



SHIRE OF MENZIES

Agenda

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

28 November 2019

Commencing at 1.00pm

**28
November
2019**

Ordinary Meeting of Council

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 31 October 2019 in the Shire of Menzies Council Chambers commencing at 1pm.

Peter Money
Chief Executive Officer

18 November 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 2019 | - | - | - | - |
| 24 April 2019 | - | - | Cr D Hansen Cr I Baird | - |
| 30 May 2019 | - | - | - | - |
| 27 June 2019 | - | - | - | Cr D Hansen |
| 25 July 2019 | - | Cr D Hansen | - | - |
| 29 August 2019 | - | Cr I Tucker Cr J Lee | - | - |
| 26 September 2019 | Adjourned | | | |
| 31 October 2019 | - | - | - | - |
| 28 November 2019 | | | | |
| 12 December 2019 | | | | |

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at

2 ANNOUNCEMENT OF VISITORS

The Shire President welcomed visitors

3 RECORD OF ATTENDANCE

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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

5 PUBLIC QUESTION TIME

6 APPLICATIONS BY MEMBERS

7 DECLARATIONS OF INTEREST

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Confidential – Report from HR Consultant CEO 6 Month Review.

9 CONFIRMATION / RECEIVAL OF MINUTES

9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2019 (*Provided under Separate Cover*)

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

That the minutes of the Ordinary Meeting of Council held on Thursday 31 October 2019 be confirmed as a true and correct record.

Carried /

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT FOR MONTH OF NOVEMBER 2019

To be presented at the Ordinary Council Meeting 28 November 2019.

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

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

Carried /

| | |
|--------------------------------|---|
| LOCATION: | N/A |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | as applicable |
| DISCLOSURE OF INTEREST: | The CEO declares a financial interest in this item as he is the subject of the report |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money for Anne Lake Chief Executive Officer |
| ATTACHMENT: | <i>Confidential Report</i> |

SUMMARY

The contents of this report will be provided by the HR Consultant.

BACKGROUND

On appointment of Mr. Peter Money as Chief executive Officer, Council chose to carry out performance reviews at two months, four month and six months, the end of the probationary period.

Council appointed Huma resource consultant Anne lake to carry out these reviews.

The first two reviews were conducted by email and phone conversations.

It was agreed that the third review and the report to Council would be conducted in person at a meeting of the Council.

COMMENT

Nil

CONSULTATION

All Councillors

CEO

STATUTORY ENVIRONMENT

Local Government 1995 s5.37 and 5.39

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined

RISK ASSESSMENT

Performance reviews are necessary to ensure the CEO is performing as expected and is in compliance with the LG Act and Regulations.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council *to be advised by HR Consultant Anne Lake.*

COUNCIL DECISION

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

12.1 FINANCE AND ADMINISTRATION

12.1.1 Statement of Financial Activity for October 2019

| | |
|--------------------------------|---|
| LOCATION: | N/A |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | N/A |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 19 November 2019 |
| AUTHOR: | Jeanette Taylor Manager Finance and Administration |
| ATTACHMENT: | 12.2.1-1 Monthly Financial Report for the period ending 30 October 2019 – Presented at meeting |

SUMMARY

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 October 2019.

BACKGROUND

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

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

COMMENT

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

CONSULTATION

N/A

STATUTORY ENVIRONMENT

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

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

OP16 Council's statutory reports provide inaccurate financial information

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

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

COUNCIL DECISION

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

12.1.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2019

| | |
|--------------------------------|---|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | FIN.935.1/NAM307 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 18 November 2019 |
| AUTHOR: | Jeanette Taylor Manager Finance and Administration |
| ATTACHMENT: | 12.2.2-1 Payment Listing for October 2019 |

SUMMARY

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

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 October 2019 are attached.

After payment, the balance of creditors will be \$12,299.67.

CONSULTATION

Rates Officer – Carol McAllan

STATUTORY Environment:

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.

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of October 2019 totalling \$2,064,139.81 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4455 – EFT4580 payments in the Municipal Fund totalling \$719,040.08.
- 3) Direct Debit payments from the Municipal Fund totally \$1,345,099.73.

- 4) Credit Card payments for the statement period 29 August 2019 to 27 September 2019 totalling \$3,027.36.

COUNCIL DECISION

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

Shire of Menzies
Payments for the Month of October 2019

| Chq/EFT | Date | Name | Description | Amount |
|---------|------|--|-------------|-----------------------|
| | | Cheques | | \$(0.00) |
| | | EFT | | \$719,040.08 |
| | | Direct Debit | | \$1,345,099.73 |
| | | Total Payments | | \$2,064,139.81 |
| | | Credit Card Payments (included in Direct Debit) | | \$3,027.36 |

Shire of Menzies
Payments for the Month of October 2019

| Chq/EFT | Date | Name | Description | |
|---------|------------|--|---|--------------|
| EFT4455 | 04/10/2019 | Diggawest & Earthparts WA | SLASHA , Broom and side broom as per Quote: P859 | \$ 14,421.00 |
| EFT4456 | 04/10/2019 | Canine Control | Ranger services June and September | \$ 3,201.00 |
| EFT4457 | 04/10/2019 | Leonora Pharmacy | Pharmacy September 2019 | \$ 433.69 |
| EFT4458 | 04/10/2019 | Child Support | Payroll deductions | \$ 300.00 |
| EFT4459 | 04/10/2019 | Batteries N More | 1 battery for roller | \$ 395.00 |
| EFT4460 | 04/10/2019 | Goldfields Auto Electrical | Supply and fit isolator switch to batteries | \$ 590.70 |
| EFT4461 | 04/10/2019 | 3E Advantage | Copier charges | \$ 2,903.41 |
| EFT4462 | 04/10/2019 | Cynthia Taylor | Convert Airfare to Cash as per Agreement | \$ 580.00 |
| EFT4463 | 04/10/2019 | Riklan Emergency Management Services | Staff Training - tag and test course | \$ 780.00 |
| EFT4464 | 04/10/2019 | NGE Earthmoving Transport | Contract Grading | \$ 43,793.75 |
| EFT4465 | 04/10/2019 | Emyjor Services | Pump out Caravan Park and Public Toilets | \$ 2,442.00 |
| EFT4466 | 04/10/2019 | ITR Pacific Pty Ltd | Blades fro Grader | \$ 1,782.59 |
| EFT4467 | 04/10/2019 | Purewater Pool Services Pty Ltd | Electronic test kit for waterpark | \$ 1,677.50 |
| EFT4468 | 04/10/2019 | Sportspower | 54" Football Table - Youth Centre | \$ 538.99 |
| EFT4469 | 04/10/2019 | Kalgoorlie Orana Cinema | Admission, drink, popcorn - School Holiday Program | \$ 285.00 |
| EFT4470 | 04/10/2019 | BeingThere Solution | Desktop Webcam,Speaker/Mic | \$ 530.00 |
| EFT4471 | 04/10/2019 | Jaram Fleet Equipment | Vice Mount Stand UP | \$ 564.03 |
| EFT4472 | 04/10/2019 | HiTech Sports Pty Ltd | Basketball Model side fold system Quote # 7104 | \$ 10,428.00 |
| EFT4473 | 04/10/2019 | Hammer Metals Ltd | Refund of payment made to our bank in error | \$ 374.15 |
| EFT4474 | 04/10/2019 | Bunnings | BBQ tools,Outdoor heater (youth) plants, hooks, hose | \$ 793.28 |
| EFT4475 | 04/10/2019 | Conway Highbury | Ward Review, draft advertising, reports. | \$ 792.00 |
| EFT4476 | 04/10/2019 | Toll Transport Pty Ltd | Freight | \$ 338.28 |
| EFT4477 | 04/10/2019 | Cybersecure | Computer Backup service | \$ 259.88 |
| EFT4478 | 04/10/2019 | Gregory Dwyer | Travel claim - June- August | \$ 1,651.47 |
| EFT4479 | 04/10/2019 | Eagle Petroleum (W.A) Pty Ltd | Bulk Fuel -6008L of Fuel Deliver \$1.47L | \$ 8,854.47 |
| EFT4480 | 04/10/2019 | Ecowater Services | Biomax Service | \$ 689.03 |
| EFT4481 | 04/10/2019 | Goldline Distributors | Cleaning and catering supplies | \$ 414.36 |
| EFT4482 | 04/10/2019 | Goldfields Records Storage | Usage Charges for August 2019 | \$ 124.03 |
| EFT4483 | 04/10/2019 | Menzies Hotel | Newspapers for September 2019 | \$ 107.10 |
| EFT4484 | 04/10/2019 | Hesperian Press | History books for resale | \$ 534.75 |
| EFT4485 | 04/10/2019 | IT Vision | Rates Billing 19/20- Chart of accounts restructure | \$ 6,637.95 |
| EFT4486 | 04/10/2019 | Jason Signmakers | 1000 guide post, road signs | \$ 12,795.20 |
| EFT4487 | 04/10/2019 | JR & A Hersey | hose reels, filters,pumps, high pressure wash down, | \$ 8,809.02 |
| EFT4488 | 04/10/2019 | LGIS | Personal Accident Insurance | \$ 467.50 |
| EFT4489 | 04/10/2019 | Local Government Supervisors Association | LGSA Annual Membership - Warner, Tucker | \$ 110.00 |
| EFT4490 | 04/10/2019 | Cr Keith Mader | Travel claim - August-September | \$ 597.66 |
| EFT4491 | 04/10/2019 | Marketforce | Advert Kal Miner, West Request for quotations Niagara Dam | \$ 328.94 |
| EFT4492 | 04/10/2019 | Shire of Menzies Social Club | Payroll deductions | \$ 110.00 |

