



SHIRE OF MENZIES

# MINUTES

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

**Thursday 30 May 2019**

**Commencing at 1.06pm**

Minutes of the Ordinary Council Meeting held on Thursday 30 May 2019 commencing at 1.06pm in the Council Chambers.

**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 27 June 2019 in the Shire of Menzies Council Chambers commencing at 1pm.

Peter Money  
Chief Executive Officer

30 May 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 .....	1
2	ANNOUNCEMENT OF VISITORS.....	1
3	RECORD OF ATTENDANCE .....	1
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
5	PUBLIC QUESTION TIME.....	1
6	APPLICATIONS BY MEMBERS .....	1
7	DECLARATIONS OF INTEREST .....	1
8	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	1
9	CONFIRMATION / RECEIVAL OF MINUTES	
9.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 MARCH 2019 (PROVIDED UNDER SEPARATE COVER).....	1
10	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	2
11	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	
11.1	PRESIDENTS REPORT FOR MONTH OF MARCH 2019 .....	2
12	REPORTS OF OFFICERS	
12.1	HEALTH BUILDING AND TOWN PLANNING	
12.1.1	HEALTH AND BUILDING REPORT FOR THE MONTH .....	4
12.2	FINANCE AND ADMINISTRATION	
12.2.1	STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH .....	10
12.2.2	MONTHLY LISTING OF PAYMENTS FOR THE MONTH .....	11
12.2.3	INVITATION TO COMMENT ON PROPOSED EXPLORATION LICENCE.....	13
12.2.4	APPLICATION TO CLEAR NATIVE VEGETATION.....	16
12.3	WORKS AND SERVICES	
12.3.1	WORKS REPORT FOR THE MONTH.....	19
12.4	MANAGEMENT AND POLICY	
12.4.1	LEAVE FOR THE CEO.....	21
12.4.2	REVIEW OF POLICY 3.10 .....	24
12.4.3	LOCAL GOVERNMENT ORDINARY ELECTION 2019.....	28
13	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN .....	32
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	32
15	NEXT MEETING.....	43
16	CLOSURE OF MEETING .....	43

**1 DECLARATION OF OPENING**

The Shire President declared the meeting open at 1.06pm

**2 ANNOUNCEMENT OF VISITORS**

There were no visitors.

**3 RECORD OF ATTENDANCE**

Present

Councillors: Cr G Dwyer Shire President  
Cr I Baird Deputy Shire President  
Cr K Mader  
Cr I Tucker  
Cr J Dwyer  
Cr J Lee  
Cr D Hansen

Staff: Mr P Money Chief Executive Officer  
Mrs J Taylor Manager Finance and Administration  
Ms K Tucker Executive Assistant

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

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

**5 PUBLIC QUESTION TIME**

There were no questions from the public.

**6 APPLICATIONS BY MEMBERS**

There were no applications for leave by members.

**7 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There were no items to be discussed behind closed doors.

**9 CONFIRMATION / RECEIVAL OF MINUTES**

**9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 APRIL 2019 (Provided under Separate Cover)**

**COUNCIL RESOLUTION:**

**No. 1645**

**MOVED: Cr Keith Mader**

**SECONDED: Cr Ian Baird**

*That the minutes of the Ordinary Meeting of Council held on Wednesday 24 April 2019 be confirmed as a true and correct record.*

**Carried 7/0**

## **10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

There were no petitions, deputations or presentations.

## **11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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

<b>COUNCIL RESOLUTION:</b>	<b>No. 1646</b>
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**MOVED: Cr Keith Mader**

**SECONDED: Cr Jill Dwyer**

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

*Carried 7/0*

On behalf of Council and the Community of Menzies, I wish to welcome Peter Money, new Chief Executive Officer to the Shire of Menzies.

#### **Thursday 25 April**

I officiated at the Anzac Commemoration Service which was followed by the Gunfire Breakfast. Pleasing to see a larger participation than last year.

#### **Monday 29 April**

I attended a Special Meeting of Council, attended by all Councillors. From which the Chief Executive Officer Rhonda Evans was released from her Contract and Council approved of the Employment Contract of the incoming Chief Executive Officer, Peter Money.

