



SHIRE OF MENZIES

Minutes

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

29 JULY 2021

Commencing at 11.00 am

**At the Council Chambers
124 Shenton Street, Menzies**

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
Shire of Menzies Council Meetings

Council Meeting Date	Attended in Person	Electronic Attendance	Leave of Absence	Apologies	Absent
28 January 2021	Cr G Dwyer Cr K Mader Cr S Baird	Cr J Dwyer (Kambalda) Cr J Lee (MAC Office) Cr I Baird (Wongary)	Cr J Dwyer Cr V Ashwin		
25 February 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader	Cr J Lee (MAC Office)	Cr V Ashwin	Cr S Baird	
25 March 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader Cr S Baird	Cr I Baird Cr J Lee	Cr V Ashwin		
29 April 2021	Cr G Dwyer Cr J Dwyer Cr K Mader	Cr I Baird (PT) Cr J Lee (MAC)		Cr S Baird	
27 May 2021	Cr G Dwyer Cr K Mader Cr I Baird Cr S Baird	Cr J Dwyer (Kambalda East)		Cr J Lee	
24 June 2021	Cr G Dwyer Cr J Dwyer Cr K Mader Cr I Baird Cr S Baird	Cr J Lee (MAC)			

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1 DECLARATION OF OPENING

The President declared the meeting open at 1105.

2 ANNOUNCEMENT OF VISITORS

The President welcomed Mr Sudhir who was present in the gallery.

The President advised that Mr Durack, Juno Resources, would be joining the meeting at 1300.

3 RECORD OF ATTENDANCE

Councillors: Cr G Dwyer, Shire President
 Cr I Baird, Deputy Shire President (video conf)
 Cr J Dwyer
 Cr J Lee (from 1250)
 Cr K Mader
 Cr S Baird (video conf)

Staff: Mr B Joiner, Chief Executive Officer
 Ms D Bower, Executive Officer (Minutes)

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5 PUBLIC QUESTION TIME

Mr Sudhir of the Menzies Hotel asked:

1. If there is any support for essential service providers?
2. If there is any allocation of funding for restoration of buildings that have a tourism purpose?
3. What business consultation occurs before supporting other similar businesses in town?

4. What support is available for services that are essential for the community (e.g. fuel)?
5. What future planning is occurring to boost tourism in Menzies?

The President thanked Mr Sudhir for his questions and advised that they would be taken on notice for the CEO to answer at the next OCM.

6 APPLICATION BY MEMBERS

7 DECLARATIONS OF INTEREST

The CEO declared an impartiality interest in item 12.2.3. This was changed to a financial interest during the discussion on the item.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil.

9 CONFIRMATION/RECEIVAL OF MINUTES

CONFIRMATION of the Minutes of the Ordinary Council Meeting held on 24 June 2021.
(Provided under Separate Cover)

CONFIRMATION of the Minutes of the Special Council Meeting held on 08 July 2021.
(Provided under Separate Cover)

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council held on Thursday 24 June 2021 and the Special Council Meeting held on Thursday 08 July 2021 be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number:	CM-26
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Moved: **Cr J Dwyer**

Seconded: **Cr K Mader**

That the Minutes of the Ordinary Meeting of Council held on Thursday 24 June 2021 and the Special Council Meeting held on Thursday 08 July 2021 be confirmed as a true and correct record.

Carried	4 / 1
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10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Mr G Durack, Juno Resources, will be providing a presentation to item 15.1.

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

PRESIDENT'S REPORT JULY 2021

On the morning of July 8th with Human Resource Consultant Anne Lake, Councillors attended a workshop for the final CEO Probation Review. Following at 1.30pm we attended a Special Council Meeting to endorse the findings of the CEO's successful review and to adopt the 2021/2022 Annual Budget. To be noted Council did not increase the rates for 2021/2022 or 2020/2021.

14th July the CEO and I met with Greg Durack, CEO and Managing Director of Juno Minerals Ltd for discussions on the shipment of Iron Ore from Mt Ida and the various options available to Juno. A presentation will be delivered to Council at the Ordinary Meeting of Council on 29th July 2021.

Councillor J Dwyer and I on the evening of 21st July went along to the Kalgoorlie Boulder Chamber of Commerce and Industry "Business After Hours" to hear our CEO speak on the possibility of a future business incubator and the Shires plans following the approval of the 2021/2022 Budget.

Travelling back from Kalgoorlie the next day, Thursday 22nd July, I with fellow Councillors attended the July Briefing Session.

On Monday, 26th July the CEO and I took part in a video conference with WA Midwest Yilgarn Infrastructure Group Inc. general meeting. It was pleasing to see that some momentum is taking place with the group particularly with those Miners situated in the Menzies Shire. A face-to-face general meeting is planned for the week of the WALGA Conference at which the NGWG could attend.

Greg Dwyer
Shire President

OFFICER RECOMMENDATION:

That the President's Report for the month of June 2021 be received.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-27
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Moved: Cr K Mader

Seconded: Cr J Dwyer

That the President's Report for the month of June 2021 be received.

Carried	5 / 0
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12 REPORTS OF OFFICERS

12.1 Finance Reports

12.1.1	Finance Report	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	SS	
DATE OF REPORT	19 July 2021	
AUTHOR	CFO, Antonio Giometti	
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	<ol style="list-style-type: none">1. Monthly Financial Reports June 2021 V 1 [12.1.1.1 - 18 pages]2. FIS - Financial Information Schedule June 2021 [12.1.1.2 - 31 pages]	

SUMMARY:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 31 May 2021.

BACKGROUND:

The Financial Management *Regulation 34* requires Local Government entities 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, 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.

Note: The financial statement for June 2021 is pending finalisation as there are end of year processes to be completed.

CONSULTATION:

Nil.

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 ASSESSMENT:

Nil

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Receive the Statement of Financial Activity for the period ending 31 June 2021 as attached and note any material differences.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-28
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Moved: **Cr J Dwyer**

Seconded: **Cr K Mader**

That Council Receive the Statement of Financial Activity for the period ending 31 June 2021 as attached and note any material differences.

Carried	5 / 0
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12.1.2	Monthly list of payments for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	SS
DATE OF REPORT	19/07/2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Synergy Soft Report - List of Payments June 2021 [12.1.2.1 - 6 pages]

SUMMARY:

The list of payments made for the Month of June 2021 be received by Council.

BACKGROUND:

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

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the Month of June 2021 are attached.

CONSULTATION:

Rhona Hawkins – Consultant Deputy Chief Executive Officer.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 Regulation13.