Shire of Menzies
Payments for the Month of October 2019

| | | | | |
|---------|------------|--|---|---------------|
| EFT4493 | 04/10/2019 | MLG OZ Pty Ltd | Supply & Delivery of Crushed Dust | \$ 3,957.69 |
| EFT4494 | 04/10/2019 | Netlogic Information Technology | Technology Support | \$ 712.50 |
| EFT4495 | 04/10/2019 | Office National | Workplace First Aid Kit Wall Mount Metal, stationery | \$ 1,465.88 |
| EFT4496 | 04/10/2019 | Penns Cartage | Transport street lights, slasha,broom, road signs | \$ 1,012.00 |
| EFT4497 | 04/10/2019 | Pila Nguru Aboriginal Corporation | Flight for Ian Baird 25 July 2019 | \$ 361.45 |
| EFT4498 | 04/10/2019 | Polaris Metals NI | Rates refund | \$ 215.57 |
| EFT4499 | 04/10/2019 | Shire Of Leonora | Contract Health Services - 2 months | \$ 5,261.26 |
| EFT4500 | 04/10/2019 | Paul Warner | Refund of internet: 7 months @69.95 per month - as per contract | \$ 570.65 |
| EFT4501 | 09/10/2019 | Remote Roads | Grading Contractors supervision | \$ 118,514.25 |
| EFT4502 | 17/10/2019 | Wingstar Investments Pty Ltd | Rates refund Bpay registered twice | \$ 17,848.44 |
| EFT4503 | 18/10/2019 | Carroll & Richardson Flagworld Pty Ltd | Brackets and flags for main street | \$ 5,038.00 |
| EFT4504 | 18/10/2019 | Child Support | Payroll deductions | \$ 300.00 |
| EFT4505 | 18/10/2019 | Market Creations | Monthly costs of server and support | \$ 1,889.70 |
| EFT4506 | 18/10/2019 | NGE Earthmoving Transport | Contract Grading | \$ 55,632.50 |
| EFT4507 | 18/10/2019 | Brooks Hire Service Pty Ltd | Excavator hire for sewage works | \$ 1,816.85 |
| EFT4508 | 18/10/2019 | Department Of Mines Industry Regulation and Safety | Building Services Levy as collected from builder | \$ 674.78 |
| EFT4509 | 18/10/2019 | Coolgardie Tyre Service | Tyres | \$ 4,642.00 |
| EFT4510 | 18/10/2019 | Allion Partners | Advice Regarding Road Supervision Contract Invoice | \$ 14,140.50 |
| EFT4511 | 18/10/2019 | Outback Grave Markers | Donation | \$ 20,000.00 |
| EFT4512 | 18/10/2019 | Air Liquide WA Pty Ltd | Oxy cylinder rental 01/09/2019 -30/09/2019 | \$ 28.16 |
| EFT4513 | 18/10/2019 | Aquarius Technologies Pty Ltd | Annual Renewal - Water Park | \$ 275.00 |
| EFT4514 | 18/10/2019 | Bunnings | Plants and Garden Materials and tools | \$ 781.97 |
| EFT4515 | 18/10/2019 | Cabcharge Australia Limited | Cabcharge Hotel to Kalgoorlie Airport Staff | \$ 26.90 |
| EFT4516 | 18/10/2019 | Toll Transport Pty Ltd | Tranport of Roads Signage - Jason Signmaker | \$ 488.83 |
| EFT4517 | 18/10/2019 | Eagle Petroleum (W.A) Pty Ltd | Drum of ULP for Minor Plant | \$ 330.00 |
| EFT4518 | 18/10/2019 | Department of Fire And Emergency Services | ESL payment for Council Properties | \$ 2,016.00 |
| EFT4519 | 18/10/2019 | Flex Industries | Roadtrain banner sign | \$ 76.64 |
| EFT4520 | 18/10/2019 | Goldline Distributors | Cleaning materials, catering supplies, | \$ 193.32 |
| EFT4521 | 18/10/2019 | Goldfields Pest Control | Pest control - Council Buildings | \$ 2,002.00 |
| EFT4522 | 18/10/2019 | Goldfields Toyota | Purchase of Toyota Hilux as per Quote-14307 | \$ 33,583.64 |
| EFT4523 | 18/10/2019 | Kleenheat Gas | 3x 8.5 kg gas bottles exchange- Sports Oval | \$ 90.54 |
| EFT4524 | 18/10/2019 | Kookynie Volunteers Association | Breakfast Goldfields Cyclclassic 2019 | \$ 1,019.45 |
| EFT4525 | 18/10/2019 | Landgate | Mining Schedule - M2019/8, Maps, Titles | \$ 762.20 |
| EFT4526 | 18/10/2019 | Marketforce | Advert tender, Caravan Park Units, Truck Bay Ablutions | \$ 1,107.34 |
| EFT4527 | 18/10/2019 | Shire of Menzies Social Club | Payroll deductions | \$ 110.00 |
| EFT4528 | 18/10/2019 | MLG OZ Pty Ltd | 25 Tonne of 40mm Aggregate - Sports Oval | \$ 550.00 |
| EFT4529 | 18/10/2019 | Netlogic Information Technology | Technology Support | \$ 1,162.50 |

