



**SHIRE OF MENZIES**

# Agenda

**FOR THE ORDINARY MEETING OF COUNCIL  
TO BE HELD ON**

**27 June 2019**

**Commencing at 1.00pm**



**SHIRE OF MENZIES  
NOTICE OF ORDINARY MEETING OF COUNCIL**

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 25 July 2019 in the Shire of Menzies Council Chambers commencing at 1pm.

Peter Money  
Chief Executive Officer

27 June 2019

**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the shire of Menzies for any act or omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

**FINANCIAL INTEREST**

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

**Councillors should declare an interest:**

- a) In a written notice given to the Chief Executive Officer (CEO) before the meeting: or
- b) At the meeting, immediately before the matter is discussed.

A member who has declared an interest must not:

- Preside at the part of the meeting relating to the matter: or
- Participate in or be present during the discussion of decision-making procedure relating to the matter unless the member is allowed to do so under Section 5.68 or 5.69 of the *Local Government Act 1995*.

**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 20109	-	-	-	-
24 April 2019	-	-	Cr D Hansen Cr I Baird	-
30 May 2019	-	-	-	-
27 June 2019				

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**1 DECLARATION OF OPENING**

The Shire President declared the meeting open at

**2 ANNOUNCEMENT OF VISITORS**

The Shire President welcomed visitors <name of visitors>

**3 RECORD OF ATTENDANCE**

**4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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

**5 PUBLIC QUESTION TIME**

**6 APPLICATIONS BY MEMBERS**

**7 DECLARATIONS OF INTEREST**

**8 NOTICE OF 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 30 MAY 2019 (Provided under Separate Cover)**

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

**SECONDED: Cr**

*That the minutes of the Ordinary Meeting of Council held on Thursday 30 May 2019 be confirmed as a true and correct record.*

*Carried /*

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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

To be presented at the Ordinary Council Meeting 27 June 2019.

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

**SECONDED: Cr**

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

*Carried /*

## 12. REPORTS OF OFFICERS

### 12.1 HEALTH BUILDING AND TOWN PLANNING

#### 12.1.1 Health and Building Report for the Months of June 2019

<b>LOCATION:</b>	Menzies
<b>APPLICANT:</b>	David Hadden
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	David Hadden Health/Building Surveyor
<b>ATTACHMENT:</b>	Nil

#### 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 months of June 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 attend 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**

Water samples collected on the Tjuntjuntjarra Monday 20<sup>th</sup> May visit have come back as compliant with the Drinking Water Guidelines relating to both bacterial and chemical samples. The Department of Communities has agreed to provide advice to Councils EHO when a noncompliance is noted in water analysis reports when this advice is forwarded to the Health Department.

Dealt with an enquiry from miners regarding drilling into a water reserve under their mining tenement.

Councils EHO attended a regional group meeting of EHO's at Northam on Friday 7<sup>th</sup> June. At the meeting we were advised that the State Government is about to commence consultation with local government on a proposal to require Waste Management Plans to be produced by local government to enable best practice to be implemented across the industry. After consultation which will determine the level of data required in a waste management plan between Metro and Rural local authorities the metro Councils will be required to create the management plans first followed by rural based local authorities which is likely to take two to three years. Council need to take account of the proposed changes as it will likely affect Council within the next three years. Further to this change the Department of Water and Environmental Regulation will require local governments through regulation to provide statistical information on waste streams entering refuse sites and leaving through recycling. The required data will be significant for larger Metropolitan refuse sites while local authorities with population numbers under 2500 will be required to submit similar data as currently required for annual census returns.

**Dealt with various other enquires.**

**Building**

Received a building application for Lot 683 (45) Sheridan Street Menzies to construct a one bedroom converted sea container, verandah and carport. Liased with applicant to submit a development application, required plans and specifications along with Statutory Declaration in accordance with Planning Policy 14. Prepared an agenda item for planning approval for June meeting. Building permit will be processed after planning approval issued.



Prepared in consultation with the CEO and submitted comments against Department of Mines Industry and Safety consultation on the proposal for “Extending the requirement for private swimming pool barriers and inspections into all areas of the state”. Provided advice that the requirement for owners and occupiers to provide safety barriers to existing pools be extended to all areas of the state is supported conditional to a new requirement within the regulations requiring these owners to forward a statutory declaration certifying their pool safety barriers every four years to circumvent the need/costs to inspect pool barriers in remote rural locations.

Dealt with various other enquiries

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

That Council receive the report of the Environmental Health Officer for the months of June 2019 for information.

**COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*



12.1.1 Menzies July  
2018 (1).docx

**Planning Approvals**

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals from the Month of May 2019.

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

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

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

**Health Approvals**

<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				

## 12.1.2 HEALTH, BUILDING & TOWN PLANNING BUSINESS

### Development of Unserviced Land - 45 Sheridan Street Menzies

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 27 June 2019
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	12 June 2016
<b>AUTHOR:</b>	Dave Hadden, Environmental Health Officer/Building Surveyor
<b>SENIOR OFFICER:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	12.1.2-1 A – Block & building plans

#### **ATTACHMENTS:**

A - Block & building plans.

#### **SUMMARY:**

Staff have received a building application to develop a small one bedroom (converted sea container) dwelling 35m<sup>2</sup> in area, along with a 42m<sup>2</sup> front verandah and 32m<sup>2</sup> carport (as indicated in attachment A) on 45 Sheridan Street Menzies. Further, an application seeking approval to camp on the property during construction of the structures has been received.

#### **BACKGROUND:**

Staff have previously contacted this landowner when a sea container was placed on the property without a building permit.

#### **COMMENT:**

Subsequently the landowner has submitted a building application for the abovementioned structures along with written advice and Statutory Declaration in accordance with Local Planning Policy 14 – Development of Unserviced Land. The landowner has advised that the dwelling will be powered by solar power with a generator as backup. Cooking and hot water systems will be run on gas while water storage of 45,000L will be provided in accordance with LLP14. Further a composting toilet will be installed along with a grey water reuse system for water conservation on the property.

The Caravan Parks and Camping Grounds Regulations, regulation 11. 2, c provides Council the ability to approve camping on land for up to 12 months if the person owns the property and is to camp in a caravan on the land while a permit (building, demolition) has effect in relation to the land.

#### **CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

The application complies with Councils, Local Planning Policy 14.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority Decision required

**OFFICER'S RECOMMENDATION:**

**That Council:**

- a) Approve development of a one bedroom converted sea container, front verandah and carport at 45 Sheridan Street Menzies as submitted, and
- b) Approve the request for approval to camp on the property (in a caravan) for 12 months in accordance Caravan Parks and Camping Grounds Regulations 1997, Regulation 11. 2, c (ii). Camping will be permitted to occur from the date of issue of the Building Permit.

**COUNCIL DECISION**

**COUNCIL RESOLUTION:**

**No.**

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

Planning Policy Schedule 14.1 – Statutory Declaration

Development of Unserviced Land – Water and Power

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

1. David Alois Wessely 2/153 Addis st  
Kalgoorlie WA 6430. occupation is Underground miner  
(name, address and occupation of person making declaration)

sincerely declare as follows –

1. I accept full responsibility for provision of water and power to the site.
2. I understand that the Shire accepts no obligation or liability to provide water or power to unserviced land regardless of location of the land being developed.
3. I acknowledge that should reticulated supply of water and power become readily available to the site, that connection to the supply is required by the Shire within 12 months of it becoming available.
4. I understand that where the property is subsequently connected to the reticulated water supply, a backflow protection device is required to be installed in accordance with AS3500.1

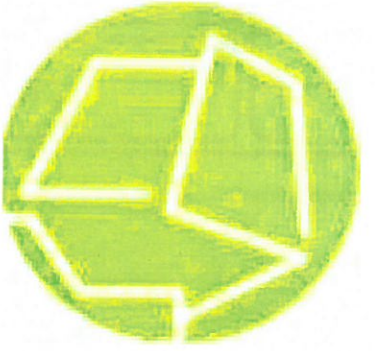
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_  
(insert content of the statutory declaration; use numbered paragraphs if content is long)

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

At KALGOORLIE COURT ..... (place)  
on 11<sup>th</sup> June 2019 ..... (date)  
in the presence of - [Signature] ..... (Signature of authorised witness)  
BELINDA TUCKER ..... (Name of authorised witness)  
DEPUTY REGISTRAR ..... (Qualification as such a)

by [Signature] ..... (Signature of person making the declaration)



CIARA OLDHAM Bsc (HONS) Arch Tech  
 ALL ABOUT THE HOUSE  
 DRAFTING SERVICES  
 SPECIALISING IN ALL ASPECTS  
 OF RESIDENTIAL DESIGN

PO BOX 10764  
 KALGOORLIE  
 WA 6433  
 Ph: 0400 741 968  
 ciara@allaboutthehouse.com.au

PROPOSED RESIDENCE AT  
 45 SHERIDAN ST, MENZIES, WA 6436

WORKING DRAWINGS

10.06.19



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 OF RESIDENTIAL DESIGN

PO BOX 10764  
 KALGOORLIE  
 WA 6433  
 Ph: 0400 741 968  
 mairringciara@hotmail.com

GENERAL NOTES

1. UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS  
 SHALL BE IN METERS. ALL DIMENSIONS  
 AND LEVELS TO BE CHECKED ON SITE BY THE  
 CONTRACTOR PRIOR TO WORK COMMENCEMENT.  
 IF ANY DISCREPANCIES ARE FOUND NOTIFY ALL  
 PARTIES IMMEDIATELY.

2. BE OBTAINING THE CONSENT OF ALL  
 AGENCIES INVOLVED IN THE PROCESSING AND  
 APPROVAL.

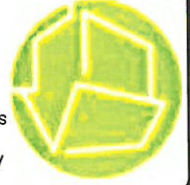
NO.	REVISION/ISSUE	DATE

CLIENT NAME & ADDRESS  
 Pace Villas/Ida

PROJECT DRAWING  
 Working Drawings

SCALE	SHEET NO.
1:100	10/22/00
DATE	BY
10/06/19	CI
ISSUED	





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 OF RESIDENTIAL DESIGN  
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 KALGOORLIE  
 WA 6433  
 Ph: 0400 741 968  
 manningclark@hotmail.com

GENERAL NOTES  
 USE HATCHED DIMENSIONS ONLY FOR NON  
 SCALE OFF THE DRAWING. ALL DIMENSIONS  
 AND LEVELS TO BE DECIDED ON SITE BY THE  
 CONTRACTOR PRIOR TO WORK COMMENCING.  
 EARTH DISCREPANCIES ARE FOUND NOTIFY ALL  
 ABOUT THE HOUSE DRAFTING SERVICES  
 IMMEDIATELY.  
 WA 6433  
 KALGOORLIE  
 PO BOX 10764  
 Ph: 0400 741 968  
 manningclark@hotmail.com

