road

**Other**

Goongarrie House and Yard Cleanup  
Preparation for tree planting  
Tree Pruning

2.01pm Cr Debbie Hansen returned to the meeting

### 12.3.2 TENDER ASSESSMENT REPORT FOR MENZIES GRAVEL SHEETING - RFT RRG-2018

<b>LOCATION:</b>	Various Locations
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ROA.834.1/42013
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 April 2019
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.3.2-1-1 <b>Confidential</b> Tender Assessment
<b>COUNCIL RESOLUTION:</b>	<b>No. 1637</b>

**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council*

- 1. Acknowledge the tender assessment and recommendation provided by Council Officers and the project manager WML Consultants.*
- 2. Award Tender RRG-2018 for the supply of plant and operators for gravel re-sheeting of roads to Road Tech Constructions for the price as submitted.*
- 3. Advise unsuccessful tenderers of the outcome of the tender within seven working days.*

*Carried by absolute Majority 7/0*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

4. Acknowledge the tender assessment and recommendation provided by Council Officers and the project manager WML Consultants.
5. Award Tender RRG-2018 for the supply of plant and operators for gravel re-sheeting of roads to Road Tech Constructions for the price as submitted.
6. Advise unsuccessful tenderers of the outcome of the tender within seven working days.

#### **VOTING REQUIREMENTS:**

Absolute Majority

## **IN BRIEF:**

The Shire of Menzies sought tenders for the supply of plant and operators for gravel re-sheeting of roads. Tender RRG-2018 was advertised on 2 March 2019. The closing date for the tender was 2pm 18 March 2019.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

### *14.2 Strong sense of community maintained*

- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

### *14.3 Active civic leadership achieved*

- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

## **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 3.57*

*Local Government (Functions and General) Regulation 1996 Part 4 Division 2*

## **POLICY IMPLICATIONS:**

Policy 4.2 Purchasing and Tenders

## **FINANCIAL IMPLICATIONS:**

Budget for these projects has been allowed on CR0004 – Evanston Menzies Road, CR0013 – Menzies North West Road, and CR0005 Yarri Road.

## **RISK ASSESSMENTS:**

Nil

## **BACKGROUND:**

Regional Road Group (RRG) funding is allocated to projects agreed to by a group consisting of Main Roads WA and Councils in the region. Most Funding requires a contribution of one third of the total expenditure from Council own funds.

**COMMENT:**

Tenders were received from six applicants. Each applicant was assessed against the following criteria.

- Organisational Experience and Capacity (30%)
- Road construction experience in Rural and Remote areas (20%)
- Key Personnel Experience and Overall Capacity (30%)
- Extent and Condition of Road Construction Plant and Mechanical support (20%)

The weighted scores were

<b>Tenderer</b>	<b>Ranking as submitted</b>	<b>Compliant</b>
Tenderer A	2	Yes
Tenderer B	6	No
Tenderer C	4	Yes
Tenderer D	5	Yes
Tenderer E	3	Yes
Tenderer F	1	Yes

Prices submitted were adjusted to reflect Regional Price Preference/Local Content (RPP/LC)

The tender amount plant and crew per day.

<b>Tenderer</b>	<b>Price as Submitted</b>	<b>Price Adjusted for RPP/LC</b>	<b>% above Benchmark following adjustment</b>
Tenderer A	\$27,140.48	\$27,140.48	25%
Tenderer B	\$53,590.19	\$53,590.19	148%
Tenderer C	\$35,943.33	\$34,752.86	61%
Tenderer D	\$36,491.00	\$36,491.00	69%
Tenderer E	\$29,387.10	\$28,202.33	30%
Tenderer F	\$22,463.33	\$21,630.00	Bench Mark

The confidential tender assessment is provided to assist Council to determine which tender is the most advantageous.

The tender assessment suggests that Tenderer F meets all necessary criteria, has the best results from the weighted criteria, and is the lowest price.



## 12.4 COMMUNITY DEVELOPMENT

### 12.4.1 Report for Community Development Services for the month of March 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	CS.860.1/NAM287
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 April 2019
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1638</b>

**MOVED:** Cr Justin Lee

**SECONDED:** Cr Ian Tucker

*That Council receive the report of the activities for Community Development for the month of March 2019.*

*Carried 7/0*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the activities for Community Development for the month of March 2019.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The Menzies Community Resource Centre, Visitor Centre, Community Postal Agency and Caravan Park operate from the Lady Shenton Building on the corner of Brown and Shenton Streets.