POLICY IMPLICATIONS:

Policy 4-7 – Creditors – Preparation for Payment.

FINANCIAL IMPLICATIONS:

\$924,676.78 withdrawn from Municipal Bank Account

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receive the list of payments got the Month of June 2021 totaling \$924,676.78 being:

1. Electronic Funds Transfer EFT 6022 – 6114, payments from Municipal Fund totaling \$750,047.61
2. Direct Debit payments from the Municipal Fund totaling \$52,413.61
3. Payroll payments from the Municipal Fund totaling \$122,215.56
4. Credit Card payments of \$6,503.94 for the Statement Month of June are included in Direct Debits of \$52,413.61

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-29
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That Council receive the list of payments got the Month of June 2021 totaling \$924,676.78 being:

- 1. Electronic Funds Transfer EFT 6022 – 6114, payments from Municipal Fund totaling \$750,047.61**
- 2. Direct Debit payments from the Municipal Fund totaling \$52,413.61**
- 3. Payroll payments from the Municipal Fund totaling \$122,215.56**
- 4. Credit Card payments of \$6,503.94 for the Statement Month of June are included in Direct Debits of \$52,413.61**

Carried	5 / 0
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12.2 Administration Reports

12.2.1	Attendance at WALGA Annual Conference	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	{custom-field-document-reference}	
DATE OF REPORT	NAM428	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	CEO, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. LG C 21- Registration- Brochure-webpage [12.2.1.1 - 18 pages]	

SUMMARY:

This paper is for Council to approve attendance at the 2021 WA Local Government Convention.

BACKGROUND:

The 2021 Convention is to be held in Perth between the 19th and 22nd of September. The Convention provides delegates with an opportunity to participate in sessions discussing relevant topics, discuss products and services with a range of suppliers, and network with peers within the industry.

The Convention brochure is at Attachment 12.2.1.1 and contains all of the information relevant to the background for this paper.

COMMENT:

There are two policies relevant to attendance at this Convention:

Policy 1.11 (Attendance at Events) requires the CEO to provide information in relation to attendance:

- Tickets to the event will be funded by the Shire.
- The event is held out of the Shire in Perth.
- A council member will be a delegate for the ALGWA (WA) AGM and the WALGA AGM. Other attendees, including the CEO, will be observers/participants in the programmed events and will act as proxy for the delegates, if required.
- Attendance costs will be provided by the Shire, but the Shire is not a sponsor other than through annual WALGA subscriptions.

- As per the background of this paper, the benefit is in having access to peers, suppliers and government agencies all in one location.
- The CEO will attend though his professional development allowance, paying anything above the allowance himself.
- Elected members were asked for nominations to the event with only Cr G Dwyer and Cr J Dwyer expressing an interest.
- Cost to attend the event is estimated at \$3,300 which includes registration \$1,200, accommodation \$780, optional events \$250, airfares (or equivalent) \$1,000 and ancillaries \$100.

Policy 3.2 (Conference, Meetings & Training – Attendance & Expenses) encourages elected members to attend the Annual WALGA State convention and senior staff to attend the Annual State Conference relating to their profession. In accordance with the policy, the Shire will pay:

- Conference fees, accommodation;
- Travelling; and
- Other necessary incidentals and out of pocket expenses upon production of receipts.

CONSULTATION:

CEO weekly update 02 July 2021 to all Councilors requesting nominations for attendance.

STATUTORY AUTHORITY:

N/A

POLICY IMPLICATIONS:

Policy 1.11 - Attendance at Events.

Policy 3.2 - Conference, Meetings & Training – Attendance & Expenses.

FINANCIAL IMPLICATIONS:

The cost for each attendee is estimated at \$3,300. This is budgeted for elected officials under GL 2040104 MEMBERS – Training and Development and for the CEO under GL 2040200 OTH GOV – Employee Costs, being part of his employment contract.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

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STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.2 Effectively represent, promote and advocate for the community and district.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Approve the attendance of Cr G Dwyer as delegate, Cr J Dwyer as delegate, and the CEO Mr Brian Joiner as delegate (proxy) at the 2021 WA Local government Convention.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-30
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Moved: Cr I Baird

Seconded: Cr K Mader

That Council Approve the attendance of Cr G Dwyer, Cr J Dwyer, Cr J Lee, Cr K Mader, and the CEO Mr Brian Joiner as delegate (proxy) at the 2021 WA Local government Convention.

Carried	5 / 0
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12.2.2	Corporate Business Plan 2021-2025
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM430
DATE OF REPORT	12 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Shire of Menzies Corporate Business Plan 2021 - 2025 Major Review - DRAFT 3.1 [12.2.2.1 - 11 pages]

SUMMARY:

This paper is for Council to consider the adoption of the *Corporate Business Plan 2021-2025*.

BACKGROUND:

The local government is required to make a Corporate Business Plan for each financial year covering a period of at least four (4) years.

The Local Government (Administration) Regulations 1996 provide the purposes of a Corporate Business Plan:

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Council is to consider the Corporate Business Plan and determine whether to adopt the plan or modifications.

If Council adopts the Corporate Business Plan the plan applies to the district for the period specified in the plan.

COMMENT:

A full review of the Corporate Business Plan has been carried out by Moore Australia in conjunction with Shire officers.

CONSULTATION:

Community consultation is not required for the Corporate Business Plan. The Strategic Community Plan was provided to the community for feedback in December 2020 and January 2021.

STATUTORY AUTHORITY:

Local Government Act 1995 S 5.56.

Local Government (Administration) Regulations 1996 Div 3 S 19DA.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

The Corporate Business Plan informs the financial planning for the Shire over the period specified in the plan.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to adopt the plan would make the Shire non-compliant with the Act and Regulations.	Low.	Adopting the current plan again for this FY.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council Adopts the Corporate Business Plan 2021-2025.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-31
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Moved: **Cr J Dwyer**

Seconded: **Cr K Mader**

That Council Adopts the Corporate Business Plan 2021-2025.

Carried	5 / 0
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12.2.3	CEO Training Request
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM429
DATE OF REPORT	12 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	The CEO declares an impartiality interest
ATTACHMENT	1. Gov Inst postgraduate brochure [12.2.3.1 - 4 pages]

{During the discussion the CEO declared that the item was now a financial interest and left the room at 1200}

SUMMARY:

To request approval for the CEO to participate in training funded by the Shire of Menzies.