Shire of Menzies
Payments for the Month of October 2019

| | | | | |
|---------|------------|---|---|--------------|
| EFT4530 | 18/10/2019 | Office National | Furniture for Youth Centre, stationery | \$ 1,001.80 |
| EFT4531 | 18/10/2019 | Penns Cartage | Transport chairs and Basketball set from Perth | \$ 443.30 |
| EFT4532 | 18/10/2019 | Pila Nguru Aboriginal Corporation | Recoup accommodation for Ian Baird | \$ 264.00 |
| EFT4533 | 18/10/2019 | Moore Stephens | August 2019 IAS lodgement | \$ 305.00 |
| EFT4534 | 18/10/2019 | WML Consultants | Engineering support | \$ 8,426.01 |
| EFT4535 | 31/10/2019 | Stratco | Rain Water Pump - Council Houses | \$ 324.00 |
| EFT4536 | 31/10/2019 | Child Support | Payroll deductions | \$ 300.00 |
| EFT4537 | 31/10/2019 | IT Vision User Group Inc | Membership Subscription 2019/2020 | \$ 748.00 |
| EFT4538 | 31/10/2019 | 3E Advantage | Smartboard Hire , copier charges | \$ 2,206.85 |
| EFT4539 | 31/10/2019 | Market Creations | Website support | \$ 137.50 |
| EFT4540 | 31/10/2019 | Xstra Global IT and Communication Solutions | Line rental and calls - 90242 041, 90242702 | \$ 322.99 |
| EFT4541 | 31/10/2019 | Bosston Auto Bodies | Canopy, wheel carriers for Works Supervisor vehicle | \$ 8,780.39 |
| EFT4542 | 31/10/2019 | CleverPatch | Craft materials - Youth Centre | \$ 813.69 |
| EFT4543 | 31/10/2019 | Quality Publishing Australia | Books and Maps for resale | \$ 192.28 |
| EFT4544 | 31/10/2019 | Vanessa Australia- Paid by CEO Credit Card | Gold souvenirs for resale | \$ 411.88 |
| EFT4545 | 31/10/2019 | Anne Lake Consultancy | CEO Review | \$ 2,350.00 |
| EFT4546 | 31/10/2019 | Versatile Plant Hire and Contracting | Removal of silt from Niagara Dam as per Quote No.126 | \$ 86,053.00 |
| EFT4547 | 31/10/2019 | Western Iron Ore Pty Ltd | Rates refund | \$ 116.77 |
| EFT4548 | 31/10/2019 | Tanvanth Singh Sandhu | Rates refund | \$ 354.71 |
| EFT4549 | 31/10/2019 | National Pen | Shire of Menzies inscribed pens | \$ 131.18 |
| EFT4550 | 31/10/2019 | Vashti Marie Fay Ashwin | Return of Council Nomination fee LG ACT | \$ 80.00 |
| EFT4551 | 31/10/2019 | Shire of Chapman Valley | Planning services undertaken on behalf of the Shire of Menzies for the Months of July to September 2019 | \$ 462.00 |
| EFT4552 | 31/10/2019 | Atom | 1 hammer drill and drill bits | \$ 1,221.84 |
| EFT4553 | 31/10/2019 | Australia's Golden Outback | Advertising 2020 Golden Outback Planner | \$ 2,670.00 |
| EFT4554 | 31/10/2019 | Ian Baird | Return of Council Naomination fee LG Act 54.50 | \$ 80.00 |
| EFT4555 | 31/10/2019 | Bunnings | Tap Timer, Irrigation Pope , Poly & Pipe connectors | \$ 559.76 |
| EFT4556 | 31/10/2019 | Business Key | Inside Australia brochures and Survey forms | \$ 2,460.70 |
| EFT4557 | 31/10/2019 | C Direct | Phone credit, phones, tablets etc for resale | \$ 890.40 |
| EFT4558 | 31/10/2019 | Toll Transport Pty Ltd | Freight | \$ 54.00 |
| EFT4559 | 31/10/2019 | Daphne's Florist | Flowers for Tucker family on passing of Ian Tucker | \$ 110.00 |
| EFT4560 | 31/10/2019 | Jillian Dwyer | Travel July, reimburse costs of laminating Shire | \$ 301.43 |
| EFT4561 | 31/10/2019 | Eagle Petroleum (W.A) Pty Ltd | 7700L of Fuel Delivered at \$1.47 - Bulk Fuel | \$ 11,419.25 |
| EFT4562 | 31/10/2019 | Flex Industries | Landing Leg Set for tipping trailer | \$ 489.50 |
| EFT4563 | 31/10/2019 | Goldline Distributors | Cleaning, kitchen, drinks for resale, hand towels etc. | \$ 1,061.54 |
| EFT4564 | 31/10/2019 | Goldfields Records Storage | Usage Charges for September 2019 | \$ 30.36 |
| EFT4565 | 31/10/2019 | Cr Debbie Hansen | Return of Council Nomination fee LG ACT 54.50 | \$ 80.00 |
| EFT4566 | 31/10/2019 | JR & A Hersey | FLYNET Resale to Visitor Center | \$ 440.00 |

Shire of Menzies
Payments for the Month of October 2019

| | | | | |
|---------|------------|---|---|----------------------|
| EFT4567 | 31/10/2019 | Kalgoorlie-Boulder Chamber Of Commerce & Industry Inc | Membership of the Chamber for July 2019 - June 2020 | \$ 355.00 |
| EFT4568 | 31/10/2019 | Kmart | Craft Materials - CRC | \$ 224.00 |
| EFT4569 | 31/10/2019 | LGIS | Instalment 2 on multiple Insurances | \$ 50,712.92 |
| EFT4570 | 31/10/2019 | Cr Keith Mader | Return of Council Nomination fee LG Act 54.50 | \$ 80.00 |
| EFT4571 | 31/10/2019 | Samuel Mckay | Refund of goods purchased for Shire of Menzies | \$ 43.96 |
| EFT4572 | 31/10/2019 | Shire of Menzies Social Club | Payroll deductions | \$ 110.00 |
| EFT4573 | 31/10/2019 | Menzies Aboriginal Corporation | Hire of Bus & Driver - Cinema Kalg - Holiday Program | \$ 505.92 |
| EFT4574 | 31/10/2019 | Netlogic Information Technology | Technology support, speakers, investigate attack on emails, perform network scan after finding Trojan virus, report to authorities. | \$ 3,250.00 |
| EFT4575 | 31/10/2019 | Office National | Copier service travel, Tables, chairs, cupboards for Youth Centre, stationery | \$ 3,598.62 |
| EFT4576 | 31/10/2019 | Penns Cartage | Transport reat of Basketball set. | \$ 396.00 |
| EFT4577 | 31/10/2019 | Shire Of Leonora | Contract Health charges x 4 invoices | \$ 10,522.00 |
| EFT4578 | 31/10/2019 | Shire Of Menzies | Postage for Admin Office | \$ 239.55 |
| EFT4579 | 31/10/2019 | Nadine Tucker | Return of Council Nomination Fee L.G.Act 54.50 | \$ 80.00 |
| EFT4580 | 31/10/2019 | Moore Stephens | Nuts and Bolts Workshop-Staff Training | \$ 2,524.50 |
| | 10/10/2019 | Payroll | | \$ 40,618.26 |
| | 24/10/2019 | Payroll | | \$ 40,590.98 |
| | | | | |
| | | | | \$ 719,040.08 |