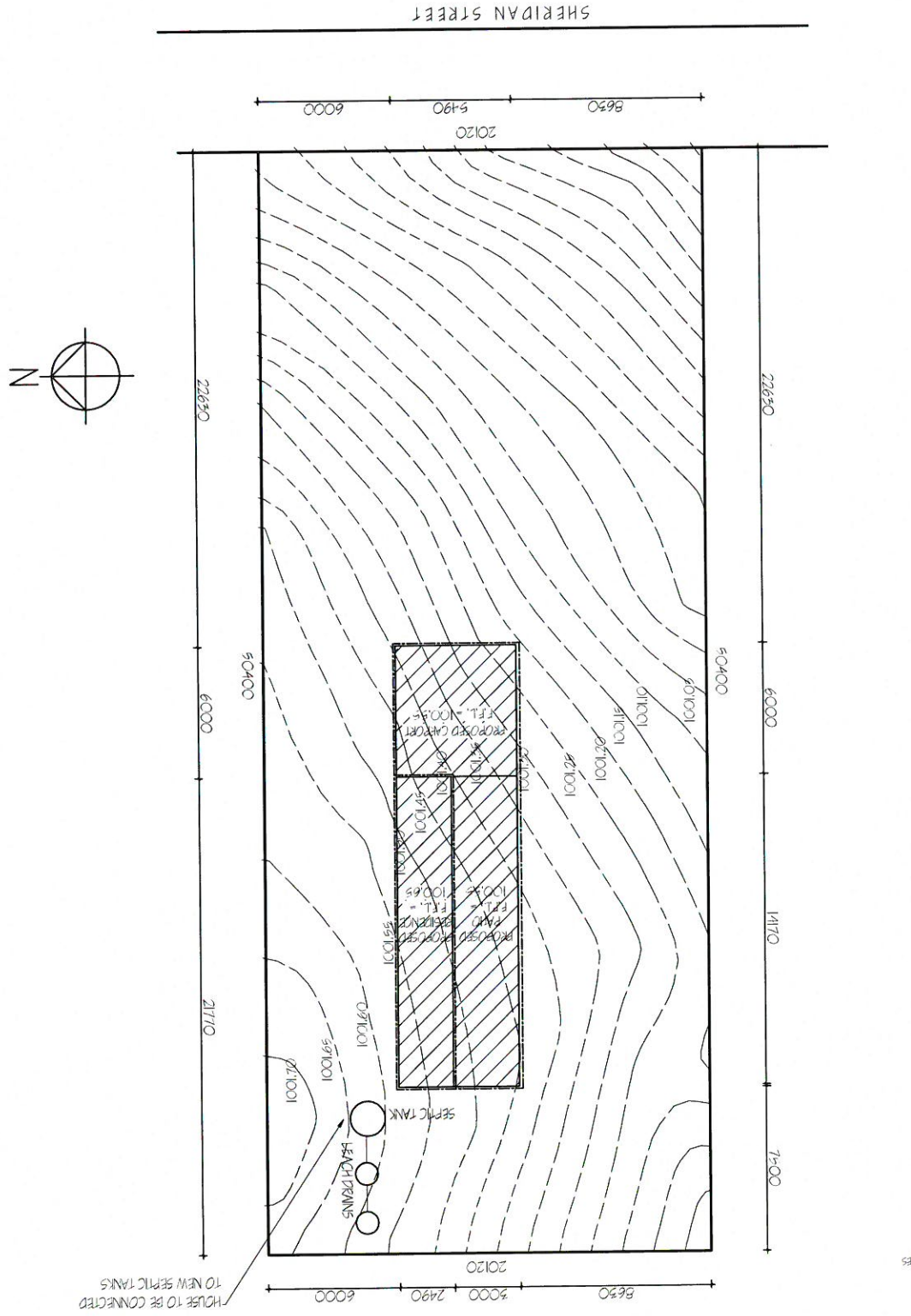
NO.	REVISION/DATE	DATE

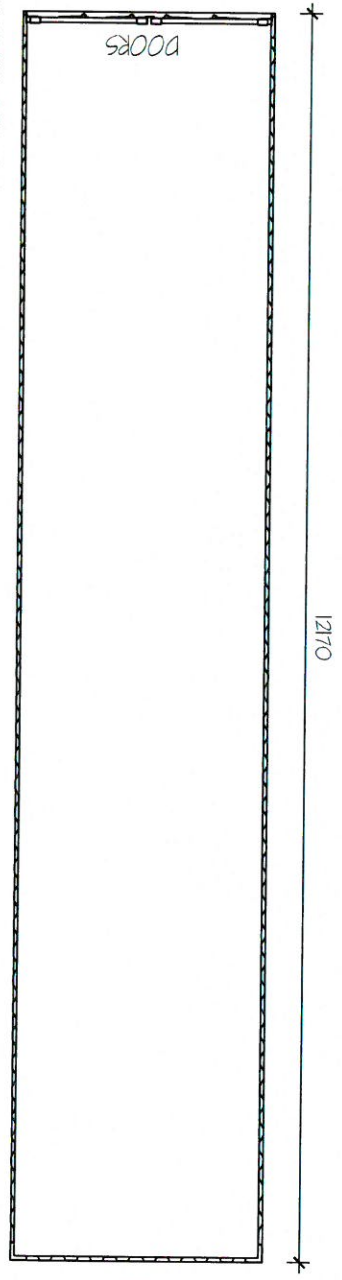
CLIENT NAME & ADDRESS:  
 Dave Wesley  
 45 Sheridan St.  
 Menzies, WA 6456

PROJECT'S NAME:  
 Proposed Site Plan

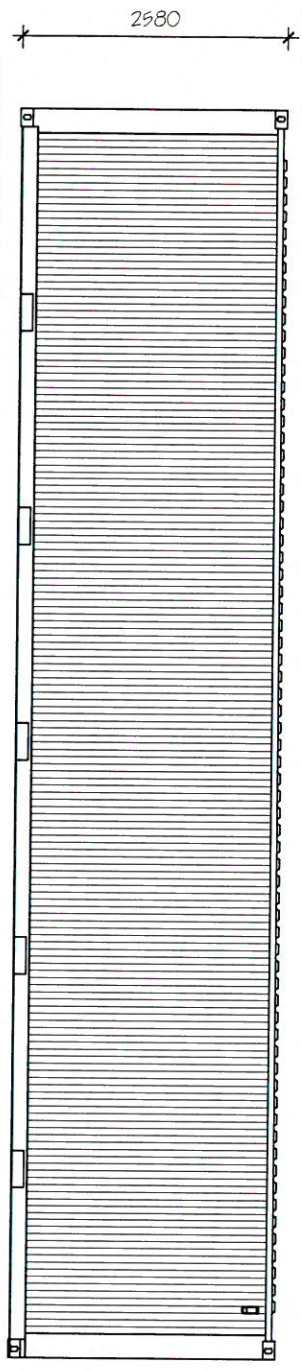
SCALE: 1:200 / A3  
 DATE: 10/06/19  
 DRAWN: CO  
 SHEET NO: WA 212 / 01

SITE PLAN 1:200  
 SITE AREA 1012m<sup>2</sup>

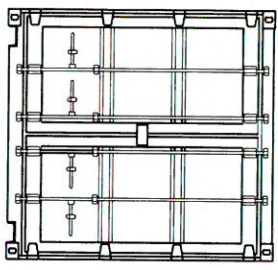




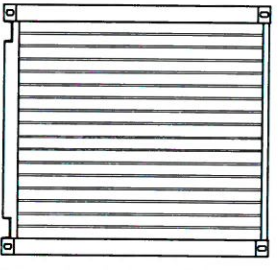
EXISTING SEA CONTAINER PLAN 1:50  
FLOOR AREA: 30m<sup>2</sup>



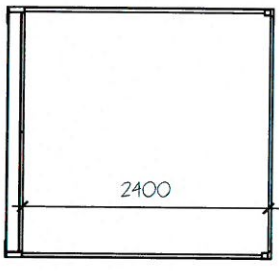
SIDE ELEVATIONS A & C 1:50



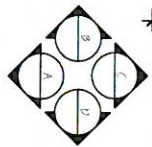
ELEVATION B 1:50



ELEVATIONS 1:50



SECTION 1:50



ALL ABOUT THE HOUSE  
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SPECIALISING IN ALL ASPECTS  
OF RESIDENTIAL DESIGN

PO BOX 10764  
KALGOORLE  
WA 6433  
Ph: 0400 741 968  
mameingolara@hotmail.com

GENERAL NOTES

USE PLANNED DIMENSIONS ONLY (1:10) NOT  
SCALE OR BY DRAWING. ALL DIMENSIONS  
AND LEVELS TO BE CHECKED ON SITE BY THE  
CONTRACTOR PRIOR TO WORK COMMENCING.  
IF ANY DISCREPANCIES ARE FOUND NOTIFY  
ALL ABOUT THE HOUSE DRAFTING SERVICES  
IMMEDIATELY.

THE FINAL REVIEWING THE COMPLETION OF ALL  
ASPECTS OF HOUSE DRAFTING SERVICES AND  
CANNOT BE REPRODUCED WITHOUT PRIOR  
APPROVAL.

NO.	REVISION/DATE	DATE

CLIENT NAME & ADDRESS  
Dane Visseloh  
415 Sheridan St,  
Mandurah, WA 61555

PROJECT NAME  
Existing Container Plan & Elevations

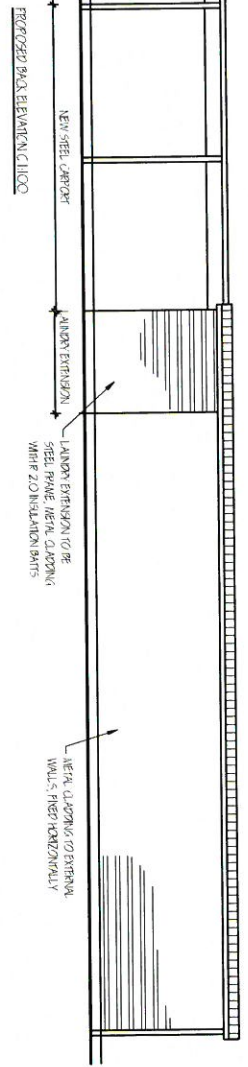
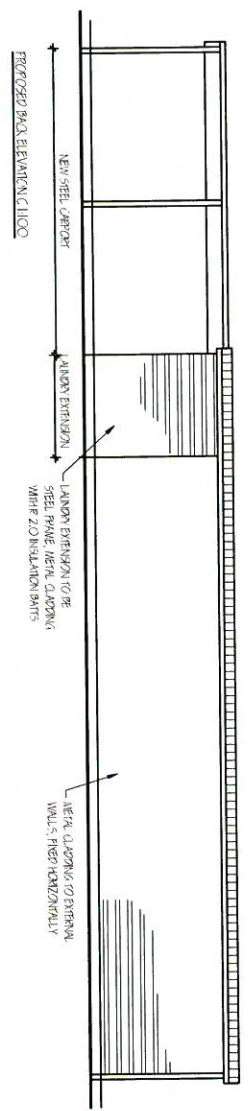
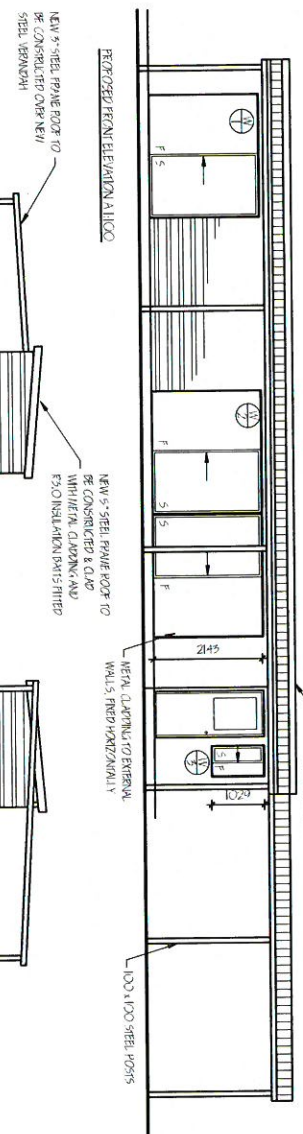
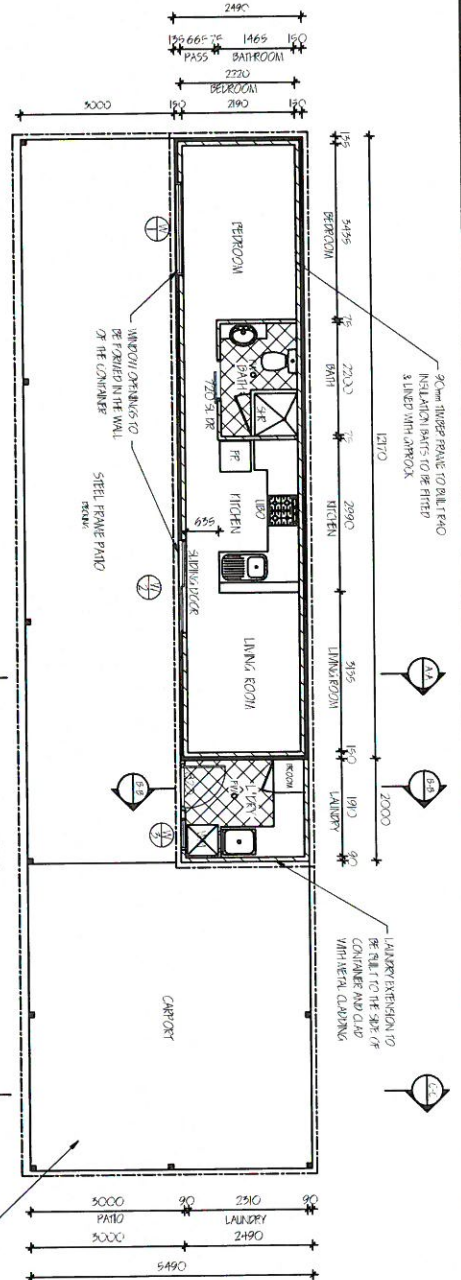
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DATE	24/04/19	DATE 21/5/19	02
DRAWN			