BACKGROUND:

The employment contract of the CEO includes an amount of \$3,500 for professional development each year. The use of the professional development allowance is covered under Section 6.3 of the contract:

6.3 Professional development

(1) *In this clause, ‘**conference**’ includes workshop, forum or similar event.*

(2) *The Local Government:*

- a. Supports, as part of Your performance of the Functions, the membership of professional bodies and attendance at conferences.*
- b. must pay the costs associated with Your membership of professional bodies and attendance at conferences, relevant to Your performance of the Functions, up to a maximum amount specified in Item 12 of Schedule 2.*

(3) *In addition, where the Council (or, if the Council so resolves, the President) believes that it is in the interests of the Local Government, the Local Government may also pay the costs of other conference attendances by You for professional development purposes relevant to the Functions.*

The CEO is undertaking a Graduate Certificate of Applied Corporate Governance and Risk Management commencing in August 2021. With the tuition fees for 2021 being \$2,290.

The CEO has requested that the \$2,290 be reimbursed from the Shire and a subsequent reduction of the same amount be made from the professional development allowance.

COMMENT:

Utilising the professional development allowance for this training means that there would be no increase in remuneration for the CEO (i.e. no financial benefit).

The course content is relevant to the work of the CEO and would provide the Shire with improved knowledge of the CEO in the areas of study.

Professional development for a CEO is not included in the TRP for a CEO under the *Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members* (08 April 2021).

Commencing this course is contained within the KPIs of the CEO.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Western Australia Salaries and Allowances Act 1975.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The total amount for CEO professional development remains unchanged and therefore there is no financial impact.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

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STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.3 Provide a positive and safe workplace.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Approve an amount of \$2,290 from the CEO's professional development allowance (contract year 1) be used for tuition fees in the Graduate Certificate of Applied Corporate Governance and Risk Management.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-32
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Moved: Cr I Baird

Seconded: Cr K Mader

That Council Approve an amount of \$2,290 to be paid for the CEO's professional development for tuition fees in the Graduate Certificate of Applied Corporate Governance and Risk Management.

Carried	5 / 0
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Reason: Amended as the development opportunity was of benefit to the Shire.

12.2.4	Building Act Prosecution - 85 Suiter Street Menzies
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM427
DATE OF REPORT	19 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

{CEO re-entered the room at 1205}

SUMMARY:

To provide Council with an update on the Building Act prosecution against the owner of 85 Suiter Street, Menzies.

BACKGROUND:

In February 2020 Council resolved to issue a notice to the owner of 85 Suiter Street Menzies that Council intended to issue a Building Order. The notice was prepared by McLeods and gave the owner fourteen (14) days to comply.

The notice was issued on 01 July 2021 and the owner did not comply. The Building Order was subsequently served to the owner on 15 September 2020. The owner did not respond to the Order and the issue was passed to McLeods Barristers to prepare prosecution documentation and arrange a court hearing date.

The court case was held on 05 January 2021 with the owner choosing not to attend. The owner was fined \$9,500 and ordered to pay court costs of \$1,409.

Following the prosecution, McLeods advised that the Shire could give the owner notice under Section 3.25 of the Local Government Act 1995 requiring him to remove specified rubbish and materials from the site.

Shire staff considered a Section 3.25 notice appropriate as the site was untidy caused by the rubbish and materials. The Section 3.25 notice was issued on 09 April 2021. When the notice was issued the owner was offered Shire assistance to clear the rubbish and materials from the site. The owner declined the offer.

The Section 3.25 notice period has expired and McLeods are filing the prosecution notices and court hearing notices with a hearing date of 13 August 2021.

COMMENT:

The Building Act is State Legislation and imposition of the Act has been delegated by law, by the State Government to local government to impose.

Failure by the Shire to impose the legislation could result in significant censure of the Council and Chief Executive Officer. Furthermore, there are insurance implications for the Shire if Council fails to act to ensure compliance with the Building Act, and fail to comply with legal advice, should any injury occur to the owner or others.

CONSULTATION:

Dave Hadden, EHO & Building Surveyor.
McLeods Barristers.

STATUTORY AUTHORITY:

Building Act 2011.
Local Government Act 1995.

POLICY IMPLICATIONS:

N/A

FINANCIAL IMPLICATIONS:

Legal costs have been budgeted for 2021/22 FY.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Adverse publicity for the Shire because of the action taken.	Medium	Provide information in an open and transparent manner.
Owner retaliating at Shire staff.	Medium	Provide WAPOL with an update prior to taking any action on site.

STRATEGIC IMPLICATIONS:

3.2 A natural environment for the benefit and enjoyment of current and future generations.

3.2.1 Encourage community and visitors to keep our district clean and tidy.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Note the actions taken to achieve a satisfactory outcome through legal means and the filing of a court date regarding the owner of 85 Suiter Street Menzies failing to comply with the Section 3.25 notice; and
2. Approve Shire staff enforcing the Section 3.25 notice and clearing the site at 85 Suiter Street Menzies if the court finds in favour of the Shire of Menzies.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-33
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Moved: Cr I Baird

Seconded: Cr S Baird

That Council:

1. **Note the actions taken to achieve a satisfactory outcome through legal means and the filing of a court date regarding the owner of 85 Suiter Street Menzies failing to comply with the Section 3.25 notice; and**
2. **Approve Shire staff enforcing the Section 3.25 notice and clearing the site at 85 Suiter Street Menzies if the court finds in favour of the Shire of Menzies.**

Carried	5 / 0
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12.2.5	Amended Policy 4.10 - Financial Management - Payments of Accounts & Purchasing Authority Limits
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM422/NWI148
DATE OF REPORT	17 July 2021
AUTHOR	Manager Governance & Minor Projects, Jan Hancock
RESPONSIBLE OFFICER	Manager Governance & Minor Projects, Jan Hancock
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. DRAFT AMENDED POLICY V 3 4.10 - Financial Management - Payment of Accounts & Purchasing Authority Li [12.2.5.1 - 2 pages]

SUMMARY:

This item recommends adoption of the amended Policy – 4.10 - Financial Management – Payments of Accounts & Purchasing Authority Limits.

BACKGROUND:

The current Policy nominates the Deputy Chief Executive as an authorised Officer to incur expenditure to the delegated level approved by the Chief Executive Officer of \$20,000.

In June 2021 the Chief Financial Officer (Antonio Giometti) commenced employment with the Shire of Menzies requiring an amendment to the Policy to reflect this new role. The Policy has been amended to retain the Deputy Chief Executive Officer role and incorporate the new Chief Financial Officer role to lessen the likelihood of amendment to the Policy in the future.