Shire of Menzies
Payments for the Month of October 2019

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|----------------------------------|---|-----------------------|
| DD2939.1 | 02/10/2019 | NAB | Credit card transactions from 29 August to 27 September | \$ 3,027.36 |
| DD2944.1 | 07/10/2019 | Power ICT Pty Ltd | Phone Messages on Hold - October 2019 | \$ 75.90 |
| DD2946.1 | 08/10/2019 | WA Local Govt Superannuation | Superannuation contributions | \$ 4,993.28 |
| DD2946.2 | 08/10/2019 | WA Local Govt Superannuation | Payroll deductions | \$ 2,218.19 |
| DD2946.3 | 08/10/2019 | Sunsuper | Superannuation contributions | \$ 872.35 |
| DD2946.4 | 08/10/2019 | Australian Super | Superannuation contributions | \$ 707.70 |
| DD2946.5 | 08/10/2019 | GESB Superannuation | Superannuation contributions | \$ 100.29 |
| DD2946.6 | 08/10/2019 | Kinetic Superannuation | Payroll deductions | \$ 256.58 |
| DD2948.1 | 09/10/2019 | Telstra - DIRECT DEBIT ONLY | Mobile, Internet, data | \$ 6,745.38 |
| DD2950.1 | 14/10/2019 | Telstra - DIRECT DEBIT ONLY | Phone , sat phone charges | \$ 748.74 |
| DD2952.1 | 15/10/2019 | Toyota Finance DIRECT DEBIT ONLY | Toyota Prado Lease - October 2019 | \$ 1,099.07 |
| DD2961.1 | 15/10/2019 | Woolworths Ltd | Account wrongly debited - refund received November 2019 | \$ 219.62 |
| DD2965.1 | 21/10/2019 | Horizon Power | Streetlights - 1 Sept 2019 to 30 Sept 2019 | \$ 740.17 |
| DD2967.1 | 22/10/2019 | WA Local Govt Superannuation | Superannuation contributions | \$ 4,937.33 |
| DD2967.2 | 22/10/2019 | WA Local Govt Superannuation | Payroll deductions | \$ 2,282.73 |
| DD2967.3 | 22/10/2019 | Sunsuper | Superannuation contributions | \$ 872.35 |
| DD2967.4 | 22/10/2019 | Australian Super | Superannuation contributions | \$ 838.59 |
| DD2967.5 | 22/10/2019 | GESB Superannuation | Superannuation contributions | \$ 61.61 |
| DD2967.6 | 22/10/2019 | Kinetic Superannuation | Payroll deductions | \$ 256.58 |
| DD2970.1 | 24/10/2019 | Australia Post | Postage for Annual rates Notices | \$ 636.57 |
| DD2972.1 | 28/10/2019 | Water Corporation | Water usage 11 August 2019 to 9 October 2019 | \$ 1,243.93 |
| DD2974.1 | 28/10/2019 | NAB | Audit Certificate Fee | \$ 70.00 |
| DD2976.1 | 28/10/2019 | Gregory Dwyer | Councillor Fees - 26 October 2019 | \$ 3,364.49 |
| DD2976.2 | 28/10/2019 | Ian Baird | Councillor Fees - 26 October 2019 | \$ 1,289.67 |
| DD2976.3 | 28/10/2019 | Cr Debbie Hansen | Councillor Fees - 26 October 2019 | \$ 875.33 |
| DD2976.4 | 28/10/2019 | Cr Justin Lee | Councillor Fees - 26 October 2019 | \$ 875.33 |
| DD2976.5 | 28/10/2019 | Jillian Dwyer | Councillor Fees - 26 October 2019 | \$ 875.33 |
| DD2976.6 | 28/10/2019 | Cr Ian Tucker | Councillor Fees - 26 October 2019 | \$ 875.33 |
| DD2976.7 | 28/10/2019 | Cr Keith Mader | Councillor Fees - 26 October 2019 | \$ 700.66 |
| DD2978.1 | 29/10/2019 | Wright Express Australia Pty Ltd | Fuel Cards | \$ 1,058.47 |
| DD2980.1 | 01/10/2019 | NAB | Merchant Fees- 7132994 1 October 2019 | \$ 496.95 |
| DD2980.2 | 01/10/2019 | WESTNET | CRC Internet 1 October 2019 to 1 Nov 2019 | \$ 54.99 |
| DD2982.1 | 24/10/2019 | NAB | NAB Connect Fees - September 2019 | \$ 32.99 |
| DD2989.1 | 09/10/2019 | Shire Of Menzies | Transfer from Muni to Cash Maximiser account | \$ 500,000.00 |
| | 14/10/2019 | Shire Of Menzies | Transfet to Reserve Term Deposit | \$ 300,000.00 |
| DD2989.2 | 17/10/2019 | Shire Of Menzies | Transfer from Muni to Cash Maximiser account | \$ 500,000.00 |
| DD2993.1 | 31/10/2019 | Water Corporation | Water usage 11 August 2019 to 9 October | \$ 1,220.37 |
| DD2995.1 | 31/10/2019 | NAB | B-Pay Charges 31 October 2019 | \$ 375.50 |
| | | | | |
| | | | | \$1,345,099.73 |

Shire of Menzies
Payments for the Month of October 2019

| Date | Name | Description | Amount |
|-------------|------------------|----------------------------|--------------------|
| 05/09/2019 | Qantas | Staff Airfare | \$ 201.10 |
| 09/09/2019 | Spectrum Framing | Laminate map | \$ 39.00 |
| 09/09/2019 | Bunnings | Caravan park repairs | \$ 339.85 |
| 10/09/2019 | Office National | Fountain pens | \$ 109.90 |
| 23/09/2019 | DOT Licencing | 1MN change plates | \$ 16.75 |
| 23/09/2019 | DOT Licencing | 1MN new plates | \$ 147.80 |
| 24/09/2019 | ADOBE | Software licence | \$ 263.87 |
| 24/09/2019 | NAB | Foreign fee | \$ 7.92 |
| 27/09/2019 | NAB | Card fee | \$ 9.00 |
| 29/08/2019 | | Contractor accomodation | \$ 205.19 |
| 02/09/2019 | | Broadcasting licence | \$ 45.00 |
| 10/09/2019 | | Refund of overpayment | -\$ 54.34 |
| 25/09/2019 | | Fleet maintenance software | \$ 1,055.65 |
| 25/09/2019 | NAB | Foreign fee | \$ 31.67 |
| 26/09/2019 | | MN plates order | \$ 600.00 |
| 27/09/2019 | NAB | Card fee | \$ 9.00 |
| | | | |
| | | Direct Debit | \$ 3,027.36 |

12.2.1 HEALTH AND BUILDING REPORT OCTOBER 2019

| | |
|--------------------------------|--|
| LOCATION: | Menzies |
| APPLICANT: | N/A |
| DOCUMENT REF: | N/A |
| DISCLOSURE OF INTEREST: | The author has no interest to disclose |
| DATE: | 28 November 2019 |
| AUTHOR: | David Hadden Health/Building Surveyor |
| ATTACHMENT: | Nil |

SUMMARY

That Council receive the report of the Environmental Health Officer/Building Surveyor for the month of November 2019.

BACKGROUND

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer/Building Surveyor for the month of November 2019.

COMMENT

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, EHO/Building Surveyor.

Building:

Attended a WALGA workshop in Perth called for local authority building surveyors to workshop the (proposed reforms to the building approval process for single residential buildings in WA) latest proposal from the Building Commission to fully privatise Building Surveying in WA.

All of the attendees were against the proposal while they also all supported amending the Building Regulations to allow local authority building surveyors to condition building permits to force builders to notify local authorities of Key Building Stages during construction to allow inspections to be carried out to confirm compliance with approved plans before continuing on with the build.

If this amendment is not approved by the State Government, the building industry here will no doubt mirror the failings being experienced in the Eastern States within a couple of years.

You cannot trust an industry to self-certify or regulate itself as the eastern states residential housing market is demonstrating currently. The recent Four Corners expose of the building industry (Cracking Up) has highlighted the failings of privatising the building surveyor sector. In effect they work for the building companies and are unable to protect the general public from poor building standards.

Processed a building permit for a 25m² storage shed on Lot 85 Cumberland Street Kookynie.

I have received a building application from the owner of Lot 327 Webb Street seeking approval to build a domestic residence and roofed structure over two storage sea containers. The application was lacking a lot of detail required so the owner has determined to apply for the storage structure firstly while he arranges more detailed drawings for the proposed residence.

The owner lives overseas and was not aware of the details required for submission with a building application. The dwelling that is planned will be steel framed with chiller panel cladding externally while constructed on steel stumps one metre off the ground which should have high insulating qualities.

Dealt with various other enquiries.

Health:

Dealt with a request from DWER to provide further waste data details for Menzies annual waste census which was previously forwarded to them. They were getting close to completing their annual report and were doing a final check against the census data provided.

Have recently had to liaise with the Department of Mines regarding issues with some mine sites not understanding their responsibilities under the Health Act regarding drinking water compliance and swimming pool (water) management. Drinking water quality is required to comply with the Australian Drinking Water Guidelines on mine sites along with water quality sampling protocols. Swimming pool management requirements and pool water quality guidelines are required to be compliant with the Health Act.