#### **Thursday 2 May**

I welcomed the arrival of Peter Money to Menzies.

#### **Monday 6 May**

At 5pm signed and executed the Contract for the Chief Executive Officer Peter Money.

#### **Friday 10 May**

With the CEO attended the Regional Minerals Strategy in Leonora along with representatives from Leonora, Laverton and Wiluna.

#### **Monday 13 May**

Attended Menzies Classic Working Group for an update with the Secretary, Tracy Blythe of Eastern Goldfields Cycle Club. It appears numbers are down on last year.

#### **Friday 17 May**

Attended GTNA discussion/meeting at the Offices of GEDC. Discussion on draft report from Economic Transitions, Kym Hewson, at this stage the report is confidential.

At 5.30 along with available Staff and Councillors I hosted welcoming drinks and finger food at the Menzies Hotel to welcome the new CEO. A Community welcoming event will be held in the near future.

#### **Tuesday 21 May**

Along with the CEO and Cr Baird via video conference, met with Allan Hughes and Brent McIntyre from DSS regards changing of Legislation for people who wish to opt out of the Cashless Debit Card, providing they meet certain criteria. Copies available from the CEO.

**Thursday 23 May**

Cyclassic Working Group meeting with the new CEO.

**Saturday 25 May**

Attended Tourism round table discussion with CEO and Cr J Dwyer. Minister Paul Papalia gave an overview of Tourism in WA in particular drive trails and holidays by visitors to WA and the importance of WAITOC. Following a private session with the Minister regarding the final sealing of the Menzies Northwest Road to Lake Ballard.

This weekend is the Menzies Classic and Menzies Carnival, an opportunity to showcase our Town, looking forward to seeing the local children participate in the Street Races hosted by the Eastern Goldfields Cycle Club.



## 12. REPORTS OF OFFICERS

### 12.1 HEALTH BUILDING AND TOWN PLANNING

#### 12.1.1 Health and Building Report for the Months of May 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>	30 May 2019
<b>AUTHOR:</b>	David Hadden Health/Building Surveyor
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No. 1647</b>
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**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

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

*Carried 7/0*

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

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

#### **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 April 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**

Visited Tjuntjuntjarra on Monday 20<sup>th</sup> May to collect water samples after receipt of complaints from community members about salty taste of the water. Analysis results for these samples were unavailable at time of writing this report. Management advised that there had been a breakdown with the Reverse Osmosis plant in January that would have led to the complaints. After further investigation it was noted that the RO plant was currently treating bore water from one bore sterilising this water with chlorine then pumping to a storage tank. The water in this storage tank was then being shandied with untreated bore water from a different bore then pumped through out the village through both reticulation lines. Advice from the Health Department who monitor the water quality at Tjuntjuntjarra was that the water quality was being maintained in accordance with the drinking water guidelines.

Currently the Department of Communities contract the NG Council to carry out the sampling of water at Tjuntjuntjarra with bacterial sampling occurring monthly and chemical 6 monthly. When I made enquiry of the Department of Communities regarding being provided with copies of Tjuntjuntjarra analysis results I was advised that they would not provide analysis advice. They were willing to provide a noncompliance advice when noted on analysis reports but not the full analysis results. After checking with the Health Department of WA whether the Shire of Menzies was entitled to see all water analysis results for Tjuntjuntjarra I was

advised that the Crown is still exempt in certain circumstances from the new 2016 WA Public Health Act. At this point I made a requested to the Department of Communities that the Shire of Menzies be placed on the email mailing list for all noncompliance water analysis results in future which the Department have agreed to.

While visiting Tjuntjuntjarra it was noted that most of the new homes and refurbished homes have deteriorated significantly through vandalism and lack of domestic experience. The new Sewerage Scheme is close to commencing with machines on site preparing to dig the new ponds.

The kitchen in the new HAAC building has been handed over to Spinifex Health uncompleted with stainless steel benches not fixed to walls and kitchen appliances less electric plugs for connection to power. Correspondence will be forwarded to Spinifex Health requesting resolution of these issues.