COMMENT:

The objective of this Policy is to ensure that all payments made by the Council are in accordance with the *Local Government (Financial Management) Regulations 1996*. With delegation to the Officer approved by the Chief Executive Officer.

CONSULTATION:

Chief Executive Officer
Chief Financial Officer

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Amendment to the current Policy 4.10 - Financial Management – Payments of Accounts & Purchasing Authority Limits.

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Implement and maintain risk management strategies through policies to ensure delegated Officers are clearly aware of the delegation requirements for their position.	Low/Med	Appropriate and effective internal controls to ensure amendments are made to Delegated persons and Policies as required

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council Adopt Policy 4.10 - Financial Management – Payments of Accounts & Purchasing Authority Limits.

COUNCIL DECISION:**COUNCIL DECISION:**

Council Resolution Number:	CM-34
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Moved: Cr J Dwyer

Seconded: Cr K Mader

That Council Adopt Policy 4.10 - Financial Management – Payments of Accounts & Purchasing Authority Limits.

Carried	5 / 0
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12.2.6	Mercer Street Caravan Park Project
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM432
DATE OF REPORT	21 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. 21-171 MENZIES Development Reserve 4531 proposed REV E [12.2.6.1 - 7 pages] 2. Extended Cossack [12.2.6.2 - 2 pages]

{Cr I Baird left the room at 1213}

SUMMARY:

This paper provides Council with an update on the design of the Mercer Street Caravan Park.

BACKGROUND:

The concept of an extension to the caravan park, located at Mercer Street, has been worked on for several years. In 2020/21 FY Council had \$150,000 budgeted for infrastructure at the Mercer Street site. In the 2021/22 FY budget, Council has rolled over the \$150,000 and increased the budget to \$1,800,000 for the project.

Elite Compliance were engaged to complete a master plan for the site. This also included some preliminary ideas for park home accommodation so a cost model could be provided.

The attachments provided detail a proposed layout for the site and a staging plan that allows for future expansions to the site. This site plan is in draft and provided to Council for consultation. Further work on the project may change the layout and siting depending on regulatory approvals. An example of the type of cabin accommodation available is also provided as an attachment.

COMMENT:

The scope of works for Stage 1 would also include plumbing and sewerage for Stages 2 and 3. The estimate cost of Stage 1 of the project is \$1,864,603 which is inclusive of a GST component of \$169,509. This could increase by up to \$372,920 if a builder's profit of 20% is included.

The project is now at the stage where further work is required to get the approvals and design to stage which is ready for construction. An RFQ has been issued for these works estimated between \$50,000 and \$100,000.

An additional quote has been sought from suitable companies that could prepare a funding submission for the next round of the Building Better Regions Funding program. This would include an independent Business Case, Cost Benefit Analysis and BBRF submission. An RFQ has been issued for this works estimated between \$20,000 and \$30,000. A contribution from the federal government through BBRF of 45% would amount to \$813,644 ex GST on the budget amount that includes builder's profit.

CONSULTATION:

Elite Compliance.

STATUTORY AUTHORITY:

Local Government Act 1995.

Acts and Regulations associated with building works.

POLICY IMPLICATIONS:

Policy 4.2 relates to procurement activities.

FINANCIAL IMPLICATIONS:

BC050 Mercer Street Caravan Park has an approved budget of \$1,800,000. The Master Plan was \$3,000 and the proposed design for construction and BBRF submission are estimated at less than \$100,000. A successful BBRF submission would result in the project estimate being significantly under budget.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Nil at this stage – design only.		

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.3 Provide, maintain and improve community facilities.

2.1 An innovative, diverse and prosperous economy.

2.1.2 Continue to work with industry and stakeholders for the economic development of the district.

2.2 An attractive destination for visitors.

2.2.3 Continue to provide and maintain visitor support services.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Notes the proposed Master Plan for the Mercer Street Caravan Park project;
2. Notes the intention to continue work to 'design for construction'; and
3. Notes the intention to submit an application for BBRF funding for the project with an external consultant working on the submission.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-35
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Moved: Cr J Dwyer

Seconded: Cr S Baird

That Council:

1. Notes the proposed Master Plan for the Mercer Street Caravan Park project;
2. Notes the intention to continue work to ‘design for construction’; and
3. Notes the intention to submit an application for BBRF funding for the project with an external consultant working on the submission.

Carried	4 / 0
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12.2.7	One Road Great Australian Road Trips - Goldfields Episode
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM434
DATE OF REPORT	12 July 2020
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. ONE ROAD 2021 [12.2.7.1 - 5 pages]

SUMMARY:

To seek Council approval for a funding contribution towards a Goldfields episode of *One Road Great Australian Road Trips*.

BACKGROUND:

The Shire of Menzies was approached to be part of an episode of *One Road Great Australian Road Trips* featuring the Goldfields region. The producers were seeking four partners from within the Goldfields region.

In summary, the concept is:

- Series aim is to profile Australia's greatest road trips, with each episode dedicated to a particular drive.
- Series is broadcast over stand-alone episodes in a weekend afternoon timeslot, Australia-wide, on 7TWO – Australia's highest-rating free-to-air digital television multichannel.
- The 'special' stand-alone screenings are better suited to the various destinations, from a seasonal POV – this will assist planning in coordinating other marketing activity around the time of broadcast.
- Series to be anchored by popular established Presenter, Chris Parsons.
- The series will be packaged as an entertaining and informative look at the many road trips on offer throughout Australia.
- The concept will appeal to a wide audience base, from families to couples and sole travellers, to backpackers and RV travellers, on the trip of a lifetime.
- Each episode to be driven by attractions and destinations on offer, new adventures, indigenous cultural experiences, family-focussed road-trips, adventure trekking, and guided-tours, all with a local community focus.
- The project will be produced by VISAGE Productions www.visageproductions.com.au.
- Series to be filmed in high definition and utilise extensive drone footage.
- Each episode to be filmed over five to six days, dependent on the length and location of the suggested road trip.

- The series will be profiled extensively via the series' Facebook page and via Instagram, with regular updates on location, inclusive of linked sites, and throughout the entire production process.
- The script for each episode will be designed and written by the VISAGE team, in partnership with each partner.
- Each partner will be liaising with just one person throughout the process, from initial contact right through to final delivery, providing a more personal service and a more streamlined process throughout.
- Each half-hour episode ends up being 20-21 minutes after commercials, being four, five-minute segments, which can be broken up in various ways.