A few mine sites that have been visited recently are not aware of their responsibilities in these two areas and as such staff have made contact with the Mines Department to request that they issue an industry bulletin to mining companies reminding them of their responsibilities under the provisions of the Public Health Act 2016. A recent mine site gastroenteric outbreak with 70 people affected is thought to be an outcome from noncompliance with water quality standards. Investigations are still ongoing at this stage.

CONSULTATION

N/A

STATUTORY ENVIRONMENT

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council receive the report of the Environmental Health Officer/Building Surveyor for the month of November 2019.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

| | |
|--------------------------------|--|
| LOCATION: | Shire of Menzies |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | As Applicable |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 14 November 2019 |
| AUTHOR: | Jeanette Taylor Manager of Finance and Administration |
| ATTACHMENT: | Nil |

SUMMARY

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

BACKGROUND

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

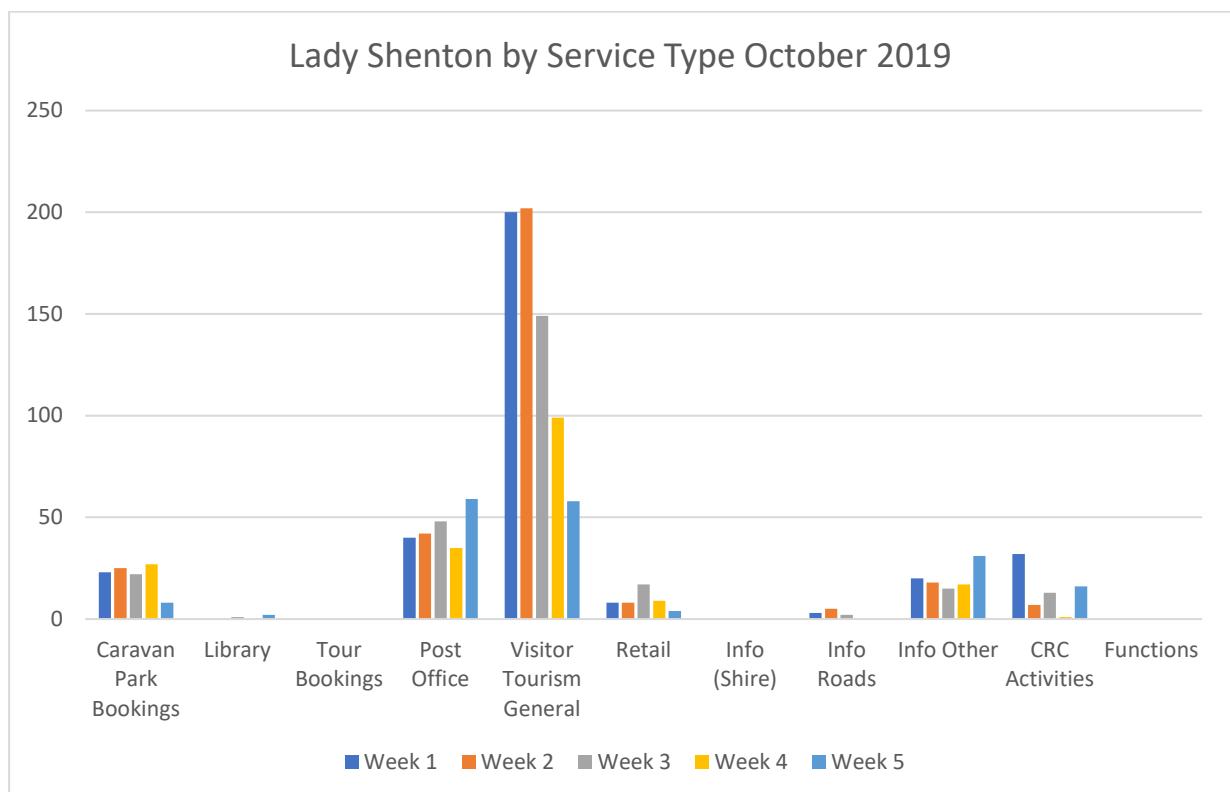
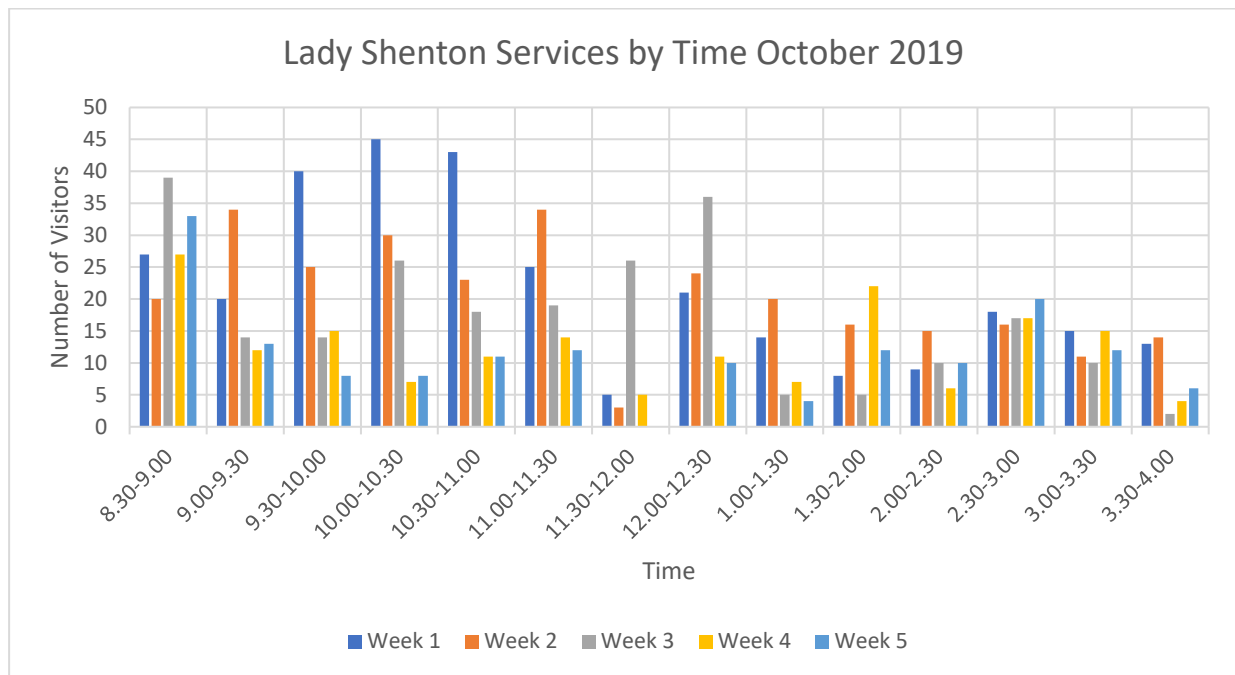
Youth activities are held at the Menzies Youth centre, outdoor sports area and occasionally cooking in the Town Hall kitchen.