WINDOW SCHEDULE	
No.	HEIGHT X WIDTH SILL HT
W1	2410 X 2145 0mm
W2	1802 X 2145 0mm
W3	610 X 1029 114mm

NOTE:  
ALL DIMENSIONS TO BE TO FACE  
UNLESS OTHERWISE STATED

PROPOSED FLOOR ELEVATION  
CONSTRUCTION AND 50mm  
LAYER ON TOP WITH 50mm  
PAVING WITH 45mm  
COURSE WITH 50mm



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PO BOX 10764  
KALGOONLIE  
WA 6453  
Ph: 0840 444 653  
www.manningdesign@hotmail.com

DATE: 26/04/19  
DRAWN: 02

CLIENT NAME & ADDRESS:  
Dave Wiskau  
415 Sheridan St.  
Manning, WA 6436

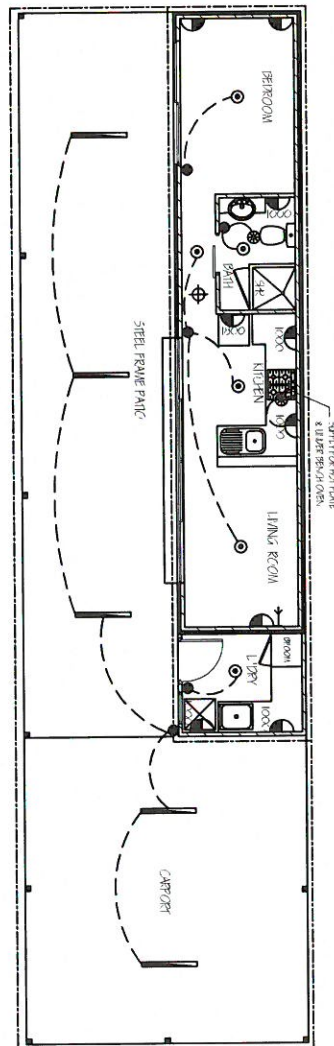
PROJECT & DRAWING:  
Proposed Plan & Elevations

SCALE: 1:100/1:5  
DATE: 26/04/19  
DRAWN: 02

DATE: 26/04/19  
DRAWN: 02



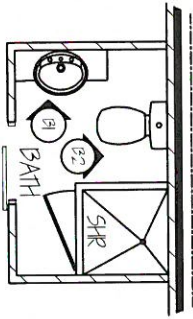




ELECTRICAL PLAN L1:50

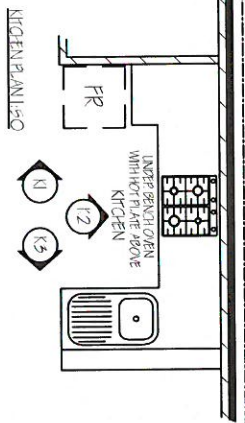
**LEGEND**

- Light switch and wire
- Dimmer switch
- 10A single GPO @ 900mm above F.L. or at H.T. indicated
- 10A double GPO @ 900mm above F.L. or at H.T. indicated
- 10A double GPO @ 1200mm above F.L.
- TV outlet
- 1ch or a phone outlet
- 60w incandescent LED ceiling mounted light fitting
- 120w incandescent smoke alarm (as directed to mains power, 10 AS 9726)
- 100w halogen fitting
- flush mounted LED down light fitting on selected ceiling
- flush mounted Mini Down light fitting on selected ceiling
- ceiling mounted mechanical exhaust fan
- External LED fluorescent side light
- External wall light
- 100w/150w LED water flow

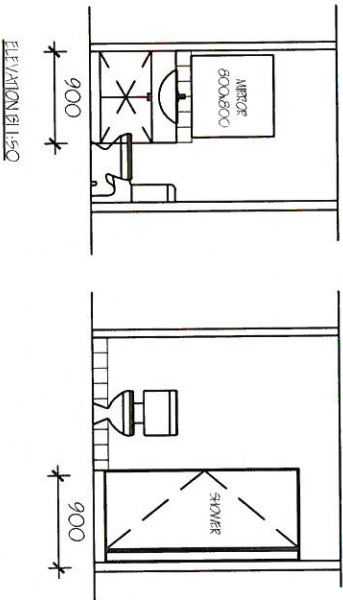


BATHROOM PLAN L1:50

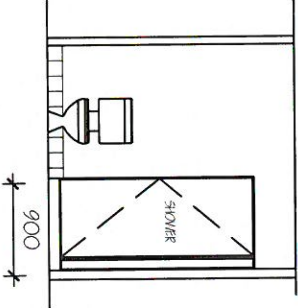
NOTE:  
BEFORE MANUFACTURE OF CABINETS,  
COUNTERTOPS TO CHECK ALL  
DIMENSIONS ON SITE.  
KITCHEN DETAILS ARE INDICATIVE  
& CAN BE CHANGED BY OWNER



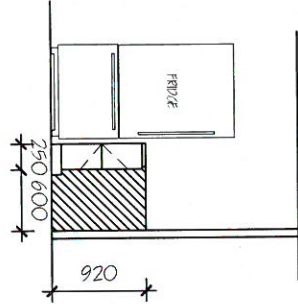
KITCHEN PLAN L1:50



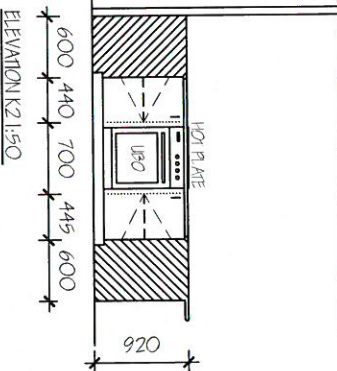
ELEVATION B1 L1:50



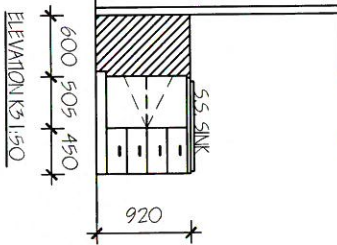
ELEVATION C1 L1:50



ELEVATION D1 L1:50



ELEVATION K2 L1:50



ELEVATION K3 L1:50



**ALL ABOUT THE HOUSE**  
DRAFTING SERVICES  
SPECIALISING IN ALL ASPECTS  
OF RESIDENTIAL DESIGN

PO BOX 10764  
KALGOORLE  
WA 6433  
Ph. 0400 741 988  
manninggate@hotmail.com

**GENERAL NOTES**  
1. USE THESE DIMENSIONS ONLY. DO NOT SCALE OFF THIS DRAWING. ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE BY THE CONTRACTOR PRIOR TO WORK COMMENCEMENT. IF ANY DISCREPANCIES ARE FOUND NOTIFY AS SOON AS POSSIBLE. DRAWING SERVICES IMMEDIATELY.  
2. THE DESIGN REMAINS THE PROPERTY OF ALL ABOUT THE HOUSE. DRAWINGS, SERVICES AND CONTRACTS ARE NOT TO BE REPRODUCED WITHOUT WRITTEN APPROVAL.

NO	REVISION/DATE	DATE

CLIENT NAME & ADDRESS:  
**Dave Washell**  
45 Sheridan St,  
Moorook, WA 6433

PROJECT & DRAWING:  
**Electrical Plan & Kitchen Details**

SCALE: As Shown/As Permitted	SHEET NO.:
DATE: 24/04/19	4th 227/05
DRAWN: [Signature]	

## 12.2 FINANCE AND ADMINISTRATION

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

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	/NAM302
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	118 June 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.1-1 Monthly Financial Report for the period ending 30 April 2019 12.2.1-2 Operating Statement by Nature and Type for the period ending 30 April 2019 12.2.1-3 Capital Expenditure for the period ending 30 April 2019

#### VOTING REQUIREMENTS:

Simple Majority

#### IN BRIEF:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 April 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.

**OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the period ending 30 April 2019 as attached and note any material differences.

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

## 12.2 FINANCE AND ADMINISTRATION

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

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM304
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	27 June 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 May 2019 12.2.1-2 Operating Statement by Nature and Type for the period ending 31 May 2019 12.2.1-3 Capital Expenditure for the period ending 31 May 2019

#### VOTING REQUIREMENTS:

Simple Majority

#### IN BRIEF:

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

**OFFICER RECOMMENDATION:**

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

**COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

## 12.2.2 Monthly Listing of Payments for the Month of May 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM300
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2-1 Payment Listing for May 2019

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The list of payments made for the month of May 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 May 2019 are attached.  
After payment, the balance of creditors will be \$88,881.46.

**OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of May 2019 totalling \$1,044,695.76 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4069 – EFT4150 payments in the Municipal Fund totalling \$989,930.85.
- 3) Direct Debit payments from the Municipal Fund totally \$54,764.91.
- 4) Credit Card payments for the statement period totalling \$3,856.43.

**COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

**Shire of Menzies**  
**Payments for the Month of May 2019**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
		Cheques		\$0.00
		EFT		\$989,930.85
		Direct Debit		\$54,764.91
		<b>Total Payments</b>		<b><u>\$1,044,695.76</u></b>
		Credit Card Payments (included in Direct Debit)		\$3,856.43