### **Building**

Processed a building permit for Visionstream to erect a telecommunications tower at Goongarrie.

Dealt with various other enquiries

**Planning Approvals**

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

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

***Building Permits (including Septic Tank 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>
15/05/2019	Granted	Telecom Tower	Visionstream	

**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				

## **12.2 FINANCE AND ADMINISTRATION**

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

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	NAM283
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	

#### **OFFICER RECOMMENDATION:**

Due to staff shortages during the month the financial report was not included in this meeting.

## 12.2.2 Monthly List of Payments for April 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	/NAM298
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2-1 Payment Listing for April 2019
<b>COUNCIL RESOLUTION:</b>	<b>No. 1648</b>

**MOVED: Cr Keith Mader**

**SECONDED: Cr Justin Lee**

*That Council receive the list of payments for the month of April 2019 totalling \$1,234,010.31 being:*

- 1) *There were no cheques written.*
- 2) *Electronic Fund Transfer EFT3987 – EFT4068 payments in the Municipal Fund totalling \$1,192,399.40.*
- 3) *Direct Debit payments from the Municipal Fund totally \$41,610.91.*
- 4) *Credit Card payments for the statement period totalling \$3,522.18.*

*Carried 7/0*

### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of April 2019 totalling \$1,234,010.31 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT3987 – EFT4068 payments in the Municipal Fund totalling \$1,192,399.40.
- 3) Direct Debit payments from the Municipal Fund totally \$41,610.91.
- 4) Credit Card payments for the statement period totalling \$3,522.18.



## **VOTING REQUIREMENTS:**

Simple Majority

## **IN BRIEF:**

The list of payments made for the month of April 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 April 2019 are attached.

After payment, the balance of creditors will be \$623,412.28.

### 12.2.3 INVITATION TO COMMENT ON PROPOSED EXPLORATION LICENCE

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Department of Mines, Industry Regulation and Safety
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The Author is the subject of this report
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.3-1 Letters and Maps
<b>COUNCIL RESOLUTION:</b>	<b>No. 1649</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Baird

*That Council objects to the granting of Exploration Licence 40/355 to Western Resources Pty Ltd in that it encroaches on significant historical sites including an historic cemetery, racecourse and camping ground.*

*Carried 7/0*

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

That Council objects to the granting of Exploration Licence 40/355 to Western Resources Pty Ltd in that it encroaches on significant historical sites including an historic cemetery, racecourse and camping ground.

#### **VOTING REQUIREMENTS:**

Simple majority

#### **IN BRIEF:**

Exploration Licence 40/355 held by Western Resources Pty Ltd is on land situated in the Shire of Menzies and is situated on 'C' Class Reserve Recreation and Racecourse – CR 7962 in the Kookynie townsite area. (Map attached).

Council is invited to make comment or recommendations and as this application affects sties that may be significant to the Shire such comments may be essential to restrict the encroachments.

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

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

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.

- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *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.
- A strengthening of our cultural and heritage awareness and values.

#### **STATUTORY AUTHORITY:**

*The application is submitted in accordance with Section 23 to 26 of the Mining Act 1976.*

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENTS:**

Nil

**BACKGROUND:**

The Department OF Mines, Industry Regulation and Safety has advised the Shire that an application has been lodged for an exploration licence that will affect lands in the Shire of Menzies.

The Council is invited to make comments or recommendations on the application.

**COMMENT:**

Nil

## 12.2.4 APPLICATION TO CLEAR NATIVE VEGETATION

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Department of Mines, Industry Regulation and Safety
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The Author is the subject of this report
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.4-1 Letters and Maps
<b>COUNCIL RESOLUTION:</b>	<b>No. 1650</b>

**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council has no objection to the granting of a permit to clear 216.4 hectares of land on Mining Lease 29/428 for applicant Shine Resources Pty Ltd – Chameleon Project.*

*Carried 6/1*

*Cr Ian Baird recorded his vote against the motion.*

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

That Council has no objection to the granting of a permit to clear 216.4 hectares of land on Mining Lease 29/428 for applicant Shine Resources Pty Ltd – Chameleon Project.