Partner participation in the series, is inclusive of the following:

- Australia-wide coverage of product/destination on Australia's most popular free-to-air digital television multichannel, 7TWO.
- Episodes will be encoded/repeated twice and will be available at an extended length of 31 days on 7+ catch-up.
- All participating partners will have total control of editorial content and will have final approval on each episode prior to broadcast.
- Pre-broadcast exposure via social media platforms and on-location hashtag relevant links, plus on-location social media coverage during filming.
- Opportunities to cross-promote with other marketing mediums in designated regions, being both newspaper and radio. We can supply previous examples of this, if required.
- On-camera promos to be filmed on location that can be utilised pre-broadcast via social media platforms.
- Unlimited access to the final edited story and full episode, which can be forwarded in various sizes and formats, across multiple mediums.
- Access to the filmed high-definition raw video files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).
- Every episode to be made available via the program Facebook page at <https://www.facebook.com/oneroadgreataustralianroadtrips/> once aired on the commercial network. This has resulted in thousands of additional shares and plays, inclusive of international reach.

COMMENT:

From a social media POV, using the *Silver to Sea Way* episode as an example, there was a strong following via social media coverage, with posts targeted in the week leading up to filming, during filming and in the lead-in to the broadcast on the weekend, with 48,700 people seeing the posts via Facebook and Instagram. This included people sharing the posts and reacting to the product.

Four Councils within the Goldfields have expressed an interest in being involved. This includes Leonora, Laverton, Ngaanyatjaraku and Menzies. With the full complement of Shires on board the cost to each Shire is \$11,000 ex GST.

The content is largely selected by the Shire and with the exposure of the program this investment raises the profile of the Shire's attractions at a minimal cost.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

N/A.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The amount of \$11,000 ex GST has been incorporated into the 2021/22 FY budget to allow Council to proceed with this opportunity if it is deemed appropriate.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

2.2 An attractive destination for visitors.

2.2.1 Promote our natural attractions and heritage sites as part of a regional approach.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Endorse expenditure of \$11,000 ex GST to be a partner on the *One Road Great Australian Road Trips*, Goldfield's episode.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-36
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Moved: Cr J Dwyer

Seconded: Cr S Baird

That Council Endorse expenditure of \$11,000 ex GST to be a partner on the *One Road Great Australian Road Trips*, Goldfield's episode.

Carried	4 / 0
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12.2.8	Northern Goldfields Economic Coordination Group Proposal
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM433
DATE OF REPORT	12 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. 20210707 - Stakeholder Invitation Letter - Shire of Menzies [12.2.8.1 - 2 pages] 2. Attachment A Draft To R NG Economic Coordination Group [12.2.8.2 - 1 page]

SUMMARY:

To provide Council with details of a GEDC proposal for a Northern Goldfields Economic Coordination Group.

BACKGROUND:

On 07 July 2021 the CEO of GEDC wrote to the Shire of Menzies seeking support for the establishment of a Northern Goldfields Economic Coordination Group (Attachment 12.2.5.1).

The proposed Terms of Reference are contained in Attachment 12.2.5.2 with the primary aims being:

1. Identify, recommend and support projects and initiatives that will help foster sustainable growth and economic development in the Northern Goldfields.
2. Promote, support and contribute to local organisations, businesses and industry to enhance their capability, performance and ability to be more competitive, access new markets and deliver greater economic benefits.
3. Cooperatively engage with other relevant bodies to gain maximum benefits for the local community and wider region.
4. Monitor, review and promote the progress of the group and its impacts on the region.

The core membership of the Group will consist of:

- GEDC (Chair).
- RDAGE.
- Shire of Laverton.

- Shire of Leonora.
- Shire of Menzies.
- Shire of Ngaanyatjaraku.
- Shire of Wiluna.

COMMENT:

The Shire of Menzies participates in two representative forums being GVROC and NGWG. GVROC encompasses a greater area, including Kalgoorlie and Esperance, and is broader in its scope. The NGWG includes the Shires covered by this proposal without the formal participation of GEDC and RDAGE.

The proposal has a broad overlap with the NGWG. The NGWG meetings have been ad-hoc and the format of the group is quite informal. This GEDC proposal, although overlapping with the NGWG, may bring some formality to regional discussions and provide improved relationships with government through the participation of GEDC and RDAGE.

If this initiative is supported, then the NGWG could be held less often and limit discussion to Shire specific issues.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

N/A.

POLICY IMPLICATIONS:

The proposed group is not included in the Delegations as a committee where members are endorsed by Council.

FINANCIAL IMPLICATIONS:

Nil except for member travel costs. This should be minimal if meetings are held in region and there is a consequential reduction in NGWG meetings.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

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STRATEGIC IMPLICATIONS:

2.1 An innovative, diverse and prosperous economy.

2.1.2 Continue to work with industry and stakeholders for the economic development of the district.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Endorse participation by the Shire of Menzies in the Northern Goldfields Economic Coordination Group and nominate Cr_____ and Cr_____ as delegates with the CEO Mr Brian Joiner as delegate (proxy).

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-37
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Moved: Cr S Baird

Seconded: Cr K Mader

That Council Endorse participation by the Shire of Menzies in the Northern Goldfields Economic Coordination Group and nominate Cr G Dwyer and another Councilor as delegates, noting the short timeframe until Council elections, with the CEO Mr Brian Joiner as delegate (proxy).

Carried	4 / 0
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Reason: Council nominations to committees are required to be determined following Council elections.

13 INFORMATION REPORTS

OFFICER RECOMMENDATION:

That Council receive the information reports en bloc.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-38
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Moved: Cr J Dwyer

Seconded: Cr J Lee

That Council receive the Information Reports En Bloc.

Carried	6 / 0
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13.1	Actions performed under delegation for June 2021	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM436	
DATE OF REPORT	12 July 2021	
AUTHOR	Chief Executive Officer, Brian Joiner	
RESPONSIBLE OFFICER	CEO, Brian Joiner	
DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	<ol style="list-style-type: none">1. Saturn Metals Ltd - Mining Lease - 31 0494 [13.1.1 - 3 pages]2. Murrin Murrin Operations - Miscellaneous License - Numerous [13.1.2 - 14 pages]3. Murrin Murrin Tenagraph [13.1.3 - 1 page]4. Nimy Pty Ltd - Exploration License - 77 2813 [13.1.4 - 4 pages]5. Macarthur Iron Ore - Miscellaneous License - 30 93 [13.1.5 - 3 pages]6. Iris Metals Pty Ltd - Exploration License - Numerous [13.1.6 - 7 pages]7. Azure Minerals Ltd - Exploration License - 31 1295 [13.1.7 - 6 pages]8. MGK Resources Pty Ltd - Miscellaneous License - 29 153 [13.1.8 - 3 pages]	

SUMMARY:

To report to the Council actions performed under delegated authority for the month of June 2021.