**Shire of Menzies**  
**Payments for the Month of May 2019**

EFT4069	10/05/2019	Carroll & Richardson Flagworld Pty Ltd	4 new cyclasic banners	\$820.60
EFT4070	10/05/2019	Roadtech Construction	Mt Remarkable / Yarri Road WANDRRA	\$310,271.50
EFT4071	10/05/2019	Child Support	Payroll deductions	\$600.00
EFT4072	10/05/2019	Advanced Pest Control Pty Ltd	Pest Control	\$1,260.00
EFT4073	10/05/2019	Goldfields Auto Electrical	Rewire lights on dolly.	\$1,379.95
EFT4074	10/05/2019	3E Advantage	Photocopier Expenses	\$2,192.74
EFT4075	10/05/2019	Riklan Emergency Management Services	Outside Staff Training	\$360.00
EFT4076	10/05/2019	Market Creations	Licencing & services 29/4/19	\$2,240.29
EFT4077	10/05/2019	Remote Roads	Supply of Assessor - Roadworks	\$3,775.15
EFT4078	10/05/2019	Rangeland Services Pty Ltd	New fencing at basketball court	\$16,973.00
EFT4079	10/05/2019	Child Support 2290	Payroll deductions	\$32.74
EFT4080	10/05/2019	Duratec Australia Pty Ltd	Sandblast and paint trailer	\$3,505.14
EFT4081	10/05/2019	Mackie's Concrete Services	2x 4m grids with galvanised tops and wing walls	\$30,800.00
EFT4082	10/05/2019	CleverPatch	Youth Centre Supplies	\$539.17
EFT4083	10/05/2019	MJB Industries	750mm Class 4 Concrete Pipe x 2.34m length	\$15,430.80
EFT4084	10/05/2019	Burkeair Pty Ltd	Airconditioner service x 4 houses	\$599.50
EFT4085	10/05/2019	Instant Weighing	Supply and calibrate Aust Post approved scales.	\$2,244.00
EFT4086	10/05/2019	WA Local Govt Association	Councillor Training - Cr.Lee	\$150.00
EFT4087	10/05/2019	Bunnings	Building tools,materials,paint,nails and screws,sanders and sand paper	\$1,187.38
EFT4088	10/05/2019	Daphne's Florist	Floral tribute - Robert Money	\$115.00
EFT4089	10/05/2019	Eagle Petroleum (W.A) Pty Ltd	Bulk fuel 5,000 Litres	\$7,522.90
EFT4090	10/05/2019	Flex Industries	Bushes and tracking rods	\$738.21
EFT4091	10/05/2019	Goldfields Records Storage	User charges for March 2019	\$231.52
EFT4092	10/05/2019	Hart Sport	Active After School Kit (33-713)	\$849.00
EFT4093	10/05/2019	Menzies Hotel	Gas Bottles.	\$358.00
EFT4094	10/05/2019	Cr Justin Lee	Reimburse accomodation on training - Cr. Lee	\$710.93
EFT4095	10/05/2019	Local Government Professionals Australia WA	Staff Training - Inside	\$720.00
EFT4096	10/05/2019	Shire of Menzies Social Club	Payroll deductions	\$270.00
EFT4097	10/05/2019	OCLC(uk)	Amlib licence 12 months 1.5.2019 to 30.4.2020	\$1,380.35
EFT4098	10/05/2019	Penns Cartage	Transport new fencing to Menzies	\$151.80
EFT4099	10/05/2019	Shire Of Leonora	Building Control - Health Control	\$3,507.50
EFT4100	10/05/2019	Verlinden's Electrical Service	Smoke alarm instalation - various sites.	\$1,669.80
EFT4101	14/05/2019	Federal Hospitality Equipment Pty Ltd	1 x Food Warmer Cart Quote 124774	\$6,127.00
EFT4102	29/05/2019	Diggawest & Earthparts WA	Drive motor and frame for cement mixer	\$2,634.50
EFT4103	29/05/2019	Canine Control	May 2019 Ranger services,	\$1,600.50
EFT4104	29/05/2019	Leonora Pharmacy	Pharmacy for April 2019	\$619.37
EFT4105	29/05/2019	Design Sense Graphics and Sense	Shire of Menzies Cyclclassic Banner Design	\$165.00
EFT4106	29/05/2019	Child Support	Payroll deductions	\$300.00
EFT4107	29/05/2019	Stephen Peacock Construction	Stoneworks on town hall as per Quote 63	\$42,350.00
EFT4108	29/05/2019	Lone Star Surveys Pty Ltd	DGS survey of Niagara Dam	\$1,925.00
EFT4109	29/05/2019	Xstra Global IT and Communication Solutions	Configure and supply 2 x Yealink T46S handsets	\$933.28
EFT4110	29/05/2019	Artemis Films	12x Inside Australia DVD	\$280.43
EFT4111	29/05/2019	Peter Money	Reimburse 50% removal costs	\$2,200.00
EFT4112	29/05/2019	Australian Communications & Media Auth	Licence No. 1989730/1, Renew to 02/07/20	\$45.00
EFT4113	29/05/2019	Air Liquide WA Pty Ltd	Oxy Gas cylinder rental	\$28.16
EFT4114	29/05/2019	Australian Taxation Office	Instalment Activity Statement - April	\$23,124.00
EFT4115	29/05/2019	Bitutek Pty Ltd	Spray and cover using Bituminous Product	\$179,984.42
EFT4116	29/05/2019	Bunnings	Pots, mix, to salvage trees from truck bay. BBQ Equipment	\$305.79
EFT4117	29/05/2019	Cabcharge Australia Limited	Account Fees April 2019	\$6.00
EFT4118	29/05/2019	City Of Kalgoorlie - Boulder	Contribution towards Earnst & Young costs - DAMA	\$5,000.00
EFT4119	29/05/2019	Cybersecure	Backup service - May 2019	\$259.88
EFT4120	29/05/2019	Daphne's Florist	2 x Wreaths for Anzac Day Service 2019	\$200.00
EFT4121	29/05/2019	Eagle Petroleum (W.A) Pty Ltd	Bulk fuel purchased 7,000 litres	\$10,754.25
EFT4122	29/05/2019	Eastern Goldfields Cycle Club	2019 Goldfields Cyclclassic & Community Challenge sponsorship	\$66,000.00
EFT4123	29/05/2019	Flex Industries	Repair air/con switch	\$281.60
EFT4124	29/05/2019	Goldline Distributors	Cleaning product order	\$1,670.05
EFT4125	29/05/2019	Goldfields Records Storage	User charges for april 2019	\$25.96

**Shire of Menzies**  
**Payments for the Month of May 2019**

EFT4126	29/05/2019	Goldfields Toyota	25,000km Service - Hilux	\$485.40
EFT4127	29/05/2019	Menzies Hotel	Gas, papers - IT Tech accomodation	\$556.80
EFT4128	29/05/2019	JR & A Hersey	Depot consumables	\$500.28
EFT4129	29/05/2019	Kalaire	Barbeque for Youth Centre.	\$799.00
EFT4130	29/05/2019	Kleenheat Gas	Yearly facility fee for 2 x 45kg VAP CYL town hall	\$75.90
EFT4131	29/05/2019	Komatsu Australia Pty Ltd	isolation switch - Backhoe	\$115.06
EFT4132	29/05/2019	Landgate	Mining Tenements schedule M2019/4 dated 16/03/2019 to 09/04/19	\$163.80
EFT4133	29/05/2019	Cr Justin Lee	Travel for Councillor training	\$267.33
EFT4134	29/05/2019	Cr Keith Mader	April Travel	\$380.21
EFT4135	29/05/2019	Marketforce	Advertising	\$2,021.12
EFT4136	29/05/2019	Shire of Menzies Social Club	Payroll deductions	\$120.00
EFT4137	29/05/2019	Menzies Aboriginal Corporation	Hire of bus and driver to Kalgoorlie and return - School Holiday Program	\$724.52
EFT4138	29/05/2019	Netlogic Information Technology	Server upgrade onsite work	\$16,268.75
EFT4139	29/05/2019	Office National	Stationery Order	\$996.48
EFT4140	29/05/2019	Pila Nguru Aboriginal Corporation	Cr Baird - Accomodation 2 Nights for special meeting 29 April 2019	\$430.00
EFT4141	29/05/2019	Kalgoorlie Retravisoin	Town Hall kitchen. Stainless steel rangehood.	\$448.00
EFT4142	29/05/2019	Satellite Television & Radio Australia	Annual fee 2019 DTV site maintenance and year's remote monitoring	\$5,903.70
EFT4143	29/05/2019	Shire Of Leonora	Bronze Sponsor for Leonora Golden Gift 2019	\$8,800.00
EFT4144	29/05/2019	Solomons Flooring	Replace flooring as per quote. - CEO House	\$16,312.00
EFT4145	29/05/2019	Taps Industries	Supply and Install Split line solar system as per Quote M0018 - 41 Mercer Street	\$10,404.99
EFT4146	29/05/2019	Moore Stephens	Statutory Compliance Services Quarterly fee April to June 2019	\$18,246.25
EFT4147	29/05/2019	Wa Country Health Service - Goldfields	Service at Menzies Health Centre 1 May 2019 to 31 May 2019 15.2 hours per week	\$4,554.63
EFT4148	29/05/2019	WML Consultants	Works Manager Services, WANDRRA services,	\$29,702.05
EFT4149	29/05/2019	WesTrac Pty Ltd	323-3756 Hydraulic Hose replacement for Grader P0188	\$458.62
EFT4150	29/05/2019	Wurth Australia	Nuts bolts,fuses	\$414.79
	09/05/2019	Payroll		\$35,719.85
	23/05/2019	Payroll		\$37,967.37
	27/05/2019	Payroll		37686.79
				\$989,930.85

**Shire of Menzies**  
**Payments for the Month of May 2019**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD2623.1	07/05/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,568.35
DD2623.2	07/05/2019	Kinetic Superannuation	Payroll deductions	\$272.46
DD2623.3	07/05/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$1,862.61
DD2623.4	07/05/2019	Sunsuper	Superannuation contributions	\$926.37
DD2623.5	07/05/2019	Australian Super	Superannuation contributions	\$368.01
DD2623.6	07/05/2019	Commonwealth Essential Super	Superannuation contributions	\$129.13
DD2629.1	03/05/2019	Water Corporation	Water Usage 7 Feb 2019 to 11 April 2019 2019	\$1,164.43
DD2632.1	09/05/2019	Telstra - DIRECT DEBIT ONLY	Satelite phones April 2019	\$284.14
DD2634.1	13/05/2019	Telstra - DIRECT DEBIT ONLY	Admin Phone April 2019	\$694.93
DD2636.1	21/05/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,645.27
DD2636.2	21/05/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$1,785.21
DD2636.3	21/05/2019	Sunsuper	Superannuation contributions	\$817.31
DD2636.4	21/05/2019	Amp	Superannuation contributions	\$237.70
DD2636.5	21/05/2019	Australian Super	Superannuation contributions	\$392.54
DD2636.6	21/05/2019	Commonwealth Essential Super	Superannuation contributions	\$129.13
DD2636.7	21/05/2019	Kinetic Superannuation	Payroll deductions	\$240.38
DD2638.1	21/05/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$1,863.77
DD2638.2	27/05/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$657.80
DD2648.1	01/05/2019	WESTNET	Visitor Centre Internet	\$54.99
DD2650.1	15/05/2019	Horizon Power	Power 27 Feb 19 - 25 April 19 - Salt Lake Potash to be invoiced	\$134.24
DD2650.2	15/05/2019	Toyota Finance DIRECT DEBIT ONLY	Toyota fleet payment - Toyota Prado.	\$1,099.07
DD2652.1	14/05/2019	Horizon Power	Power 28/2/2019 to 25/4/2019	\$3,256.91
DD2654.1	27/05/2019	Gregory Dwyer	Presidents Allowance May 2019	\$3,364.49
DD2654.2	27/05/2019	Ian Baird	Sitting Fees May 2019	\$1,289.67
DD2654.3	27/05/2019	Jillian Dwyer	Sitting Fee May 2019	\$875.83
DD2654.4	27/05/2019	Cr Debbie Hansen	Sitting Fees May 2019	\$875.83
DD2654.5	27/05/2019	Cr Ian Tucker	Sitting Fees May 2019	\$875.83
DD2654.6	27/05/2019	Cr Justin Lee	Sitting Fee May 2019	\$875.83
DD2654.7	27/05/2019	Cr Keith Mader	Sitting Fees May 2019	\$700.66
DD2658.1	13/05/2019	Telstra - DIRECT DEBIT ONLY	Telephone Charges	\$6,369.04
DD2660.1	14/05/2019	Horizon Power	Power charges - 27/2/2019 to 25/4/2019	\$7,138.77
DD2662.1	17/05/2019	Horizon Power	Street Lights 01/04/2019 to 30/4/2019	\$641.21
DD2664.1	15/05/2019	Woolworths Ltd	Goods for resale - Visitor Centre	\$659.87
DD2666.1	01/05/2019	NAB	Merchant Fees	\$215.67
DD2668.1	06/05/2019	NAB	Credit card direct debit	\$3,856.43
DD2670.1	07/05/2019	GoGo Media	On hold messages for phone system	\$75.90
DD2672.1	29/05/2019	Wright Express Australia Pty Ltd	Fuel cards	\$1,128.15
DD2674.1	31/05/2019	NAB	Bank Fees	\$236.98
				<b>\$54,764.91</b>

**Shire of Menzies**  
**Payments for the Month of May 2019**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
03/04/2019	Horizon Power	Charged to Department Housing for teachers unit	\$151.69
04/04/2019	Qantas	Airfare for staff training	\$909.48
08/04/2019	Jason Windows	Door handles	\$93.50
09/04/2019	Woolworths	Easter eggs for youth centre activities	\$57.15
11/04/2019	Officeworks	Craft supplies for youth centre	\$262.81
15/04/2019	Orana Cinemas	Holiday program cinema tickets	\$345.00
17/04/2019	Coles	Prize for Youth Centre LOGO competition	\$500.00
24/04/2019	Holiday Inn Perth	Accommodation for staff training	\$568.40
24/04/2019	Qantas	Councillor Perth training	\$535.40
26/04/2019	QBE Insurance	Airfare insurance	\$12.00
29/04/2019	EverettsButchers	Youth centre	\$15.00
29/04/2019	Shire of Menzies	Phone card - second prize for Youth Centre LOGO competition	\$50.00
29/04/2019	Microsoft Store	Software licencing	\$169.00
29/04/2019	Microsoft Store	Software licencing	\$169.00
29/04/2019	NAB - Card Fee	Card Fee	\$9.00
29/04/2019	NAB - Card Fee	Card Fee	\$9.00
		Direct Debit	<b>\$ 3,856.43</b>



### 12.2.3 REPORT ON OVER INVOICING OF ROAD SUPERVISION CONTRACT

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	<b>Tender Extract</b> <b>Remote Roads Tender Price Schedule</b> <b>WML Tender Summary</b> <b>Council Resolution 1373</b> <b>Letter to Remote Roads</b> <b>WML Report on Supervision Contractor</b>

#### SUMMARY

This item is information relating to the supervision of roadworks by a contractor and the subsequent claims for payment in excess of the tendered sum.