### **VOTING REQUIREMENTS:**

Simple majority

### **IN BRIEF:**

An application to clear native vegetation under the Environmental Protection Act 1986 has been received from the Department of Mines, Industry Regulation and Safety on behalf of Shire Resources Pty Ltd – Chameleon project to clear 216.4 hectares of native vegetation. (Map attached).

It is considered that the Shire has a direct interest in this application and as such the Council is invited to make comments as to the granting or refusal of the application.

The Council's comments will be considered subject to sections 51O and 51P of the Act.

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

*14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- 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.
- 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.

#### *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.
- A strengthening of our cultural and heritage awareness and values.

### **STATUTORY AUTHORITY:**

*The application is submitted in accordance with Subsection 54E(4) of the Environmental Protection Act 1986.*

### **POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENTS:**

Nil

**BACKGROUND:**

The Department of Mines, Industry Regulation and Safety has advised the Shire that an application has been lodged to clear native vegetation by Shine Resources on land in the Menzies Shire.

The Council is invited to make comments or recommendations on the application.

**COMMENT:**

Nil

## 12.3 WORKS AND SERVICES

### 12.3.1 Works Report for the period April 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ROA.860.1/NAM247
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Paul Warner, Works Supervisor
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1651</b>

**MOVED: Cr Keith Mader**

**SECONDED: Cr Ian Baird**

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

*Carried 7/0*

#### **OFFICER RECOMMENDATION:**

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

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Councils annual works program is now underway

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

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

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

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

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

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

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



Shire of Menzies.

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

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

**COMMENT:**

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

- Fencing at playground done
- Kookynie tip cleaned up
- Truck bay started
- Jobs to commence
- Road works to start on Menzies NW and Yarri
- Truck bay earthworks finished only have seal to do

*MFA Jennette Taylor left the meeting at 1.40pm.  
MFA Jeanette Taylor returned to the meeting at 1.41pm.*

#### **12.4.1 LEAVE FOR THE CEO**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	The Author is the subject of this report
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1652</b>

**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council approve leave without pay for the Chief Executive Officer for the period 10<sup>th</sup> June 2019 to 14<sup>th</sup> June 2019.*

*That the Manager of Finance and Administration be appointed Acting CEO for this period.*

*Carried 7/0*

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

That Council approve leave without pay for the Chief Executive Officer for the period 10<sup>th</sup> June 2019 to 14<sup>th</sup> June 2019.

That the Manager of Finance and Administration be appointed Acting CEO for this period.

#### **VOTING REQUIREMENTS:**

Simple majority

#### **IN BRIEF:**

At the interviews for the CEO position, the applicant advised the interview panel that he had pre-arranged appointments in Geraldton for this period and these appointments could not be changed.

Accordingly, the CEO seeks leave for this period to attend to these matters but will be available by telephone for any urgent matters that need to be addressed.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

### *14.2 Strong sense of community maintained*

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

### *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.
- A strengthening of our cultural and heritage awareness and values.

## **STATUTORY AUTHORITY:**

*National Employment Standards require an employee to have the employer's permission to take leave.*

## **POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENTS:**

Nil

**BACKGROUND:**

The CEO has appointment that were made up to 3 months prior to be appointed to the CEO position. To not attend these appointments would cause considerable inconvenience and cost should these not be attended to.

The CEO advised the Council's interview panel of these appointments at the time of interview.

**COMMENT:**

Nil

## 12.4.2 REVIEW OF POLICY 3.10

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1653</b>

**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council amend Policy 3.10 and revert to the agenda format adopted by Council on 8<sup>th</sup> December 2015 as shown in the attachment below.*

*Carried 7/0*

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

That Council amend Policy 3.10 and revert to the agenda format adopted by Council on 8<sup>th</sup> December 2015 as shown in the attachment below.

### **VOTING REQUIREMENTS:**

Simple majority

### **IN BRIEF:**

The current format is deficient and in particular the placement of the Council Resolution at the head of the Item is a format not used in any known local governments.

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

#### *14.1 Sustainable local economy encouraged*

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

- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *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.
- A strengthening of our cultural and heritage awareness and values.