COMMENT:

To increase transparency this report has been prepared for the Council to identify all actions performed under delegated authority for:

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

Bushfire

The following decisions were undertaken by the Shire of Menzies pursuant to the Bushfire matters for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Common Seal

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

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Planning Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to the Planning applications for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Health Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to Health approvals for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Building Permits (including Septic Tank approvals)

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

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Ranger Related Dog Issues

The following decisions were undertaken by the Shire of Menzies pursuant to Ranger related dog issues for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Applications

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month of January 2021.

Applicant Name	Application Type	Application Details
Saturn Metals Ltd	Mining lease	31/0494
Murrin Murrin Operations	Miscellaneous licenses	29/150-152 37/254 40/41-42
Nimy Pty Ltd	Exploration license	77/2813
Macarthur Iron ore	Miscellaneous license	30/93
Iris Metal Pty Ltd	Exploration licenses	40/406-407
Azure Minerals Ltd	Exploration license	31/1295
MGK Resources Pty Ltd	Miscellaneous license	29/153

13.2	Works Report for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM438
DATE OF REPORT	29 June 2021
AUTHOR	Manager Works, Garth Marland
RESPONSIBLE OFFICER	Manager Works, Garth Marland
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

{Garth Marland, Works Manager, entered the room at 1250}
{Cr I Baird entered the room at 1250}
{Cr J Lee entered the room at 1250}

SUMMARY:

This report provides a summary of works conducted by the Shire of Menzies.

COMMENT:

Maintenance Grading.

Maintenance grading on Yarri Road was completed during the first half of the month. Following his break Michael Westlake moved the grader to the NW extremity of Menzies NW Road and worked back to Walling Rock. This section of road was in poor condition. The grader operator commenced his current break on 29th June.

Construction Works.

Mid-June saw the completion of contract construction work on Menzies NW Road and Evanston Road.

Menzies NW road received a gravel re-sheet from SLK 36.51 to SLK 45.82.

Evanston Road was re-sheeted with gravel from SLK 2.43 to SLK 5.27.

The work on both roads was carried out by Roadtech Civil and Construction. The work was satisfactory.

Town Work and Garbage Runs.

The outside staff continued to carry out their normal duties within the town boundaries and have kept the streets and footpaths clean and tidy. Some slashing of blocks was also carried out.

Michael Petersen has carried out rubbish collections diligently throughout the month. He has taken Dwayne on the run and will do so again prior to him taking recreation leave in August.

Michael has continued to push up rubbish, as necessary.

Land Fills.

Both Menzies and Kookynie land fill had a new trench excavated by Roadtech Civil and Construction.

Whilst this work was completed in a satisfactory manner, the Menzies site in particular is still very untidy, and rubbish is piled above the specified limit. Work to remedy this will be carried out when funds are available, and a contractor has been selected.

Fencing of the extension to Menzies site will be carried out following survey and when funds are available.

Work Outside Town Boundaries.

The outside staff have carried out pothole repairs on Kookynie Road and have repaired washouts on the edges of Niagara Dam Road using local gravel. This work was carried out in a satisfactory manner. Correct signage and PPE were used during works.

Staff took advantage of the opportunity whilst there to carry out some tidying up of Kookynie Land Fill using the Bobcat.

Work has been identified on Pianto Road where maintenance can be carried out by staff when time permits.

Airstrips.

Both Menzies and Kookynie airstrip were inspected during the month.

Cattle are creating a track across the Kookynie strip, but it is not at a dangerous stage.

The Menzies strip had a large quantity of loose stones exposed by the recent rains.

This was remedied by rolling the main runway from the cross-runway North.

A new windsock has been obtained for the Menzies strip. This will be fitted very soon.

Depot.

Core have identified several health and safety concerns within the depot. These mainly concerned the general tidying up of the yard, the disposal of unwanted, out of date or unlabeled chemicals and the correct storage of remaining chemicals.

Work is currently proceeding with the cleanup of the yard and this will be followed by the storing of all unwanted chemicals in one place, making them ready for collection by an authorised contractor.

Core also requested that testing and tagging of power leads etc. be carried out ASAP.

Tourist Sites and Truck Bay.

Shelters complete with tables and bench seats have now been completed at the Truck Bay, Niagara Dam and Lake Ballard.

Toilets have been regularly cleaned and toilet paper supplied at all sites.

Dump Points have been pumped out at Niagara Dam, Caravan Park and Lake Ballard.

Tenders.

Tenders have been called for Maintenance Grading and for Sealing Works on Menzies NW Road and Evanston Road.

Other Works.

Staff have assisted in the delivery and movement of items of furniture at Shire Houses.

13.3	WHS update for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM437
DATE OF REPORT	12 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

{Garth Marland left the room at 1303}

SUMMARY:

To report to the Council WHS actions undertaken, to improve safety and reduce organisational risk, during the month of June 2021.

BACKGROUND:

WHS Committee meetings have been held monthly since April 2021. Other safety meetings are held on a weekly basis.

COMMENT:

To ensure that Council has appropriate oversight of safety management activities this information report is produced with key activities undertaken.

03rd June – Weekly Management and Works Crew Safety Meeting.

10th June – Weekly Management and Works Crew Safety Meeting.

21st to 25th June – WHS staff training.

Completed Tasks:

- Take 5 Safety approach finalised.
- Provision of required documentation to Core to establish key processes.
- Hazard log and Incident investigation.
- Chemical/hazardous materials audit completed.
- PPE register is underway and almost complete.
- Employee information updated to Monitor system.
- Interim Depot storage and housekeeping plan created and discussed.
- Plan for storing Chemical/Hazardous substances in progress.

13.4	EHO Report for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM431
DATE OF REPORT	14 July 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To advise the council of the activities of the Environmental Health Officer/Building Surveyor for the month of July 2021.

BACKGROUND:

The Environmental Health Officer/Building Surveyor undertakes inspections in the Shire of Menzies in relation to legislative requirements as set out in the Public Health Act 2016, Building Act 2011 and associated regulations.

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/Building Surveyor.

Building:

No building permits were processed during the month.

Reported to DMIRS on number of private pool barriers inspected in the last financial year in accordance with requirements created by the State Ombudsman.

Health:

Processed two applications for installation of waste water treatment systems (septic systems) at Anglo Gold Ashanti Tropicana mine site.