#### BACKGROUND

In 2017/2018 the Shire suffered significant road damage from a flood event that was titled AGRN743 and a claim was made for federal WANDRRA funds.

The Shire received sum of funding of approximately \$2.1 million.

The Shire contracted WML in Kalgoorlie as Project Manager to oversee the preparation, issuing and the recommending of tenders to the Council.

Part of this process included a tender for the supervision of the roadworks.

This Supervision tender was awarded by the Council on the recommendation of the Project Manager to Remote Roads for a sum of \$114,925. Remote Roads were advised of this by the CEO in a letter dated 11 April 2018.

Several claims for payment were made against this tender over the early months of the project. During the progress of the works the appointed road works contractor withdrew from the job. A new tender was called, and the works continued, but this did not affect the tender price of the supervision contract.

Shortly after my arrival in Menzies as the appointed CEO I was advised of significant over payments made to Remote Roads and there was a further invoice at that time of \$33,861.98 from Remote Roads for supervision work. However, it was noted that expenditure on this work had already exceeded the tender price of \$114,925 and was at that time \$235,517.45.

As the tender price approved by the Council had been exceeded, I requested some evidence from the Shire's Project Manager WML that authority had been given by the Shire to exceed the tendered sum.

The correct procedure in situation like this is for the Project Manager to seek a Contract Variation Order from the Shire which being a tendered price, would require Council's approval. This did not happen, and no authority has been given by the Shire to approve the cost over runs.

Since this time further invoices have been received now totalling \$82,143.74. This will increase the Supervision costs to \$317,661.19.

I have advised the Project Manager that this is a Council approved tender and I have no authority to exceed what the Council has approved and consequentially asked for either a Contract Variation Order or some letter of authority from the Shire to exceed this tendered sum.

Attached is correspondence from the Project Manager with an explanation for the expenditure overrun but I do not agree with some of the claims made in this document.

There are references to:

- Hourly rates for various items of plant (page 4)
- An assumed daily crew cost for each tenderer based a nominal plant fleet (page 4)

Both of these are references to plant hire contracts.

There are references to:

- There being "neither any intention to reference or state a contract value amount for the Supervision contract" (Page 5)
- Also "it refers to awarding the tender in accordance with the specification of the tender document as per the submitted price schedule" (Page 5)
- There is neither any intention to reference or state a contract value amount for the Supervision contract (page 7).

If these three statements are correct, then they contradict the tender specification issued by the Project Manager and the tender submission submitted by Remote Roads.

The tender specification for this particular Supervision work is confused somewhat by the inclusion of the whole specification for the roadworks themselves, but there is no specific statement that says the Supervision Contract is a variable price. I suggest the Council would be reluctant to accept an open-ended tender price for work that is purely a Supervision contract with very limited variables.

These above statements are also contradicted by the tender summary which clearly states the prices tendered by the five submissions. (tender extract 5.3.1 Price Schedule and Tender submission 5.3.1 price Schedule submitted by Remote Roads)

Furthermore, the WML Tender Summary point 2 clearly states in part "as per their submitted Price Schedule" and this price schedule gives a clear breakdown of the cost structure.

The project manager also states that he did not seek a Contract Variation Order because it was "clearly understood that there was not any fixed contract value".

This was certainly not “clearly understood” by the Council which accepted a tender for \$114,925 nor by the Shire CEO as clearly stated in the CEO’S letter to Remote Roads advising them they were awarded the contract for the sum of \$114,925.

Given these circumstances I cannot pay these invoices that exceed the tendered sum even though previously this has been allowed to happen.

It is also like that the contractor/s may was to take legal action to force payment by the Shire and accordingly I am seeking Council’s approval to seek legal advice in this matter.

## COMMENT

The Council approved the tender for \$114,925 and for me to pay invoices in excess of the approved tender without the approval of the Council, would place me in breach of the Local Government Regulations.

## CONSULTATION

WML  
Remote Roads  
Shire President  
Finance and Administration Officer  
Works Supervisor

## STATUTORY ENVIRONMENT

Local Government Act s5.43(b)

### **5.43. *Limits on delegations to CEO***

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*

Local Government (Functions & General) Regulations 21A

### **21A. *Varying a contract for the supply of goods or services***

*If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —*

- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or*
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The current invoices total \$82,143.74 and would ultimately be claimed back from the WANDRRA funding assuming DFES accepts the cost overrun from the accepted tender.

**STRATEGIC IMPLICATIONS**

*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.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

**VOTING REQUIREMENTS**

Simple majority

**OFFICERS RECOMMENDATION**

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

That Council:

- a) declines to pay invoices totalling \$82,143.74 submitted by Remote Roads and confirmed by its Project Manager WML as they exceed the sum tendered for the said works; and
- b) approves limited use of legal services if necessary.

**COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

TENDER  
EXTRACT

## 5.3.1 Price Schedule

<b>SUPPLY OF 1 SUPERINTENDENTS SITE SUPERVISORS</b>					
<b>SUPERVISOR # 1</b>					
Item	Description	Units	Qty	Rate	AMOUNT
1.0	Mobilise / Demobilise to and from Menzies	Item	1		
2.0	Establishment & set up in Menzies Shire	Item	1		
3.0	Superintendents Site Supervisor Duties	Hrs	840		
4.0	4WD vehicle	Kms	8,500		
5.0	Meals and Accommodation & Communications	Days	90		
6.0	Allowance for all other incidental costs not allowed for in other items	Item	1		
<b>TOTAL FOR SITE SUPERVISOR #1 (EX. GST)</b>					

## 5.3.2 Regional Preference / Local Content

Should the tenderer wish to be considered under the Shire of Menzies Regional Price Preference Policy (as per Attachment A) then the pro-forma at Schedule 8 should be completed and included with the Price Schedule and tender submission indicating which components of the tender submission are claimed to be applicable.

Please indicate here whether you are claiming a Regional Price Preference:

<b>YES / NO</b>
-----------------

# Remote Roads Tender Submission

## 5.3.1 Price Schedule

SUPPLY OF 1 SUPERINTENDENT'S SITE SUPERVISORS					
SUPERVISOR #1					
Item	Description	Units	Qty	Rate	AMOUNT
1.0	Mobilise / Demobilise to and from Menzies	Item	1	3,000	3,000
2.0	Establishment & set up in Menzies Shire	Item	1	1,000	1,000
3.0	Superintendent's Site Supervisor Duties	Hrs	840	100	84,000
4.0	4WD vehicle	Kms	8,500	1.05	8,925
5.0	Meals and Accommodation & Communications	Days	90	200	18,000
6.0	Allowance for all other incidental costs not allowed for in other items	Item	1	0	0
<b>TOTAL FOR SITE SUPERVISOR #1 (ex GST)</b>					<b>\$114,925</b>

## 5.3.2 Regional Preference / Local Content

Should the tenderer wish to be considered under the Shire of Menzies Regional Price Preference Policy (as per Attachment A) then the pro-forma at Schedule 8 should be completed and included with the Price Schedule and tender submission indicating which components of the tender submission are claimed to be applicable.

Please indicate here whether you are claiming a Regional Price Preference: **YES**

## 6 Schedules

# WML TENDER SUMMARY

## 4. SUMMARY & RECOMMENDATION

The tender assessment above is provided to assist members of the Tender Selection panel to determine which tender is most advantageous to the Principal (being the Shire of Wiluna) as part of its undertaking to complete road flood damage repairs funded by WANDRRA.

Based on the compliance criteria and price schedule Talis submitted the lowest price. The second lowest price was submitted by Remote Roads and is also considered competitive. The prices of the balance of the tenderers were considerably higher being at least 36% higher than the lowest price.

Remote Roads scored comfortably highest in the Qualitative criteria assessment and their weighted scoring suggests their appointment would be most advantageous to the Principal. They are followed by Talis who also scored satisfactorily with the main concern being the organisation's capacity to resource the work having recently been awarded the supervision contract for the Wiluna WANDRRA works including reference to their primary nominated supervisor. Whilst Remote Roads have a similar situation with the Shire of Laverton they are better supported with back-up having access to 5 Supervisors. Allied Projects came in a relatively close third and scored satisfactorily in the Qualitative criteria assessment.

**It is therefore recommended that Council, having considered tenders received in response to WR0000A-2017 (Supply of Supervision Services for WANDRRA Road Flood Damage Repairs):**

- 1. Acknowledge the tender assessment and recommendation provided by Council officers and the project manager.**
- 2. Agree to award the tender to Remote Roads as per their submitted Price Schedule included at Appendix B.**

### 12.3.4 RFT WR0000A-2017 Tender for Supervision WANDRRA project

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ROA.834.1/NAM60
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	22 March 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.3.4-1 Tender Assessment Report - Confidential
<b>COUNCIL RESOLUTION:</b>	<b>No. 1373</b>

**MOVED:** Cr Ian Tucker

**SECONDED:** Cr Ian Baird

*That Council*

- 1. Award Tender RFT WR0000A-217 for Supply of Plant and Operators for supervision of WANDRRA Flood Damaged Repairs in accordance with the specification of the tender document to Remote Roads as per the submitted price schedule.*
- 2. 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**

- Award Tender RFT WR0000A-217 for Supply of Plant and Operators for supervision of WANDRRA Flood Damager Repairs in accordance with the specification of the tender document to Remote Roads as per the submitted price schedule.
- Advise unsuccessful tenderers of the outcome of the tender within seven working days.

**VOTING REQUIREMENTS:**

Absolute Majority

**IN BRIEF:**

The awarding of this contract, together with RFT WR0000 (for plant and operators) will permit the flood damage suffered by the Shire during the February 2017 flood event to be repaired.

The project is fully funded by WANDRRA.



## **RELEVANT TO STRATEGIC PLAN:**

### *14.2 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:**

The project is fully funded from WANDRRA funds.

## **RISK ASSESSMENTS:**

There is not risk assessment for this matter.

## **BACKGROUND:**

Tenders were advertised for the contracting of supervision for works to be undertaken in response to tender WR0000A-2017 on 27 January 2018. The closing date for the tender was 2pm 12 February 2018.

## **COMMENT:**

Five tenders were received and evaluated. All tenders received were deemed to be sufficiently compliant to be evaluated and considered. Evaluation of the tenders was undertaken by an independent consultant.

In terms of qualitative criteria the lowest price tenderer was ranked second on overall scoring. The highest qualitative weighted scoring indicated that Remote Roads with second lowest price was considered competitive. Other tenderers were considerably higher.

The results of the qualitative criteria as set out in the tender document were

- Demonstrated Roadworks Experience (30%)
- Supervision and Liaison Experience (25%)
- Experience with Road Construction Materials (10%)
- Reporting and Contract Management Experience (25%)
- Stand-alone capacity and ability to provide more than one supervisor (10%)

The results of this analysis were as follows.

<b>Company (Tenderer)</b>	<b>Tendered Amount</b>	<b>Local content Adjusted Price (ex GST)</b>	<b>Total Weighted Score</b>
A	\$99,510	\$99,510	70.5
B	\$114,925	\$114,925	77.0
C	\$135,000	\$135,000	58.5
D	\$141,300	\$141,300	62.5
E	\$185,553	\$185,553	66.5



Ref: ROA.834.INAM60-1

**Anthony Ellis**  
**Director**  
**Remote Roads**  
**PO Box 283**  
**NORTHAMPTON WA 6535**

**Email: remoteroads1@bigpond.com**

Dear Mr Ellis,

**RFT WR0000A-2017 TENDER FOR SUPERVISION WANDRRA PROJECT**

I am pleased to advise that at its Ordinary Council Meeting on Thursday 29 March 2018, Council resolved to accept the Tender from Remote Roads for \$114,925.00 (ex GST) for the Shire of Menzies Supervision WANDRRA project.