COMMENT

Lady Shenton

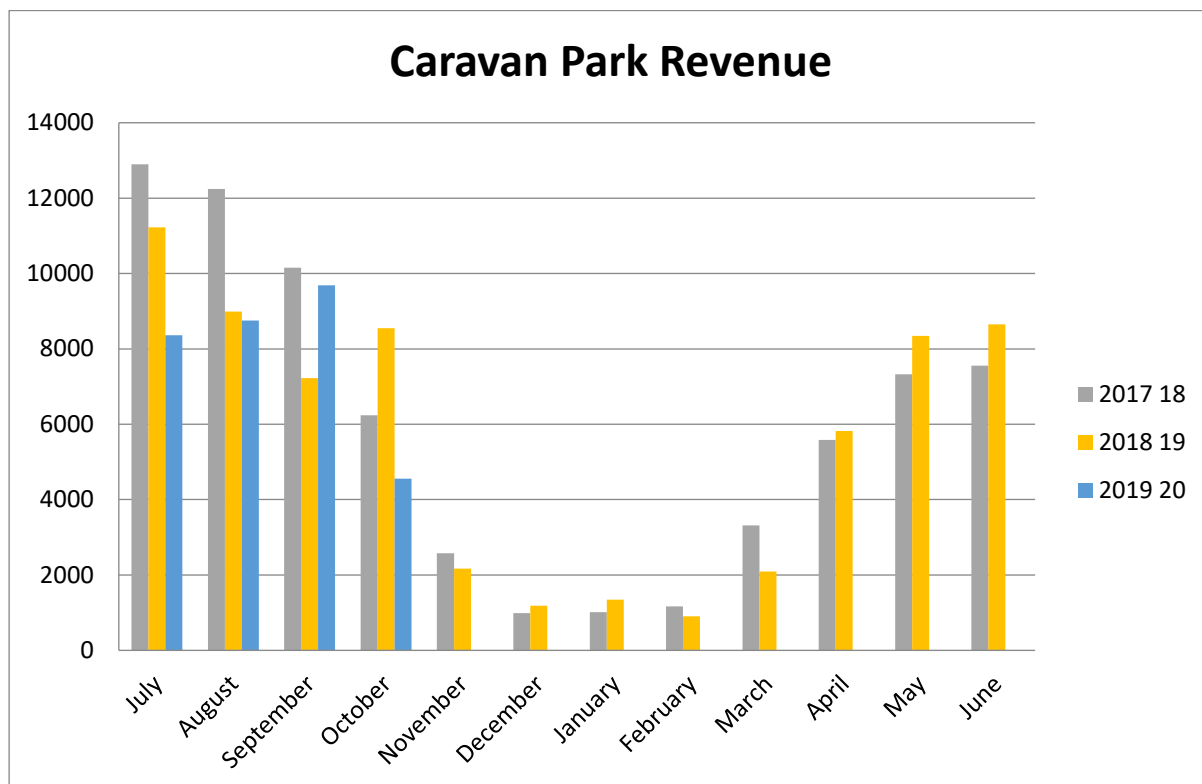
The Visitor Centre received 1,161 visitors this month, a drop from the 1,971 in the previous month. A steady decline over the month can be seen in the tourism visits and caravan park bookings.

The Local Community continue to play an important part of our community using the Post Office and other Community Resource Centre facilities.

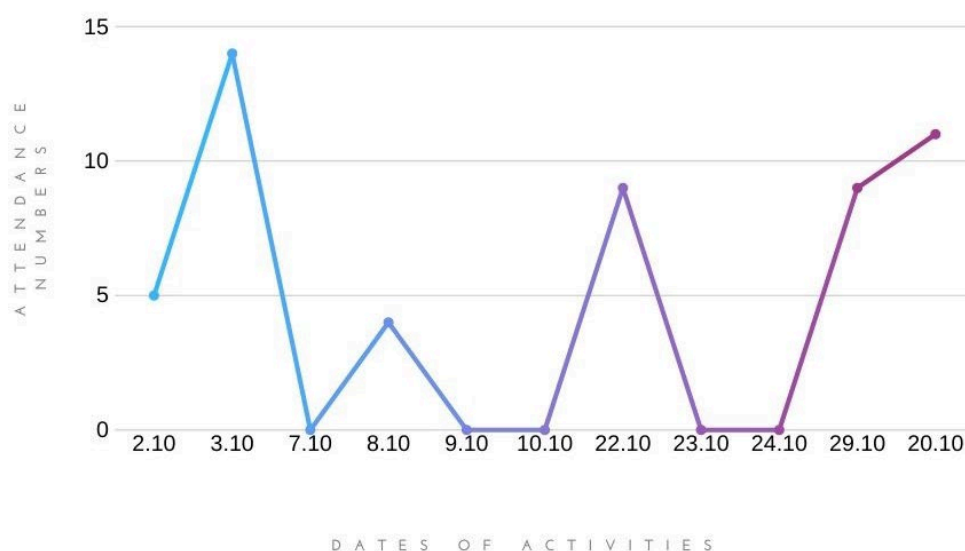


Caravan Park

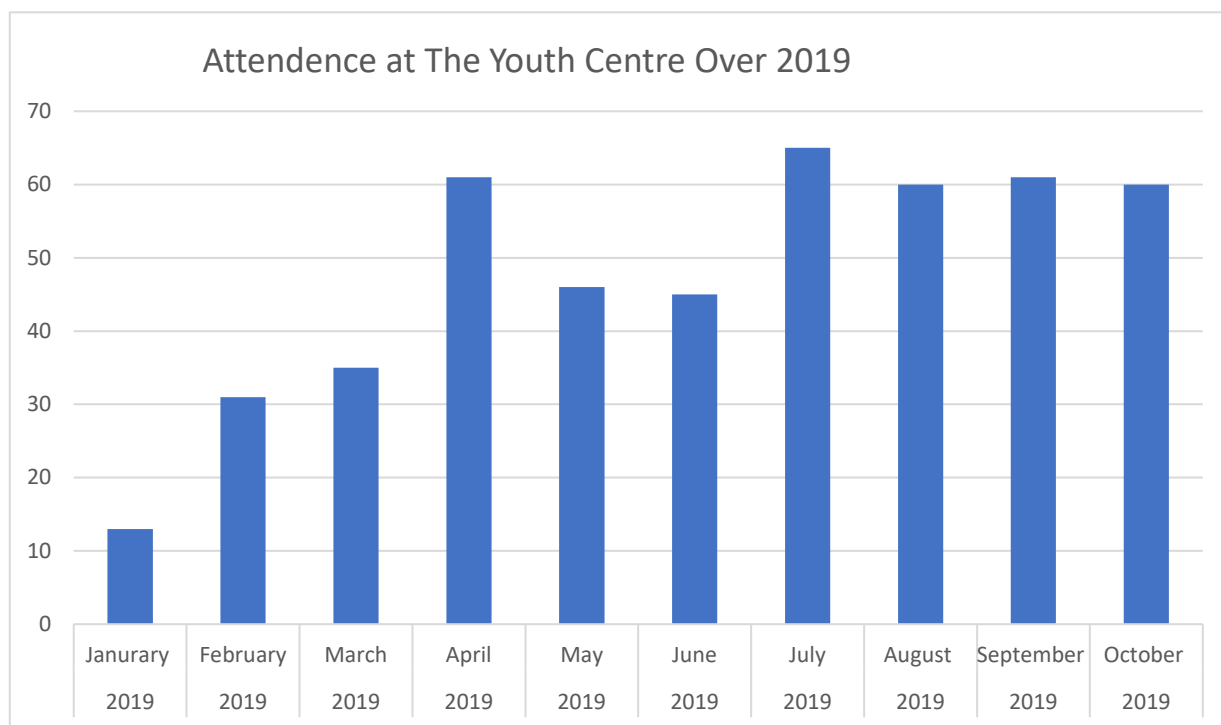
There is an overall decline in Caravan Park revenue, a reflection of the slower economic conditions.



Menzies Youth Centre - October 2019



During the month of October, a trial was initiated to divide the afternoon activities into two ages groups (all ages and 11-year-olds and over). Over time this will ensure that the differing needs of the young people in our community can be catered for. As the response has been positive, this trial will continue for the rest of the year. During October, *Bega Health Services* also began running occasional activities at the Youth Centre. Looking towards next year, the aim is to attract more youth service providers in the region for the Menzies Youth Centre.



| Chart indicating the age range of those attending the Youth Centre activities during October 2019 (* indicating when an outside service provider used the building) | | | | | | | | | | | | |
|--|------|------|------|------|------|-------|------------|-------|-------|-------|-------|-------|
| Ages (approximate) | 2/10 | 3/10 | 7/10 | 8/10 | 9/10 | 10/10 | 22/10 * | 23/10 | 24/10 | 29/10 | 30/10 | 31/10 |
| 1-3-year old's | | | | | | | 1 | | | 1 | | |
| 4-6-year old's | 1 | 3 | | 1 | | | 2 | | | 2 | 3 | 4 |
| 7-9-year old's | 2 | 2 | | 1 | | | 3 | | | 3 | 3 | 1 |
| 10-13-year old's | 2 | 6 | | 2 | | | 2 | | | 2 | 3 | 3 |
| 14-17- year old's | | 2 | | | | | | | | | 2 | |
| 18+ | | 1 | | | | | 1 | | | 1 | | |
| Total | 5 | 14 | 0 | 4 | 0 | 0 | 9 | 0 | 0 | 9 | 11 | 8 |

Most of the activities taking place are similar to that of previous months (as seen in the posters below), consultation will continue to take place to ensure the activities provided are meeting the needs and wants of the participants.