This report also addresses other areas of Tourism and area promotion such as the operating of camping facilities at Lake Ballard and Niagara Dam, and contribution to Community Groups for activities.

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.1 Sustainable local economy encouraged*

- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

#### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

#### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

#### *14.4 Heritage & Natural assets conserved*

- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS :** Nil

**FINANCIAL IMPLICATIONS :**

All expenditure to are within acceptable parameters of the adopted budget.

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

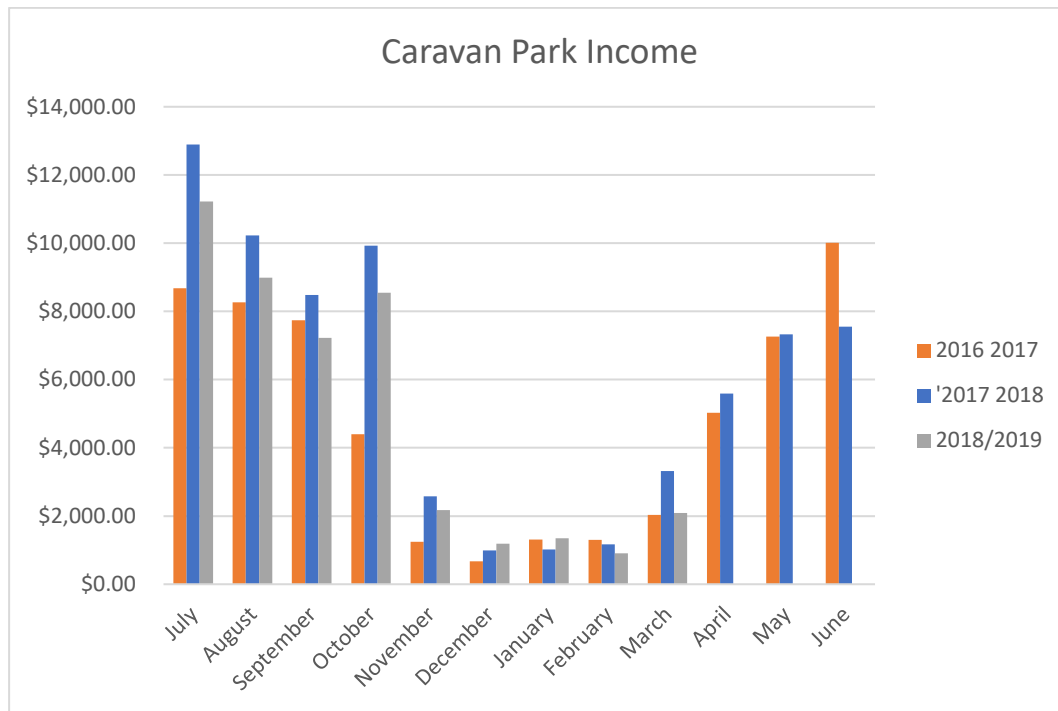
**BACKGROUND:**

The Lady Shenton Building operates the CRC and Menzies Visitor Centre and administers the Menzies Caravan Park. The statistics are compiled each month by the staff for recording purposes.