We congratulate you on the success of your tender and request you please contact Tony Chisholm at WML Consultants Pty Ltd on (08) 9021 1811 to progress the contract.

Yours sincerely

**Rhonda Evans**  
**Chief Executive Officer**

11 April 2018

## **SHIRE OF MENZIES WANDRRA (AGRN 743) FLOOD DAMAGE REPAIR PROJECT**

### **REPORT ON PROVISION OF SITE SUPERVISION SERVICES**

This report is provided in response to e-mail (dated 30 May 2019) and letter (received 4 June 2019) from Shire of Menzies CEO which raised queries in relation to the contracted site supervision services relating to the Menzies Flood Damage Repair Project completed during 2018-19. It is understood that this response is required for the purpose of reporting to Council and to seek approval from Council to pay outstanding invoices from the appointed Site Supervision contractor.

### **BACKGROUND OF PROJECT MANAGEMENT AND SUPERVISION CONTRACTORS**

WML Consultants have been engaged to provide a range of services to the Shire of Menzies since 2015-16 originally for some specific projects but on an annual overall project management basis for 2017-18 and 2018-19. That has included management of the Shires 2017 WANDRRA Flood Damage Repairs project including original application for funding, preparation and assessment of tenders for Roadworks plant hire and Site Supervision, Superintendence of those contracts and preparation of Shire claims for re-imbusement of expenditures including project management, supervision and roadworks plant hire costs. The primary focus for that service by WML has been to ensure that the flood damage repairs for Shire of Menzies were effectively completed in accordance with the conditions of the funding program. WML has been delivering WANDRRA Flood Damage Repair project management services for a number of Shires since at least 2015. In all such engagements (including Shire of Menzies) WML's service has been to manage the delivery of the repair works in accordance with the WANDRRA funding conditions and within the scope of the total repair cost estimates advised in the application. These services have not included the management of Shire administration responsibilities.

As part of the Menzies 2017 WANDRRA project the Shire elected to engage contract site supervision services in the same manner as has been used quite commonly for previous WANDRRA Flood damage repair projects in other Shires throughout the State. The alternative of using the Shires only Works Supervisor was not possible due to other Shire programmed workloads and responsibilities and in any case Shire normal time employee costs are not claimable under this funding program. The tender process resulted in the appointment of Remote Roads who have extensive experience with supervising WANDRRA Flood damage repair projects in numerous Shires since before 2014. Remote Roads have always maintained a high regard for ensuring the effective delivery of flood damage repair works via close liaison with and supervision of plant hire contractors as well as gathering and recording of documentary evidence (as required by WANDRRA guidelines) to support Shire claims for re-imbusement of costs. The supervision service includes close liaison with the project manager to monitor overall expenditure and works progress against the damage repair list and total repair cost estimates advised in the application.

## **HISTORY OF EVENTS RELATING TO MENZIES WANDRRA (AGRN 743) FLOOD DAMAGE REPAIR PROJECT**

Jan/Feb 2017 – Original storm event resulting in flood damage to various Shire roads

Feb to April 2017 – WML liaison with Shire Supervisor and CEO for preparation of WANDRRA submission. Shire Supervisor undertook flood damage pick-ups.

23 Jun 2017 – Menzies Shire WANDRRA application lodged with MRWA. Cost estimates used in application were all inclusive of plant hire, supervision and project management costs. These were itemised by road name and section line items but did not separate out supervision and project management costs. That was consistent with previous projects. Unit rate cost estimates were based on figures for similar works descriptions at other Shires where works had been completed by Plant hire contract. There was no such historical information available for such works in Menzies Shire.

27 Jun 2017 – Notification from MRWA that cost estimate of \$2.215M (for AGRN 743) has been approved and for Shire to commence re-instatement works.

Jul to Dec 2017 – Management of other Shire projects including Menzies NW road, Pinjin road, gravel re-sheeting various roads, resealing etc whilst discussing with CEO options for Shire vs contractor supervision of WANDRRA project.

Jan 2018 – Preparation of RFT documents for Plant hire and Site Supervision services

27 Jan 2018 – Advertising of tenders for Plant hire and Site Supervision services

12 Feb 2018 – Close of tenders for Plant hire and Site Supervision services

Feb/Mar 2018 – Assessment of tenders and preparation of draft tender assessment reports

22 Mar 2018 – Draft tender assessment reports made available to CEO for discussion with Councillors at Information session.

29 Mar 2018 – Award of Plant hire and Supervision Services tenders by Council to Quadrio Earthmoving and Remote Roads respectively.

30 Mar 2018 – Email advice to WML from CEO that tenders had been awarded as per tender assessment report recommendation.

1 Apr 2018 – Email to Remote Roads from Shire advising of Council decision to award tender and that formal notification will be received directly from Shire.

12 Apr 2018 – Advice from Shire admin to WML that all tenderers had been notified in writing of Council decisions to award the plant hire and supervision tenders. Copy of Shire letters were not attached nor any reference to PO numbers.

12 Apr 2018 – WML copied in on email acknowledgement from Remote Roads of receipt of letter from Shire CEO in relation to Supervision tender award. Copy of Shire letter was not attached nor any reference to PO number.

May to Aug 2018 – Liaison with Shire Supervisor, Shire CEO, Remote Roads and Quadrio regarding preparations for start of work including roads program sequence, water and gravel locations, plant fleet selection and nominated personnel. Quadrio were first completing Menzies Shire works on Pinjin road before moving on to WANDRRA Flood damage project.

21 Aug 2018 – Kick off meeting with Quadrio, Remote Roads & Shire at Shire offices

23 Aug 2018 – Flood damage repair works commenced on Mt Celia road

Aug to Sept 2018 – Numerous exchanges of correspondence and meetings on site with contractor and supervisor regarding plant / productivity issues. Rain over a number of days affected productivity and access to materials.

9 Oct 2018 – Claim 1 invoice from Remote Roads (\$66.5k) assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

17 Oct 2018 – Claim 2 invoice from Remote Roads (\$31.5k) assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

23 Oct 2018 – Works completed on Mt Celia Rd and Quadrio commenced work on Yarri Rd

26 Oct 2018 – Quadrio elected to cease work after completing only 3 days work on Yarri Rd

6 Nov 2018 – Demob of last item of plant and final clean up of pits and camp area etc completed. Remote Roads Supervisor left site.

8 Nov 2018 – Claim 3 invoice from Remote Roads (\$40k) assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

Nov 2018 – Further tender process managed by WML for Shire appointment of replacement Plant hire contractor.

29 Nov 2018 – Award of plant hire contract by Council to Roadtech.

30 Nov 2018 – Shire Claim No 1 prepared by WML, signed by Menzies CEO and submitted to MRWA

3 Dec 2018 – Advice from CEO that letters advising of Council decision to award contract to Roadtech to be sent that day. Copy of letters were provided indicating to contractor that full documentation will be provided by end of the week. WML were not provided with advice of or copies of any subsequent correspondence with contractor.

18 to 20 Dec 2018 – Remote Roads Supervisor inspected roads, gravel and water locations with new contractor Roadtech in preparation for anticipated start on 7 Jan 2019.

14 Jan 2019 – Roadtech commenced work on Yarri Rd

25 Jan 2019 – Remote Roads Supervisor (Mark) finished up and was temporarily replaced by company owner/director Anthony Ellis until end of swing on 31 Jan.

12 Feb 2019 – New Remote Roads Supervisor (Gary) commenced with Anthony Ellis returning to provide hand over (but only charged for one Supervisor during this period).

1 Mar 2019 – Claim 4 invoice from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

13 Mar 2019 – Claim 5 invoice from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

4 Apr 2019 – Shire claim No 2 prepared by WML, signed by Menzies CEO and submitted to MRWA

6 May 2019 – Claim 6 invoice from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

14 May 2019 – Shire Claim No 3 prepared by WML, signed by Shire CEO and submitted to MRWA

17 May 2019 – Claim 7 invoice from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

19 May 2019 – Roadtech completed final WANDRRA works on Mt Ida road & Menzies NW road and Remote Roads Supervisor Gary left site.

28 May 2019 – Claim 8 invoice from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

29 May 2019 – Supplementary invoice (Claim 7.1) from Remote Roads assessed by WML against site records and recommended for payment. PO number was not quoted on the invoice.

14 June 2019 – Shire claim No 4 (Final) prepared by WML, signed by Shire A/CEO and submitted to MRWA.

## ITEMS TO NOTE FROM BACKGROUND AND HISTORY OF EVENTS

### Overall WANDRRA Cost Estimates

All WANDRRA funding applications include an itemised Flood damage repair listing for various identified sections on various roads with estimated unit rates applied to each different type of repair work. These tally to provide a total Flood damage cost estimate for the Shire for the particular flood event. The cost estimate is inclusive of all plant hire, supervision and project management costs but is not broken down into those components. That total is then used as a guide when planning and undertaking the repair works. Variations to the original estimated cost are possible through communications with MRWA in the first instance.

### Plant Hire RFT and Tender Assessment report

The format of the **Menzies Shire plant hire RFT document** is based on the same as has been used for previous WANDRRA projects at other Shires. It requires the tenderers to **submit hourly rates for various items of plant on the basis** of an indicative total amount of funds likely to be available for roadworks plant hire.

The tender assessment report analyses submitted unit rates and calculates an assumed daily crew cost for each tenderer based on a nominal plant fleet (including a pro-rata application of lump sum items such as mob / demob etc) which is then used to rank the tenderers in terms of price. That is then considered together with the scores from a multi criteria qualitative assessment to arrive at a "best value" recommendation for consideration by Council. The recommendation in the report is worded to award to contractor "as per their submitted plant hire tender rates" attached. Apart from reference to the total Flood damage cost estimate in the background section of the report there is neither any intention to reference or state a contract value amount for the Plant Hire contract.



### **Supervision RFT and Tender Assessment report**

The format of the Menzies Shire Supervision RFT document is based on the same as has been used for previous WANDRRA projects at other Shires. It is slightly different to the Plant hire RFT, primarily due to the fact that it is typically based on the provision of hourly rates for only one or two Supervisors as well as a per km vehicle rate and daily living / accommodation rate. As for the plant hire RFT there has never been any intention to arrive at a contract value amount for the Supervision RFT. Because of the relatively simplistic nature of the Supervision service pricing with limited line items to be priced the RFT has traditionally included a price schedule which includes "provisional hours and days" based on project duration assumptions which are indicated in the RFT document. A provisional quantity for vehicle kms is also included based on historical experiences from other Shires.

The tender assessment report analyses submitted unit rates, applies them to the provisional quantities (including mob / demob) and arrives at a provisional total which is then used to rank the tenderers in terms of price. That is then considered together with the scores from a multi criteria qualitative assessment to arrive at a "best value" recommendation for consideration by Council. The price component of tender assessment in the report refers to "tendered unit rates and prices presented in the format of the price schedule".

The recommendation in the report is worded to award to contractor "as per their submitted price schedule" attached. As for the plant hire RFT, apart from reference to the total Flood damage cost estimate in the background section of the report there is neither any intention to reference or state a contract value amount for the Supervision contract.

### **Agenda Report to Council, Council resolution and Notification to Successful contractor**

Reference to a copy of the Council minutes from 29 March 2018 indicates that the WML tender assessment report was included as a confidential attachment. The Officers Recommendation is worded differently to the recommendation in the Tender assessment report however the intent is basically the same whereby it refers to awarding the tender "in accordance with the specification of the tender document as per the submitted price schedule". The agenda report includes a composite table (compiled by the author) summarising a comparison of calculated tender amounts (noting these are based on provisional quantities) and qualitative criteria scores. The Council resolution is based on the Officers Recommendation and neither refers to or quotes a contract value amount.