CONSULTATION

Debra Pianto – Lady Shenton Visitors Centre & Community Resource Centre Officer
Sethen Sheehan-Lee – Youth Services Officer

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Name and heading of policy number if appropriate

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

No Risk Assessment has been undertaken in relation to this item.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority.

OFFICERS RECOMMENDATION

That Council receive the Report of Activity for Community Services for the month of October 2019.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

| | |
|--------------------------------|--|
| LOCATION: | Shire of Menzies |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | As Applicable |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money Chief Executive Officer |
| ATTACHMENT: | Building Audit Summary |

SUMMARY

This item recommends Council accept the summarised Building Defect and Maintenance Financial Report commissioned in August 2019.

BACKGROUND

At the Ordinary Council Meeting of 29 August 2018, Council commissioned a Building Defect and Maintenance Audit of the Shire owned buildings within Menzies.

The Chief Executive Officer employed an Inspector remote from the Menzies area to carry out the Audit which required the recording of every visible fault contained within the buildings. The brief included provision of an estimate for repair costs of each building.

The Report was professional and detailed, and carried out in accordance with the Australian Standard for Inspections AS 4349. There were several exclusions which are listed in the Report for each premise inspected.

The estimated costs provided for each building are only indicative as the Inspector could not estimate travel costs, rates charged by various trades in this region and did not include costs that could be reduced by grouping various works together.

The Inspector also noted that some premises require painting within the next few years therefore the costs per building are not necessarily funds that need to be expended immediately.

What was not included, was the redesign of the front counter in the Shire administration building, nor the redesign of the counter and work area in the Lady Shenton Building. The Lady Shenton building redesign requires drafting and costing of the proposed improved which will be considered early in 2020. These reports also do not contain future smaller improvements that needed for some of the buildings which will happen in due course as time and funding permits.

The costs quoted on the Goongarrie cottages are to keep the cottages in a good condition and does not include the costs required to bring them up to a habitable standard.

With the Old Post Office Building the repair costs are enormous and generally with such a building it comes back to “an open chequebook” as it can’t be predicted what is hidden. The Heritage Council is being cagey about the building but in recent correspondence they have said that *“As a place on the State Register, the Heritage Council will unlikely support its demolition. It is open to the Shire Council to resolve that there is no feasible and prudent alternative than to demolish the building.”*

However, this will be a matter of future discussion.

COMMENT

The Building Inspection reports are not included in this document as they are extensive and detailed and are to be used for the planning of Maintenance Works as we progress through 2020 and into future years.

A total figure is provided but there are some qualifications, some of which are as follows:

- Not all work estimated, need happen in one year, for example painting works;
- Building improvements or proposed alterations are not included;
- Proposed upgrades are not included;
- There are several exclusions from the inspections including:
 - Any concealed matters (footings, timbers, plumbing, damp-proof course, pest activity etc);
 - Electrical and air conditioning;
 - Insulation;
 - Soft floor coverings;
 - Energy & lighting efficiency;
 - Drainage;
 - Gas fittings.

CONSULTATION

Dave Gibson – Coordinator of Building Surveying, City of Greater Geraldton
Stuart Watson – Triton Building Co.

STATUTORY ENVIRONMENT

Local Government Act

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

5.41. Functions of Chief Executive Officer

The Chief Executive Officers functions are to —

- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government*

POLICY IMPLICATIONS

Regional Price Preference Policy 4.3.

FINANCIAL IMPLICATIONS

The cost of the Report was \$20,000

RISK ASSESSMENT

The Report highlights numerous and various Works that require attention and are termed urgent, less urgent and within a reasonable timeframe. There could be implications if any work considered potentially dangerous is not actioned within a reasonable time.

There are restraints in assessing and quoting on the various Works that need attention due to staff time, available trades and getting the trades to Menzies.

The Shire has been diligent in acquiring such detailed reports and having expended considerable funds, will reduce the risk factor for the Shire getting the Works attended to.

STRATEGIC IMPLICATIONS

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.

14.3 Active civic leadership achieved

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
-

VOTING REQUIREMENTS

Simple majority.

OFFICERS RECOMMENDATION

That Council receive the summarised Building Defect and Maintenance Financial Report resulting from the Audit of Shire buildings commissioned in August 2019.

COUNCIL DECISION

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

| ADDRESS | ESTIMATE REPAIRS COST | COMMENTS |
|--|-----------------------------|---|
| 12a Walsh Street | \$50,640 | Painting exterior 1 yr – internal now\$15,500 Floor & tiling repairs \$17,000 |
| 12b Walsh Street | \$70,900 | External painting now \$25,000 Inside paint 2yrs \$10,000 Bathroom re-tiling \$20,000 |
| 14a Walsh Street | \$7,655 | |
| 14b Walsh Street | \$13,270 | |
| 25 Onslow Street | \$8,400 | |
| 29a Shenton Street | \$24,960 | Painting external now\$15,000 |
| 29b Shenton Street | \$37,280 | Painting external now \$20,000 Painting internal now \$10,000 |
| 36 Mercer Street | \$4,400 | |
| 37 Reid Street | \$48,300 | Painting external 1 yr \$35,000 |
| 39 Mercer Street | \$25,350 | Painting external/interior 4 yrs \$20,000 |
| 40 Mercer Street | \$68,611 | Bathroom repairs \$30,000 |
| 41 Mercer Street | \$32,275 | Painting 4 years \$30,000 |
| A Block Caravan Park | \$9,494 | |
| B Block Caravan Park | \$11,414 | |
| Camp Kitchen Caravan Park | \$5,900 | |
| Depot | \$8,782 | |
| Florence Street Toilets | \$3,626 | |
| Goongarrie Middle Cottage | \$5,700 | Minimum work required |
| Goongarrie North Cottage | \$26,500 | Outside timber repairs & painting \$15,000 |
| Goongarrie South Cottage | \$22,650 | Minimum work required |
| Kookynie Toilet | \$1,100 | |
| Lady Shenton Building | \$259,620 | Outer walls, water sealing \$140,000 Rising damp \$15,000 Front counter work not included |
| Lake Ballard Campground Toilet | \$3,500 | |
| Lake Ballard Entry Toilet | \$3,880 | |
| Niagara Dam Bottom Toilet | \$1,700 | |
| Niagara Dam Entry Toilet | \$1,900 | |
| Old Butcher Shop | \$77,100 | Repairs to brick work \$35,000 Painting works \$16,000 |
| Old Post Office | \$924,000 | This cost is a rough estimate of costs to repair the visible issues with the building and depends on time, accommodation costs and material availability to match the existing |
| Opportunity Shop | \$31,300 | Painting inside \$20,000 within one year |
| Salt Lake 10 Walsh Street | \$18,850 | Much of minor works |
| Shire Administration | \$48,160 | Much minor works – does not include re- positioning of the front counter |
| Youth Centre | \$7,400 | |
| Total excluding Old Post Office | \$940,617 | |
| Total including the Old Post Office | \$1,864,617 | The cost could be as high as \$1.5 to \$2million depending on what is behind internal walls and ceilings |

12.3.1 Works Report for the period of October 2019

| | |
|--------------------------------|-------------------------------|
| LOCATION: | Works Depot |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | as applicable |
| DISCLOSURE OF INTEREST: | N/A |
| DATE: | 28/11/2019 |
| AUTHOR: | Paul Warner, Works Supervisor |
| ATTACHMENT: | Nil |

SUMMARY

Works Supervisors report for Council.