### **STATUTORY AUTHORITY:**

Nil

### **POLICY IMPLICATIONS:**

Policy 3.10 – Agenda Format / Officers Reports

### **FINANCIAL IMPLICATIONS:**

Nil

### **RISK ASSESSMENTS:**

Nil

### **BACKGROUND:**

The format of the Council Agenda has been changed over time but the current format has some deficiencies. Agendas and minutes of a meeting should demonstrate a logical flow of events from a meeting with the outcome of discussion on an item being the last part of a record of the item itself.

A logical sequence of the meeting should be;

- a) Information and a summary of the information provided;
- b) Consultation is an important factor in the meeting decision and should always form part of an agenda. It demonstrates that a CEO has not come to a recommendation arbitrarily;
- c) The Officers Recommendation is based on the preceding information provided by Council officers.
- d) The voting requirements let the Council know what is statutorily required for their resolution to be valid.
- e) The Council resolution/decision is placed at the end of the Item as it is a result of all the preceding information and the Councillors debate.
- f) If there is any amendment to the Officers Recommendation, this is noted and the sequence of Officers Recommendation, Council Resolution and (if required) reasons for not accepting the Officers Recommendation/s.

**COMMENT:**

Nil

## **ATTACHMENT**

Below is the recommended Agenda format:

SUMMARY

BACKGROUND

COMMENT

CONSULTATION

STATUTORY ENVIRONMENT

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

RISK ASSESSMENT

STRATEGIC IMPLICATIONS

VOTING REQUIREMENTS

OFFICERS RECOMMENDATION

COUNCIL DECISION



### 12.4.3 LOCAL GOVERNMENT ORDINARY ELECTION 2019

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1654</b>

**MOVED: Cr Keith Mader**

**SECONDED: Cr Ian Baird**

That Council

1. Declare in accordance with S4.20(20) of the Local Government Act that the Electoral Commissioner be responsible for conducting of the 2019 Ordinary Election together with any other elections of polls that may be required at that time: and
2. Resolve that in accordance with s 4.61(2) of the Local Government Act that the method conducting the 2019 Ordinary Election will be by in person vote.

*Carried 0/7*

<b>COUNCIL RESOLUTION:</b>	<b>No. 1655</b>
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**MOVED: Cr Justin Lee**

**SECONDED: Cr Jill Dwyer**

That item 2 be amended to read as follows

“That in accordance with S4.61(2) of the Local Government Act the method of conducting the 2019 Ordinary Election be by an in-person vote”.

*Carried 7/0*

**THE AMENDED MOTION READS:**

1. That Council declare in accordance with S4.20(20) of the Local Government Act that the Electoral Commissioner be responsible for conducting of the 2019 Ordinary Election together with any other elections of polls that may be required at that time: and
2. That in accordance with S4.61(2) of the Local Government Act the method of conducting the 2019 Ordinary Election be by an in-person vote.

## **VOTING REQUIREMENTS:**

Absolute majority

## **IN BRIEF:**

Council needs to consider the method of conducting the 2019 Ordinary Election. The Local Government Act 1995 s4.20 designates the CEO as the returning officer unless the Council determines otherwise. If Council determines to not nominate the Electoral Commission as returning officer for the election, or any other person, it needs to do nothing as the Act then defers to the CEO.

It is the opinion of the CEO that with so employees experienced in running an election process, the majority of work associated with the election will be left in the hands of the CEO.

At this early stage of appointment, with much of the CEO'S time required to catch up with the practices and events within the Shire and District, running an election will place a considerable burden on the CEO.

This should also be considered in conjunction with the performance criteria that needs to be set for the CEO and how running an election process could impede on achieving the performance criteria.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

### *14.2 Strong sense of community maintained*

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

#### *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.
- A strengthening of our cultural and heritage awareness and values.

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 s4.4*

*Local Government Act 1995 s4.20(4)*

*Local Government Act 1995 s4.61(2)*

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Funds would be allocated in 2019/2020 Budget

#### **RISK ASSESSMENTS:**

There is a minimal risk that current staff do not have the full capacity to conduct the full electoral processes.