WML received e-mail advice from Shire admin on 12 April 2018 that all tenderers had been notified in writing of Council decisions to award the tenders. Receipt of such was acknowledged via e-mail from Remote Roads same day which was copied to WML. A copy of the Shire letter was not attached to either of those e-mails therefore the content is unknown to WML including whether or not there was any reference to PO numbers. It is noted that there is no reference to a Shire PO number on any of the 8 claims and invoices submitted by Remote Roads throughout the project.

Whilst there was no intention to reference or state a contract value amount for the Supervision contract in the RFT, the WML tender assessment report or the Council agenda (prepared by others) it is acknowledged that improvements could be made to the wording in these documents to make this clearer.



## WANDRRA Project Expenditure and Duration

The original Flood damage repair listing was compiled from pick-ups undertaken by the Shire Supervisor. The associated cost estimates were based on experiences of per km unit rates from previous such projects at other Shires for similar nature of works on unsealed / gravel roads. There was no such information available from previous such works within the Shire of Menzies. The finalisation of the Menzies submission was undertaken by WML in consultation with the Shire and included some consolidation of shorter pick up lengths into longer ones. It also included modification of the previously used descriptions "Heavy / Medium / Light" grading into the nearest acceptable description in accordance with the revised WANDRRA guidelines.

That all resulted in the total damage repair estimate including a comfortable contingency which has proven useful due to the following aspects of the Menzies WANDRRA project:

- The nature of the Menzies repair works being more top up sheeting / reinstatement rather than full depth gravel re-sheeting has proven it to be more difficult to complete the works using large crew and plant fleet sizes therefore less daily expenditure and extended project duration. This was experienced by both plant hire contractors. The assumed daily crew cost calculated in the tender assessments was \$26,700 /day (Quadrio) and \$ 18,300 /day (Roadtech) compared with corresponding average actual daily crew costs of \$ 11,700 /day and \$12,800 /day respectively.
- The limited location of water sources also proved to be a challenge, particularly for works on Yarri Rd and Cranky Jack Rd, which affected the ability to run with a larger crew, limiting the quantity of works able to be completed each day and extending the project duration.
- The accessibility and layout of affected roads was more challenging than what has been experienced at other Shires particularly for those roads located east of Menzies townsite where access to Mt Celia road and Yarri Rd was only available via the 80km long Pianto road or to Kookynie-Yarri road and Cranky Jack road via Kookynie located about 70km north east of Menzies. Although the opportunity was taken to base the Supervisor at Edjidina station when available other alternatives resulted in higher than expected travel distances.
- Wet and inclement weather (particularly on roads east of Menzies) resulted in delays to works and productivity which in turn resulted in an extended project duration. Apart from direct delays resulting in crew standby days there was also the need to go back and re-inspect damaged works for further re-instatement repairs after damage by rain.
- The need to re-tender the plant hire contract as a result of initial contractor withdrawing required re-inspection of roads, gravel and water sources with new contractor.

Management of the WANDRRA project has been conducted on behalf of the Shire by WML with the **focus being on completion of the flood damage repair works within the total WANDRRA approved cost estimate and timely compilation and submission of claims to MRWA for reimbursement of Shire expenditures.** That has included the recording of progress and expenditure details from site by Remote Roads which have been critical in providing evidence in support of Shire claims and for compliance with WANDRRA funding conditions and guidelines. It is important to also note that the WANDRRA evidence requirements have become much more onerous since changes were made to the WANDRRA / MRWA program management responsibilities in November 2018.

The deadline for completion of the project and lodgement of final claim to MRWA/WANDRRA is 30 June 2019. Physical works were completed on 19 May 2019 and the final Shire claim was submitted to MRWA on 14 June 2019. Anticipated final expenditure has been reported to MRWA with the most recent update on 18 April 2019 indicating that the final costs were anticipated to be approximately \$2,335k (5.4% over the original estimate of \$2,215k). That advice (which was copied to Shire CEO) included reference to primary factors that have contributed to this slight forecast over expenditure including inclement weather, water supply and additional project management and supervision costs associated with re-tendering the plant hire contract and re-inspections with new contractor. The Main Roads Regional manager replied thanking for the update and advising that if the final costs are within the range predicted then he saw no cause for concern. Following submission of final Shire claim the total project costs have come to \$2,244k which is within the anticipated figure advised to MRWA.

#### **RESPONSE TO LETTER FROM MENZIES CEO AND QUERIES RAISED WITHIN**

- Note that date of Council meeting for award of Supervision contract to Remote Roads was 29 March 2018. Councillor information session was held on 22 March 2018 for which draft Tender assessment reports were provided to CEO for discussion.
- Council resolution from 29 March 2018 is worded to award the Supervision contract "in accordance with the specification of the tender document as per the submitted price schedule". The tender assessment report (which was a confidential attachment) analyses submitted unit rates, applies them to the provisional quantities (including mob / demob) referenced in the RFT and arrives at a provisional total which is then used to rank the tenderers in terms of price. The recommendation in the report is worded to award to contractor "as per their submitted price schedule" attached. There is neither any intention to reference or state a contract value amount for the Supervision contract. The agenda report includes a composite table (compiled by the author) summarising a comparison of calculated tender amounts (noting these are based on provisional quantities) and qualitative criteria scores. The Council resolution is based on the Officers Recommendation and neither refers to or quotes a contract value amount. My previous Local Government experiences of preparing reports to Council would see an actual contract sum amount included in the Council resolution if that was applicable, for example in quantified lump sum contracts.
- It is correct that the change of plant hire contractors did not affect the Supervision contract with Remote Roads. That contract was for the provision of Supervision services for the completion of the Shire of Menzies 2017 (AGRN 743) WANDRRA Flood damage repair project the scope of which is defined by the Flood damage repair listing and overall cost estimate submitted to and approved by WANDRRA in June 2017. The first plant hire contractor had only completed approximately 30% value of the full Flood damage repair program. As discussed with the Shires CEO at the time there was no alternative available to use Shire supervisory resources and it was noted that the cost of contract supervision services would continue to be claimable from WANDRRA whereas use of Shire resources in normal time would not be.

- The time period between last day of roadworks by the first contractor and recommencement on site by new contractor was approximately 2.5 months (26 Oct 2018 to 14 Jan 2019). During that period WML undertook the re-tendering process resulting in award of new plant hire tender on 29 Nov 2018. Remote Roads Supervisor remained on site with first plant hire contractor until final demobilisation and clean up was completed on 6 Nov 2018 and was on site for 3 days just before Christmas to inspect road sections, gravel and water locations with new contractor Roadtech in preparation for anticipated start in January 2019. Whilst the Shire CEO did elect to engage the Remote Roads resource for a period of about a week (to undertake road condition surveys as part of a separate Asset valuation project) there was no other involvement of the Remote Roads Supervisor on the WANDRRA project during this period.
- Whilst the explanation above indicates that there was no contract value amount included in the Council resolution the reasons for the higher than anticipated Supervision cost component of the total WANDRRA project cost comprise a number of factors which resulted in the project duration extending somewhat longer than originally anticipated. These include the nature of the works / smaller plant fleet / lower daily crew costs, inclement / wet weather delays, limited location of water sources, need to re-tender the plant hire contract and accessibility and layout of affected roads. These factors resulted in the project duration extending longer than the provisional periods and quantities that were used in the RFT price schedule and tender assessment report.
- **There was no formal notification to the Shire CEO of any escalation of Supervision costs** because it was **understood there was not any fixed contract value amount** applicable to the Supervision contract. Neither the tender assessment report or Council resolution refers to or quotes a contract value amount but instead refers to the submitted price schedule (which is based on provisional quantities). The reporting of progress and submission of Shire claims to MRWA (which were copied to Shire CEO) were only in reference to the total Flood damage repair cost estimate approved by WANDRRA which is consistent with the original cost estimate submitted to WANDRRA. WML was not provided with any copies of letters to the Supervision contractor, Remote Roads advising of contract award nor any advice of PO numbers. Noting that there is no PO number quoted on any of the invoices received from Remote Roads it is unclear as to whether a PO number was advised to Remote Roads. Therefore, further to the understanding of the Tender assessment report and Council resolution WML has received no advice or notification that the Supervision contract was subject to a specific contract value amount. **Consequently, there was no approval sought from the Shire for any escalation in Supervision cost.**
- **On the understanding that the Supervision contract was based on provisional quantities and tendered rates and that project expenditure monitoring and reporting was on a total project cost basis there was no reason to believe that there was any need to seek a contract variation for Supervision services.** Noting also that all the Shire incurred costs were claimable from MRWA / WANDRRA.

- In terms of documentary evidence of project costs this was conveyed to MRWA / WANDRRA by way of submitted Shire claims which were accompanied with numerous attachments and schedules showing breakdowns of plant hire, supervision and project management costs into various roads and activity codes. These detailed Shire claims were copied to the Shire CEO.
- Based on my limited knowledge of the Shires internal administration practices (including details of contract award letters, PO numbers etc) relating to this project and the Supervision contract I can only assume that any apparent breach of Local Government regulations could be related to the Shires past internal practices.
- Previous payments made to Remote Roads in excess of the amount calculated from provisional quantities during the tender and award process possibly suggests that the previous Shire management was also of the understanding that this was not in excess of the authority of the Shire resolution.
- I would recommend that any apparent misinterpretation of the Council resolution be clearly pointed out in any further report to Council and that there is no obvious attempt by anybody to breach any regulations.

## CONCLUSION

I would like to re-iterate that both WML, as project manager and Remote Roads, as provider of critical site supervision services have acted entirely in good faith and professionalism to deliver the Shire of Menzies 2017 WANDRRA Flood Damage Repair project. This has been completed on time and within the approved limits of the WANDRRA Flood damage repair estimates.

It is unfortunate that an apparent breach of Local Government regulations by others has resulted in a delay of almost six weeks in the payment of Remote Roads final three invoices whilst awaiting the first opportunity to seek approval from Council.

I would respectfully request Council to give this matter its due consideration and approve the payment of these outstanding invoices on the basis of services having been delivered in accordance with the supervision contract as recommended for approval by the Project Manager and further evidenced in this report.



Tony Chisholm  
WML Consultants  
Project Manager  
14 June 2019

## 12.3 WORKS AND SERVICES

### 12.3.1 Works Report for the period May 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	Paul Warner, Works Supervisor
<b>ATTACHMENT:</b>	Nil

#### **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.

- Prepared the ground behind water park for bbq area.
- Boys done machine tickets and working at heights high risk and machinery.
- Attending Leonora for local government training.
- Attending Moore Stephen workshop.
- Gravel re sheeting on Menzies north west completed.
- 2 coat seal completed in truck bay.
- Paul, Andrew and ray completed their fire extinguisher tag and test course.
- Gravel re sheeting crew in Evanston Menzies road.

**OFFICER RECOMMENDATION:**

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

**COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*



## 12.4.1 DISABILITY ACCESS INCLUSION PLAN

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Peter Money
<b>DOCUMENT REF:</b>	
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	12.4.1-1 DAIP Progress Plan

### SUMMARY

Local governments are required to submit a progress report on and changes or improvements made in regards to disability access within their LG area.

### BACKGROUND

This progress plan is a statutory requirement and must be submitted annually prior to st July 2019.

The Minister for Disability Services uses the information provided to develop a report that showcases the work being done by public authorities across Western Australia, highlighting examples of best practice and demonstrating the value of DAIPs.

This report is tabled in Parliament and made available by the Department of Communities.

### COMMENT

Nil

### CONSULTATION

Works Supervisor  
Manager Finance & Administration  
Rates Officer  
Executive Officer

### STATUTORY ENVIRONMENT

The Disability Services Act 1993 (Western Australia, amended 2004)

The Commonwealth Disability Discrimination Act (1992)

The Equal Opportunity Act (Western Australia, amended 1988)

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK ASSESSMENT**

The Shire meets its commitments within budgetary and human resource limitations.

## **STRATEGIC IMPLICATIONS**

*Strategic Plan*

*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.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICERS RECOMMENDATION**

That Council accept the 2018-2019 Disability Access Inclusion Plan Progress Report.

## **COUNCIL DECISION**

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

**SECONDED: Cr**

*Carried /*





Government of **Western Australia**  
Department of **Communities**



# Disability Access and Inclusion Plan (DAIP) Progress Report 2018 - 2019

File Ref: OCR699

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Public authorities are required to report each year on their progress in implementing their Disability Access and Inclusion Plans (DAIPs).