Inspected the hotel kitchen and spoke with the manager who has advised that the hotel kitchen will be closed from the 13th July to 31st July 2021 to enable upgrades

and renovation of the kitchen facilities to be carried out. A further inspection of the kitchen facilities will be carried out when renovation works have been completed.

Carried out an inspection of the Davyhurst and Riverina village camp kitchens and followed up with correspondence requesting listed items to be repaired. A follow up inspection of both camps will be carried out later.

The Health Department of WA is inviting local authorities to sign up to a Mobile Food Vendor Centralised Register. The Register allows essential information on temporary and mobile food businesses to be stored in a centralised location that can be accessed by participating local government enforcement agencies. The ability to access essential information on such registered and notified food businesses will help achieve compliance with Food Act section 109- conduct of an unregistered food business and advances the health objectives of the Food Act. Environmental Health staff support the initiative but will confirm with individual local authorities before signing up to the register.

Dealt with many various enquiries relating to health services.

13.5	Compliance calendar for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	SS NO
DATE OF REPORT	19 July 2021
AUTHOR	Manager Governance & Minor Projects, Jan Hancock
RESPONSIBLE OFFICER	Manager Governance & Minor Projects, Jan Hancock
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Compliance Calendar May and June 2021 [13.5.1 - 2 pages]

SUMMARY:

The Compliance Calendar tracks and centralises important dates and deadlines associated with the *Local Government Act 1995* and various other regulations and reporting obligations.

BACKGROUND:

To enable the Shire to meet its obligations the Compliance Calendar, a living document, has been introduced.

Senior staff are required to update the Compliance Calendar on a monthly basis to indicate completed, or in progress tasks, providing Council with a clear record of the Shire's obligatory regulatory requirements.

COMMENT:

All items on the Compliance Calendar for the months of May and June 2021 have been met, with the exception of the following items:

ITEM	REASON FOR EXCEPTION
Undertake an annual performance review of all staff (allow sufficient time for changes to be included in the budget)	In progress
NGWG Contract	CEO in discussions with stakeholders

13.6	Quarterly Compliance Audit Return for June 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM246
DATE OF REPORT	19 July 2021
AUTHOR	Manager Governance & Minor Projects, Jan Hancock
RESPONSIBLE OFFICER	Manager Governance & Minor Projects, Jan Hancock
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Quarterly Compliance Audit Report June 2021 [13.6.1 - 6 pages]

SUMMARY:

To achieve best practice Administration has introduced a quarterly Compliance Audit Information Report to ensure compliance deficiencies are identified and rectified prior to undertaking the Annual CAR (Compliance Audit Report).

BACKGROUND:

Under *section 7.13(1)* of the *Local Government Act 1995* and *Audit Regulation 13-15* Council is required to provide, by 31 March of each year, a Statutory Compliance Audit Return (CAR) to identify deficiencies from the previous calendar year.

COMMENT:

All items on the Compliance Audit for the quarter ending 30 June 2021 have been met.

14 ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

OFFICER RECOMMENDATION:

That Council agree to the introduction of the late items contained within the supplementary agenda.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-39
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Moved: Cr J Dwyer

Seconded: Cr S Baird

That Council agree to the introduction of the late agenda items contained within the supplementary agenda.

Carried	6 / 0
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15.1	Juno Minerals Ltd - Menzies Operations
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	SS
DATE OF REPORT	19 July 2021
AUTHOR	{position}, {author-name}
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Juno Resources - Shire of Menzies Proposal [15.1.1 - 13 pages]

{Mr Greg Durack, Juno Resources, entered the room at 1309}

{Cr I Baird left the room at 1309}

SUMMARY:

To provide Council with a proposal from Juno Resources Ltd to conduct operations within the Menzies townsite.

BACKGROUND:

Juno Resources Ltd has several iron ore reserves within the Shire of Menzies. These include the hematite deposits at Mount Mason and magnetite deposits at Mount Ida. From the company website:

Mount Mason is a high-grade DSO hematite mineralisation project, which is close to being a "shovel-ready" start-up, near-term project. Mount Mason has Mineral Resources of 5.9mt at 60.1% Fe.

Mount Ida is a very large deposit of magnetic lower grade iron ore that can be beneficiated to produce a high-grade premium iron concentrate, which has the potential to become a long-life tire one magnetite mine. Mount Ida has Mineral Resources of 1.85bt at 36.68% Fe.

Juno Resources has been exploring methods to move the iron ore to market with the future being development of a railway siding and facility at Yunndaga, approximately 5km South of Menzies.

The lead time for development of Yunndaga means that Juno Resources require an interim solution to export the 'shovel ready' hematite deposits and take advantage of a favorable trading environment.

Juno is looking at an interim option which would involve stockpiling and loading iron ore at the Menzies siding. This would involve trucking from site around the townsite of Menzies.

COMMENT:

The attachment to this paper has been provided by Juno Resources for initial consultation.

Juno Resources are open to discussion and are looking at several options. This is one option that they are exploring.

As noted in the attachment, there are a range of issues that would need to be addressed including dust and noise mitigation.

Extensive community consultation would be required before committing to the Juno proposal. This could include door to door surveys and a town hall forum. This could be conducted relatively quickly because of the size of the town.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

No implications as this is consultation only.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Community backlash thinking that an agreement is already in place.	Low.	Providing all details in open Council with full transparency.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Notes the Juno Resources proposal; and
2. Authorises the CEO to commence community consultation through direct surveys and a town hall forum; and

3. Notes that the CEO will bring the results of the consultation back to Council at the August OCM.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-40
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Moved: **Cr J Lee** **Seconded:** **Cr J Dwyer**

That Council Notes the Juno Resources proposal.

Carried	5 / 0
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Reason: The proposal was not far enough advanced to require further work.

15.2	RFT 04/21 Sectional Upgrades of Shire of Menzies Roads to Sealed Standard
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM435
DATE OF REPORT	21 July 2021
AUTHOR	{position}, {author-name}
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. CONFIDENTIAL REDACTED - Confidential RFT 04-21 Evaluation Report [15.2.1 - 30 pages]

{Mr Greg Durack left the room at 1344}
{Cr I Baird entered the room at 1346}

SUMMARY:

RFT 04/21 was issued for upgrades to the Menzies NW Road and Evanston Road, and for formation of a new road behind Marmion Village. This paper nominates a preferred tenderer for Council approval.

BACKGROUND:

Council budgets for FY 2021/22 include allocations for upgrades to the Menzies NW Road and Evanston Road, and formation of a new road behind Marmion Village. These projects were collated into a single tender of works which was advertised on 19 June 2021 and closed on 16 July 2021 at 1600.