#### **BACKGROUND:**

The election is to be held on Saturday 19<sup>th</sup> October 2019. This matter was brought before Council at the Ordinary Meeting of 28<sup>th</sup> February 2019 at which it was resolved to lay the motion on the table.

A decision needs to be made at this Meeting as there are limits to the time required by the Electoral Commission to agree to in person election.

#### **COMMENT:**

Some local governments use the electoral commission for elections and it usually depends on the capacity of the Shire staff and their knowledge of the Election Regulations and also having the time to prepare electoral rolls for the various voting formats such as resident and ratepayer rolls, absentee voting, postal voting and early voting.

This is overcome with the Electoral Commission which manages all these processes.

It has been found that postal voting can be quite successful in terms of numbers voting as voters do not have to attend polling booths.

The cost of an election by the Electoral Commission is considerably more than an election managed in-house but that cost is yet to be advised.

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

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

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

**MOVED: Jill Dwyer**

**SECONDED: Cr Keith Mader**

That Council agrees to discuss three late items.

*Carried 7/0*

## 14.1 REVOCATION OF COUNCIL DECISION

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No. 1656</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Baird

*That Council agrees to revoke Resolution 1505 made at the Ordinary Meeting of Council on 20<sup>th</sup> August 2018 being the decision to not pay an invoice of \$11,500 to the Goldfields Tourism Network.*

*Carried 7/0*

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

That Council agrees to revoke Resolution 1505 made at the Ordinary Meeting of Council on 20<sup>th</sup> August 2018 being the decision to not pay an invoice of \$11,500 to the Goldfields Tourism Network.

### **VOTING REQUIREMENTS:**

One third of the Council members

### **IN BRIEF:**

In July 2018 the Goldfields Tourism Network (GTN) invoiced the Shire \$25,000 for its annual contribution to the GTN and a further \$11,500 for the annual contribution to the Golden Quest Discovery Trail (GQDT).

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

#### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.

- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *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.
- A strengthening of our cultural and heritage awareness and values.

#### **STATUTORY AUTHORITY:**

Local Government (Administration) regulations 1996

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Approximately \$8,000

## **RISK ASSESSMENTS:**

Nil

## **BACKGROUND:**

Regulation 10 of the Local Government (Administration) Regulations states as follows:

- **10. Revoking or changing decisions (Act s. 5.25(1)(e))**
  - (1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*
    - (a) *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
    - (b) *in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

As this matter is more than three months past, a decision to revoke requires at least one third of the offices of Councillors to agree to revoke.

## **COMMENT:**

If this motion to revoke is passed, it is only a decision to revoke and reconsider the matter. It does not mean that the original decision is overturned. That is to be decided outside the scope of this Item.



## 14.2 REQUEST TO PAY INVOICE FOR GQDT

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Goldfields Tourism Network
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Letter from GTNA
<b>COUNCIL RESOLUTION:</b>	<b>No. 1657</b>

**MOVED:** Cr Keith Mader

**SECONDED:** Cr Ian Baird

*That Council agrees to pay to Goldfields Tourism Network Association the sum of \$11,500 (exc GST) for the 2018/2019 contribution to trail maintenance of the Golden Quest Discovery Trail.*

*Carried 7/0*

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

That Council agrees to pay to Goldfields Tourism Network Association the sum of \$11,500 (exc GST) for the 2018/2019 contribution to trail maintenance of the Golden Quest Discovery Trail.

### **VOTING REQUIREMENTS:**

Simple majority

### **IN BRIEF:**

In July 2018 the Goldfields Tourism Network association (GTNA) invoiced the Shire \$27,500 for its annual contribution to the GTNA and a further \$12,650 for the annual contribution to the Golden Quest Discovery Trail (GQDT).

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

#### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.

- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *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.
- A strengthening of our cultural and heritage awareness and values.

#### **STATUTORY AUTHORITY:**

Nil

#### **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

Budgeted funds of \$11,500

## **RISK ASSESSMENTS:**

Nil

## **BACKGROUND:**

In the correspondence received on 28 May 2019, the GTNA advised that invoices for the support of the GTNA have been written off.