The Minister for Disability Services uses the information provided to develop a report that showcases the work being done by public authorities across Western Australia, highlighting examples of best practice and demonstrating the value of DAIPs. This report is tabled in Parliament and made available by the Department of Communities.

The DAIP officer for each public authority will be invited by email to use the online reporting system. If you require an invitation with a link to the online survey please contact [access@dsc.wa.gov.au](mailto:access@dsc.wa.gov.au).

Alternatively, please complete this form and return it and the report by email or mail to:

Mail: Access and Inclusion Team  
Department of Communities  
PO Box 441  
West Perth WA 6872

Email: [access@dsc.wa.gov.au](mailto:access@dsc.wa.gov.au)

# **Disability Access and Inclusion Plan (DAIP) Progress Report 2018–2019**

**Name of public authority: Shire of Menzies**

**Name of contact person: Peter Money**

**Phone number: 08 9024 2041**

**Email: [ceo@menzies.wa.gov.au](mailto:ceo@menzies.wa.gov.au)**

Please forward to the Department of Communities by Monday 2 July 2019.

## Reporting progress for each outcome area

The following pages ask about the strategies your organisation planned and implemented for each DAIP outcome area.

The strategies your organisation planned are the ones it intended to implement at any stage during the year, even if they were not part of a formal plan at the beginning of the year. The strategies your organisation implemented are the ones that were then carried out, even if they do not have a fixed end date or proved ineffective. These rules allow us to calculate how many strategies were implemented out of the total number planned and compare it to previous years.

People with disability continue to experience challenges and barriers to economic participation. To contribute to the knowledge of how to address the challenges faced by people with disability, we would ask you to complete the employment section under Outcome 7 of SurveyMonkey or in the hard copy of the progress reporting template.

We hope to highlight the initiatives and innovation that have been undertaken to achieve employment opportunities for people with disability and gain a better understanding of the barriers faced by organisations in employing people with disability.

You will be asked to evaluate your strategies as either:

- Implemented and highly effective
- Implemented and somewhat effective
- Implemented but ineffective
- Implemented but not yet evaluated
- Not implemented.

A strategy was effective if it supported access and inclusion for people with disability.

## Example:

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 1: 'People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.'

<b>Total number of strategies planned (whether implemented or not):</b>	10
---	----

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	8
<b>Implemented and somewhat effective?</b>	1
<b>Implemented but ineffective?</b>	0
<b>Implemented but not yet evaluated?</b>	0
<b>Not implemented?</b>	1

## Photographs:

If you have photographs, the Department of Communities (Communities) may be able to use them in the Minister for Disability Services' yearly report on DAIPs. You are welcome to attach them to this document or forward them as separate files. Please note that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A permission form is available on the Communities [DAIP reporting web page](#).

## Outcome 1: Services and events

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 1: 'People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	6
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	6
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	Click or tap here to enter text.
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 1?</b>
<p>All events organised by the Shire of Menzies enabled people with mobility disabilities to access all events. Disability access toilets are available at all venues used by the Shire for events. Disabled access to both buildings is provided. Events that were planned and produced outdoors were in areas of the Shire that allowed disabled access.</p> <p>The Shire strives to ensure that people with a disability are consulted on their needs for services and accessibility and attempts to ensure that all members of the community are advised of this. The Shire commenced the use of social media technology (Facebook) to be able to link in and provide information access to the entire shire. The library at the Visitors Centre has an audio book section which is clearly marked and access and inclusion principles are included in all plans and activities.</p>

## Outcome 2: Buildings and facilities

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 2: 'People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	4
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	3
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	1
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 2?</b>
<p>The Shire of Menzies Youth Centre building custom designed and built in Perth is constantly subject to minor improvements. This building has been designed with an electronic access door to the toilet to allow disabled access to this facility. It also has folding doors and a level floor enabling access from the building to the outside area without any steps.</p> <p>To ensure that all new or redevelopment work provide access to people with disability where practicable the Shire upgraded the children's playground area and removed all the loose sand and replaced with soft fall turf to enable full access to this area for all persons with disabilities.</p> <p>The access to the Youth Centre and children's playground and Menzies waterpark was also repaved and realigned to allow level access to these areas.</p> <p>Footpaths were sealed from the main street in Menzies (Shenton Street) to the Nursing Post to allow members of the public to access the nursing post from the townsite without having to walk on the roads.</p>



## Outcome 3: Information

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 3: 'People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it'.

<b>Total number of strategies planned (whether implemented or not):</b>	2
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	Click or tap here to enter text.
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	2
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 3?</b>
<p>The Shire of Menzies offers the production of all documents in another format should this be requested to assist those with disabilities to access the same information as people without disabilities. This option has not been requested to date.</p> <p>The Shire also implemented a new website with a clearer and more user-friendly format and also ensured that this site was compatible with phone and tablet usage.</p>

## Outcome 4: Level and quality of service

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 4: 'People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	3
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	1
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	2
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 4?</b>
<p>The Shire ensures that all new and existing employees are aware of disability and access issues and have the skills to provide appropriate assistance or are able to access information to assist them in the provision of such assistance.</p> <p>The Shire aims to improve community awareness about disability access issues by providing training where possible.</p> <p>The Shire has worked with WA Country Health and secured the services on a three day a week basis of a Nurse practitioner in Menzies. Unfortunately a fulltime nurse is not possible due to low demand. This allows regular access to health services for Menzies and Kookynie residents. The nurse also attends the Menzies Community School and provides tutorial and health inspections at the school. As a result of the nurse being available five days a week we have also seen the monthly attendance of a podiatrist, and other specialists on a regular basis in Menzies. The installation of footpaths from the main street to the Nursing post has also increased safer accessibility for residents.</p>

## Outcome 5: Complaints

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 5: 'People with disability have the same opportunities as other people to make complaints to a public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	Click or tap here to enter text.
---	----------------------------------

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	Click or tap here to enter text.
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	Click or tap here to enter text.
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 5?</b>
The Shire ensured that grievance mechanisms were in place and accessible for people with disability to act upon if required. No issues were identified with regard to this outcome.

## Outcome 6: Consultation

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 6: 'People with disability have the same opportunities as other people to participate in any public consultation by a public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	1
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	Click or tap here to enter text.
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	1
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<b>What did your organisation achieve this year in support of Outcome 6?</b>
<p>The Shire strives to ensure that people with disability are aware of and can access other established consultative processes. The Shire upgraded its website to a newer more user-friendly version. It contains a link direct to the Shire administration email to allow people easier access to administration if they have issues with hearing disability. This new website has only been in place a very short time and we have been unable to identify any issues at this time.</p> <p>The other way the Shire ensures it meets its requirements with regard to this outcome is to ensure that all meetings are held in accessible locations.</p>

## Outcome 7: Employment

Please describe the strategies your organisation planned and implemented in 2018 - 2019 for DAIP Outcome 7: 'People with disability have the same opportunities as other people to obtain and maintain employment with a public authority'.

<b>Total number of strategies planned (whether implemented or not):</b>	0
---	---

Out of those strategies, how many were:

<b>Implemented and highly effective?</b>	Click or tap here to enter text.
<b>Implemented and somewhat effective?</b>	Click or tap here to enter text.
<b>Implemented but ineffective?</b>	Click or tap here to enter text.
<b>Implemented but not yet evaluated?</b>	Click or tap here to enter text.
<b>Not implemented?</b>	Click or tap here to enter text.

(These five boxes should add up to the number in the top box on this page, as per the counting rules mentioned earlier.)

<p><b>What did your organisation achieve this year in support of Outcome 7?</b></p> <p>All recruitment and selection by the Shire of Menzies is inclusive and accessible to people with disabilities. To comply with this outcome all matters for each vacancy are reviewed as it arises. This is an ongoing process. Any issues that are identified are to be dealt with and addressed promptly. No issues have been identified in relation to this outcome.</p>
---

## Agents and contractors

Agents and contractors must comply with your organisation's DAIP when undertaking work involving interaction with the community. Please tell us how you have supported agents and contractors in 2017-2018. (Contract employees should not be considered as contractors for this report.)

For 2018 – 2019, how have you informed agents and contractors about your DAIP?  
(Please tick)

Provided a copy of your agency DAIP	<input checked="" type="checkbox"/>
Provided a link to the DAIP on your website	<input checked="" type="checkbox"/>
Sent a letter	<input type="checkbox"/>
Referenced in a contract(s)	<input checked="" type="checkbox"/>
Referenced in a contract variation(s)	<input type="checkbox"/>
Included requirement in funding/sponsorship agreements	<input checked="" type="checkbox"/>
Other (please describe) Click or tap here to enter text.	

How do agents and contractors report progress of outcomes to you? (Please tick)

Through internal annual progress reporting systems (email, meetings etc.)	<input type="checkbox"/>
Completing a contractor progress reporting template	<input type="checkbox"/>
Did not report (please explain) The Shire has no agents or contractors delivering functions, services or managing facilities on behalf of them. Should agents be engaged, they will be advised of their requirements in the DAIP and it would be referenced in the contract or Tender..	

Please provide a description of any significant DAIP strategies undertaken by your organisation's agents and contractors in 2018 - 2019.

N/A

## Challenges

What challenges did you experience with strategies that were planned but not implemented? (Please tick)

Budgetary constraints (please explain)	<input type="checkbox"/>
N/A The footpaths to the Nursing Post , the restructure of the entry to the Menzies playground and waterpark and the soft-fall under the children's playground were completed in 2018/2019.	
Lack of support / input and feedback from the community (please explain)	<input type="checkbox"/>
Given the small population and that responses to public consultation are usually very poor this impedes the ability to receive realistic feedback from the community.	
Difficulties with contractor or agent input (please explain)	<input type="checkbox"/>
N/A	
Difficulties coordinating strategies/initiatives (please explain)	<input type="checkbox"/>
The initiatives implemented were coordinated by the Shire's Works Supervisor and constructed by the Shire of Menzies workforce so we did not encounter any difficulties coordinating the works.	
Other (please explain):	<input type="checkbox"/>
Click or tap here to enter text.	

If you would like to provide more information about the challenges your organisation faced, please do so below.

Click or tap here to enter text.



## Feedback

How would you rate your overall satisfaction with the quality of service provided by the Communities Access and Inclusion team? (Please tick)

	Very satisfied	Satisfied	Unsatisfied	Very unsatisfied	Not sure
Satisfaction with quality of service provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments or feedback about the Access and Inclusion team?

When assistance was required they were very prompt in responding and providing guidance.

What factors influenced your decision to report via this document instead of the online reporting system? (Please tick)

Not sure how to use the online reporting system	<input type="checkbox"/>
Did not have access to a reliable computer or internet connection	<input type="checkbox"/>
Not sure how to share an online report with colleagues	<input type="checkbox"/>
Wanted to adjust the format of the report	<input type="checkbox"/>
Prefer to use pen and paper	<input type="checkbox"/>
Other (please describe) Unable to access the online report.	

### 12.5.3 CEO ANNUAL LEAVE DAY

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Peter Money
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The author is the applicant
<b>DATE:</b>	27 June 2019
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

#### SUMMARY

The CEO seeks to take one day annual leave on 5 July 2019.

#### BACKGROUND

The CEO has been in the CEO position for approximately two months and arrived in Menzies in some haste to fill the vacated CEO position.

This gave limited time to resolve some personal matters and one matter remains outstanding which needs to be attended to.

The one day of annual leave should then clear the previous commitments of the CEO.

#### COMMENT

Nil

#### CONSULTATION

Shire President  
Manager Finance & Administration

#### STATUTORY ENVIRONMENT

*Local Government Act s5.39*

*CEO Contract*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK ASSESSMENT**

Minimal as the CEO will be contactable by telephone.

## **STRATEGIC IMPLICATIONS**

*Strategic Plan*

*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.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICERS RECOMMENDATION**

That Council approve one day annual leave for the Chief Executive Officer for the 5 July 2019 recommencing on Monday 8 July 2019.

## **COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

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

**14 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 25 July 2019 commencing at 1pm.

**16 CLOSURE OF MEETING**

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