**COMMENT:**

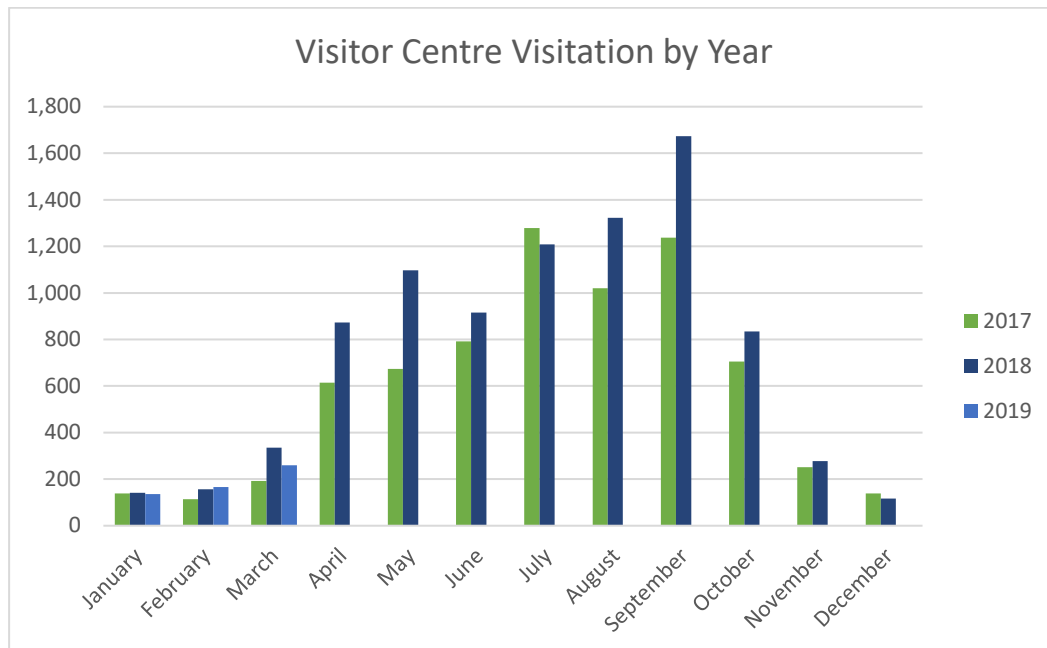
**Caravan Park**

Caravan Park income is consistent. The response from users is positive.



**Visitor Centre**

March 2019 attracted 259 visitors. Our Facebook appears to be one of the major referral sources for visitors. We continue to review methods and best means of promotion for Menzies.

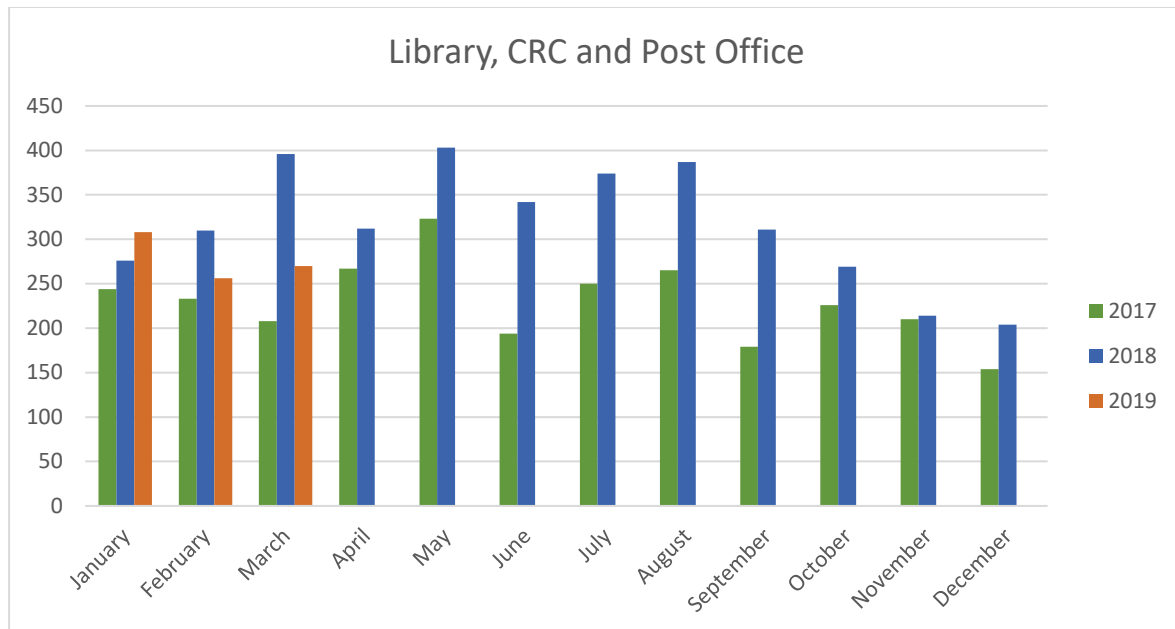


## Community Postal Agency

This important service attracted 223 customers in March 2019.