They also asked for reconsideration of the support for the GQDT as this has the support of the Councils as a viable organisation and requires funds to maintain its operations and promotional activities.

At the Ordinary Meeting of 20 August 2018 Council declined to pay the invoice for the Annual Contribution (\$25,000). (Resolution 1504)

The Council also declined to pay the invoice for the contribution for Trail Maintenance (\$11,500). (Resolution 1505)

The Council also voted to support the dissolution of the GTNA as of 30/06/2019. (Resolution 1506)

At the same Meeting after these payments were declined, the Council received a Risk Assessment Report on Tourism Services that included statements to support the payment of the two invoices. (Resolution 1508)

In hindsight, this can be seen as conflicting decisions but as the Council has now decided to consider revoking the decision made in Resolution 1505 the conflict on this matter can be disregarded.

*Cr Debbie Hansen left the meeting at 2.38pm.*

*Cr Debbie Hansen returned to the meeting at 2.42pm and was not in the attendance when the vote was taken.*

#### **14.3 APPOINTMENT OF HR CONSULTANT - CEO REVIEWS**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM250
<b>DISCLOSURE OF INTEREST:</b>	The CEO declared he is known to Anne Lake.
<b>DATE:</b>	30 May 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Submission Brainbox Submission Ohua Submission Anne Lake Consulting
<b>COUNCIL RESOLUTION:</b>	<b>No. 1658</b>

**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Keith Mader

*That Council;*

*Appoint Anne Lake Consultancy as the human resource consultant to develop Key Performance Indicators for the CEO position; and*

*Conduct three two-monthly reviews of the CEO performance.*

*Carried 6/0*

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

That Council:

Appoint Anne Lake Consultancy as the human resource consultant to develop Key Performance Indicators for the CEO position; and

Conduct three two-monthly reviews of the CEO performance.

#### **VOTING REQUIREMENTS:**

Simple majority

## **IN BRIEF:**

At the interviews for the CEO position Council asked for and the CEO agreed to be subject to three two-monthly performance reviews by a human resource consultant.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The 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.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- 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.
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- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

### *14.4 Heritage & Natural assets conserved*

- 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.

- A strengthening of our cultural and heritage awareness and values.

**STATUTORY AUTHORITY:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Approximately \$8,000

**RISK ASSESSMENTS:**

Nil

**BACKGROUND:**

At the time of interviews and subsequently written into the CEO contract was an agreement to conduct performance reviews on the CEO performance by a human resource consultant during the six-month probation period.

Five consultants have been identified and it was agreed with the Shire President that we would seek quotations from three of the five.

One consultant has advised that

1. The development of the KPI's is the more important document at this time as there is a statutory and contractual requirement to move with some urgency on this.
2. To accurately assess the CEO performance there needs to be developed through the process a set of KPI'S for each two months assessment – are the KPI'S met or not.
3. As an alternative, this consultant has offered an hourly rate of \$150 which would reduce the cost if Council did not want three sets of short term KPI'S.
4. The cost of this consultant would be considerably less if there were only one set of KPI'S.

As the CEO is expected to function on a strategic level within the local government, the dates of achievement of the KPI'S would generally be well beyond the time frame for the two-monthly reviews – unless there are KPI'S for each two month period.

However, all three consultants have agreed to carry out the services in conjunction with the Council in firstly developing KPI'S and reviewing the performance of the CEO based on other factors that would be mutually agreed between the Council and the CEO.

The quotes received to date from the consultants are as follows:

BrainBox	\$6,600	Plus travel
Ohua	\$7,380	Plus travel
Anne Lake Consulting	\$10,500	or \$150 per hour + travel

**COMMENT:**

The acquisition of various consultants was conducted through consultation with the Shire President and via other sources from within other local governments.

**15 NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday 27 June 2019 commencing at 1pm.

**16 CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting at 2.43pm.

**I, \_\_\_\_\_ hereby certify that the Minutes of the Ordinary Meeting of Council held 30 May 2019 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 27 June 2019.**

**Signed: \_\_\_\_\_ Dated: 27 June 2019**