The budget for the projects, inclusive of co-contributions, is made up of:

Menzies NW Road:

- \$1,673,128 comprising:
 - \$1,162,500 RRG (Projects RRG007A, 007B and 007C)
 - \$510,628 R2R (Project R2R007)

Evanston Road:

- \$450,000 – Funded by LRCI 1 (Project LRC008).

Marmion Village Road:

- \$200,000 – Funded by LRCI 2 (Project IO005).

The scope of the tender was for the upgrade of:

1. A 10km section Menzies Northwest Rd from a formed road to a sealed road.

2. A 5km section of Evanston Road from a formed road to a sealed road.
3. Construct and seal a residential access road on Reserve 35589 of approximately 200m in length.

The tender box was opened by Brian Joiner (CEO) in the presence of Garth Marland (Works Manager). One tender was received from Monarch Ventures (T/A Roadtech Civil & Construction).

COMMENT:

The tender was assessed by an external consultant, Greenfield Technical Services. As there was only one tender the external consultant was utilised to ensure the price was in line with expectations and that the company had the capability to deliver on the work.

The evaluation report and assessment summary form a confidential attachment to this report.

Greenfield's evaluation determined that Monarch Ventures (T/A Roadtech Civil & Construction) was suitable for award of the tender. The summary of tender scores is contained in the table below:

Tenderer	Roadtech
Total Price Score (60%)	50
Price Rank	1
Key Personnel Skills and Experience (20%)	20
Tenderer's Resources (10%)	9
Local Knowledge and Previous Experience (15%)	12
Local Price Preference (5%)	0
Total Qualitative Score (60%)	41
Qualitative Rank	1
Total Tender Score (out of 100%)	91

If any of the provisional items described within the tender are required, the value of the contract may need to be varied.

It is recommended that the Council delegate responsibility to the Shire's Chief Executive Officer to negotiate any provisional items included in the RFT Pricing Schedule to a value of 10% of the total contract value as required.

CONSULTATION:

Joshua Kirk, Greenfield Technical Services
Garth Marland, Works Manager

STATUTORY AUTHORITY:

Local Government (Functions and General) Regulations Reg. 11(2)(C) and Reg, 18(4) and Reg. 20(1).

Local Government Act 1995 s5.42 Delegation of powers and duties to the Chief Executive Officer.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The tendered amount of \$1,958,951 ex GST is less than the total budget of \$2,323,128. The budget comprises of:

- Menzies NW Road - \$1,673,128.
- Evanston Road - \$450,000.
- Marmion Village - \$200,000.

Due to the funding agreements, the budgets for each individual component of the project are not interchangeable and the project must be managed to stay within budget for each component.

Some expenditure has occurred for the design of the roads.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Project expenditure exceeds total project budget.	Medium.	Project management of each component. Tender is less than budget allowing for some contingency.

STRATEGIC IMPLICATIONS:

3.1 A well maintained, attractive built environment servicing the needs of the community.

3.1.2 Maintain and enhance our roads, built infrastructure, parks and reserves.

4.2 An efficient and effective organisation.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Awards RFT 04/2021 for the Sectional Upgrades of Shire of Menzies Roads to Sealed Standard to Monarch Ventures (T/A Roadtech Civil & Construction) for the tendered price of \$1,958,950.94 ex GST; and
2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract; and
3. Delegates authority to the Chief Executive Officer to negotiate any provisional items included in the RFT Pricing Schedule to a value of 10% of the total contract value as required.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-41
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Moved: Cr J Dwyer

Seconded: Cr K Mader

That Council:

1. **Awards RFT 04/2021 for the Sectional Upgrades of Shire of Menzies Roads to Sealed Standard to Monarch Ventures (T/A Roadtech Civil & Construction) for the tendered price of \$1,958,950.94 ex GST; and**
2. **Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract; and**
3. **Delegates authority to the Chief Executive Officer to negotiate any provisional items included in the RFT Pricing Schedule to a value of 10% of the total contract value as required.**

Carried	6 / 0
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15.3	WA Police Liquor Restrictions Request
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	SS
DATE OF REPORT	23 July 2021
AUTHOR	{position}, {author-name}
RESPONSIBLE OFFICER	CEO, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To provide information to Council on a recent WA Police request to local hotel owners to limit alcohol sales on certain days of the week.

BACKGROUND:

On 06 July 2021 the OIC of Leonora Police sent an email to hotel owners requesting a restriction on alcohol sales. The request was sent to hotels within the Shire of Menzies as well as hotels within other Shires in the area. This was following an agreement with the Laverton Hotel to assist the community and police in their efforts to suppress excessive alcohol consumption and alcohol fueled violence.

The agreed restrictions were:

- The sale of mid-strength takeaway beer cans only, on Tuesday/Wednesday/Thursday of each week and no full-strength beer, spirits or wine.
- Further limitations between 22 July and 25 July during a significant event in Laverton.

The approach to publicans also indicated that there was a 'vision of discussing a Northern Goldfields Liquor Accord.'

COMMENT:

The Shire of Menzies does not have the same social issues that other surrounding Shires have with excessive alcohol consumption. This does not suggest that it does not exist, but the issues are not as prevalent with the smaller population of this area.

A liquor accord or restrictions that was enacted in surrounding Shires but not in the Shire of Menzies could result in people travelling to the Shire of Menzies to purchase quantities of alcohol.

The Shire of Menzies, through NGWG and GVROC, has supported other Shires and CKB with initiatives to reduce alcohol related issues.

Although any accord would be between publicans and WA Police, Council may wish, as an accord develops, to provide positive support, provide positive objections, or continue to as a passive observer.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

1.2 A healthy and safe community.

1.2.3 Support community health and wellbeing initiatives.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Notes the request from WA Police to local publicans for the introduction of ongoing liquor restrictions.

COUNCIL DECISION:

COUNCIL DECISION:

Council Resolution Number:	CM-42
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Moved: Cr I Baird

Seconded: Cr J Dwyer

That Council Notes the request from WA Police to local publicans for the introduction of ongoing liquor restrictions.

Carried	6 / 0
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COUNCIL DECISION:

Council Resolution Number:	{resolution-number}
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Moved: Cr I Baird

Seconded: Cr J Dwyer

That Council Notes the request from WA Police to local publicans for the introduction of ongoing liquor restrictions.

Carried	6 / 0
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16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil.

17 NEXT MEETING

The next Ordinary Council Meeting will be held on 26 August 2021 in the Menzies Council Chambers.

18 CLOSURE OF MEETING

The President declared the meeting closed at 1403.