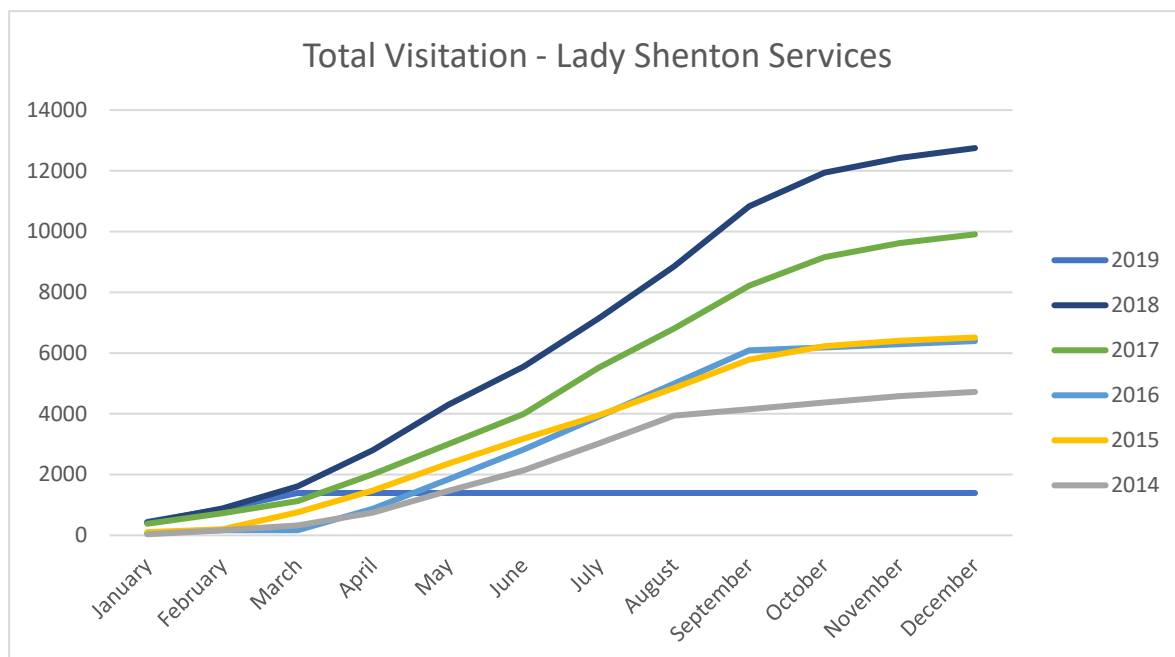
## Community Resource Centre (CRC) and Community Activities

The Centre had 47 patrons in March 2019. The Menzies Matters was printed and distributed. There is a steady increase on the number of local clients meeting and joining in the activities. Both day time adult activities and after school activities are attracting regular clients.



## Statistics

Cumulative statistics show a steady increase in visitation to the Lady Shenton Building. In 2018 in excess of 12,000 clients attended the centre. Year to date, we are behind last year, but only marginally so.



The Local Community continue to play an important part of our community. With the new season for hard court activities having commenced on Wednesday evenings, gatherings for those over 26 at the Lady Shenton on one Wednesday morning per month, and the weekly youth activities we continue to seek to increase ways to include all members of the community either in activities, or in a more passive way watching them.

## 12.5 MANAGEMENT AND POLICY

### 12.5.1 Actions Performed Under Delegations for the Month of March 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM291
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	18 April 2019
<b>AUTHOR:</b>	Kaylene Tucker, Executive Assistant
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1639</b>

**MOVED:** Cr Ian Tucker

**SECONDED:** Cr Keith Mader

*That Council receive the report of the actions performed under delegation for the month ended March 2019.*

*Carried 7/0*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the actions performed under delegation for the month ended March 2019.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

To report back to Council actions performed under delegated authority for the month ended March 2019.

#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

## **RISK ASSESSMENTS:**

**OP13** Governance – Council does not comply with statutory requirements

## **BACKGROUND:**

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:-

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger related Dog Issues
- Mining / Exploration / Miscellaneous Applications

The following tables outline the actions performed within the organisation relative to delegated authority for the month ended March 2019.

### ***Bushfire***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters for the month ended March 2019.

### ***Common Seal***

The following decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the month ended March 2019.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
		No seal applied		

### ***Planning Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals for the month ended March 2019.

### ***Health Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals for the Month ended March 2019.

### ***Building Permits (including Septic Tank approvals)***

The following decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) for the month ended March 2019.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
	Nil			

### ***Ranger Related Dog Issues***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues for the month ended March 2019.

### ***Applications***

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month ended March 2019.

<b><i>Applicant Name</i></b>	<b><i>Application Type</i></b>	<b><i>Application Details</i></b>
Global Exploration Narnoo Mining	Prospecting Licence  Miscellaneous Licence	29/2532  39/279 39/280

The following Community Assistance Fund Applications were made for the month ended March 2019.

<b><i>Applicant Name</i></b>	<b><i>Application Type</i></b>	<b><i>Grant Approved</i></b>
	Nil	



**13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

There were no Elected Members motions of which previous notice had been given.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

There was no New Business of an Urgent Nature introduced by Decision of the meeting.

**15 NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday 30 May 2019 commencing at 1pm.

**16 CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting at 2.20pm.

I, \_\_\_\_\_ hereby certify that the Minutes of the Ordinary Meeting of Council held 24 April 2019 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 30 May 2019.

Signed: \_\_\_\_\_ Dated: 30 May 2019.