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.

The following works were carried out:

- New flags and 2 flagtrax arrived for main street installation.
- We have completed the excavation of a new pit for landfill site in Menzies.
- Work has been completed on de-silting Niagara Dam under contract.
- Ordered 2 new BBQ pits for Lake Ballard.

COMMENT

Nil

CONSULTATION

CEO

Shire President

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

RISK ASSESSMENT

This the general works arranged and supervised by the Works Manager.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
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- The Shire to review disability access throughout the Shire of Menzies.

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council receive the Works Supervisors Report for the month of November 2019.

COUNCIL DECISION

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

| | |
|--------------------------------|--|
| LOCATION: | N/A |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | as applicable |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money Chief Executive Officer |
| ATTACHMENT: | Summary of quotes |

SUMMARY

This item recommends Council award the tender 002/2019 to Modular WA for the supply and delivery of two home units to the Menzies Caravan Park

BACKGROUND

In the 2019/2020 budget, Council allocated funds for the supply and delivery of two x 2 bedroom units for installation in the Menzies Caravan Park for use as short term rental accommodation.

One unit was to be standard size and the second unit was to be disability compliant.

Public tenders were advertised on tender number 02/2019, were open for three weeks and closed on 24 October 2019. Seven tenders were received and the results are summarised below.

Examination of the tenders was carried out by Shire staff, by an external building consultant who was asked to examine the tenders from a builders perspective and with good building knowledge. A further assessment was carried out by the Shire's contracted Health and Building Officer.

Two Councillors also took the opportunity when in Perth to visit the premises of the short-listed three tenderers and also visited the Quairading Caravan Park to view some recently installed units from one of the three preferred tenderers.

Method

The list of tenders was shortlisted to three as the best in compliance with the pricing and quality aspects of the tender. The three are quality buildings though the construction materials do vary.

In considering the design, materials and experiences with the buildings the assessment of the tenders resulted in the three parties (builder, EHO and CEO/Works Supervisor) agreeing that preferred option to be that submitted by Modular WA.

Modular WA have an excellent reputation and there were some reservations expressed about the unknowns associated with the construction materials of the other two tenders as compared to Modular buildings.

The consensus favoured the more traditional building materials and the corrugated iron external walls was considered to conform more to our rural setting and historic building style.

COMMENT

The preferred options are for the Modular WA:

2 x 1 Clifton Modified 14 metres x 4.5 metres and 63m² building area \$93,884

2 x 1 Custom Accessible 15.6 metres x 5.1 metres and 67.5 building area \$94,550

Verandah's are not included in the price.

CONSULTATION

Paul Warner – Works Supervisor

Dave Hadden – Contract Building Surveyor

Stuart Watson – Contract Project Manager

Shire President Cr. Greg Dwyer

Cr. Jill Dwyer

STATUTORY ENVIRONMENT

Local Government (Function and General) regulations 1996

Part 4 provision of Goods and Services

POLICY IMPLICATIONS

Policy 4.2 Purchasing and Tenders

FINANCIAL IMPLICATIONS

The selection of Modular WA and with the additional work to manage the project, prepare the sites and connect to services will keep the project within the \$400,000 budget.

RISK ASSESSMENT

The Shire has carried out a compliant tender process even allowing extra time for tenders to be submitted and there is no risk of an unfair process.

In considering a recommendation the consensus was to select a product that is resilient, reliable and proven with no foreseeable risk factors.

In compliance with regulations the selection was also adjudged on value for money.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council awards tender number 02/2019 to Modular WA for the supply and delivery of two x two-bedroom homes units to the Menzies Caravan Park as follows:

2 x 1 Clifton Modified 14 metres x 4.5 metres and 63mr² building area \$93,884
2 x 1 Custom Accessible 15.6 metres x 5.1 metres and 67.5mr² building area \$94,550
Verandah's are not included in the price.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

TENDERS RECEIVED

CARAVAN PARK UNITS

| COMPANY | FEE STRUCTURE (ex GST) | COMMENTS | PRICE EVALUATION | QUALITATIVE (EXPERIENCE) | |
|---------------------------------------|--|--|------------------|--------------------------|-----|
| AUSBUILDING CONSULTANTS | Disability \$109,965 Standard \$106,819 Transportation \$19,760 | TOTAL \$236,544 | 80 | 80 | 160 |
| FOX TRANSPORTABLES | Disability \$101,640.32 Standard \$104,494.80 Transportation \$32,961.60 | TOTAL \$239,096,72 | 85 | 80 | 165 |
| JETCRETE | | NO DOCUMENTS RECEIVED | 0 | 0 | 0 |
| BERTS BUILDING COMPANY PTY LTD | Disability \$189,000 Standard \$172,000 | TOTAL \$361,000 + TRANSPORT | 50 | 60 | 110 |
| MODULAR | Disability \$94,550 Standard \$93,884 Transportation \$15,730 Standard Unit option \$83,807 | TOTAL \$204,164 OPTION 1 TOTAL \$194,087 OPTION 2 | 100 | 100 | 200 |
| HOLTRO PTY LTD | Disability \$169,636.36 Standard \$158,818.18 | TOTAL \$328,454.54 + TRANSPORT | 60 | 80 | 140 |
| DESIRED HOMES | | LATE TENDER | 0 | | 0 |

11th November 2019

Peter Money
Chief Executive Officer
Shire of Menzies
124 Shenton Street
MENZIES WA

RFT 02/2019

Shire of Menzies: Design, Construction & Installation of Caravan Park Units.

15 Brown Street, Menzies.

I have been asked to provide input to assist the Shire Management make a decision regarding RFT 02/2019 Shire of Menzies - Design, Construction & Installation of Caravan Park Units.

To do this I have made site visits to the three businesses that tendered and noted my observations below. I have also read their submissions and graded them as I see fit. There are additional notes that I felt may be of assistance to the Shire Management in making their decision.

| Selection table. | Weighting | Thermal Comfort Homes 29 Everette Way Hope Valley | Modular WA 31 Challenger Boulevard Wangara | Fox Transportables 13 Boom Street Gnangara |
|--------------------------------|------------------|--|---|---|
| Relevant experience | | 50% | 70% | 60% |
| Personal skills and experience | | 5% | 10% | 3% |
| Recourses | | 5% | 10% | 8% |
| Demonstrated understanding | | 6% | 10% | 6% |
| Totals | | 66% | 100% | 77% |
| Price. Inc GST | | \$256,898.40 | \$224,580.00 Additional Veranda to both units. \$11,802.00 Total cost \$236,382.00 | \$263,006.71 |

Notes to support 2election weighting.

Thermal Comfort Homes

- Build on site homes as well as transportables.
- One customer project under construction. Small single lift unit that looks almost completed.
- Two homes under construction. One for use as a display and site office. One for use as a display at their yard.

- Large yard capable of multiple projects. However there are no amenities, other than some sea containers and a covered area at the rear of the yard. Including established power supply boxes located around the yard.
- The manager was in Kununurra (spoke to him on phone) doing an install. His brother was in Fremantle having time off. The impression I got is that the manager is switched on and is very hands on. I think that if he is not at the yard managing the construction. Then no construction happens. Gate was locked and nothing happening when I called in at the yard.
- Basically they build the outside walls and ceiling in cool room panels. Glue and screw gyprock to the inside surfaces. Internal walls are steel stud frame. On the outside they screw top hat sections that will have the colourbond screwed to creating the cavity.
- The Thermastruct Building System is to build the outside walls and ceiling using cool room panels. Internal walls are steel framed and both the internal walls and the cool room panel ceilings and walls are lined with Gyprock.
- On the outside of the cool room panels metal furring channels are screwed to the cool room panels. In some cases furring channels will overlap providing support and fixing for the external cladding. This provides an air gap between the external sheets and the cool room panels and air flow to allow the hot air out the roof. Roof frame or trusses will also provide that air/thermal break between the outside material and the building core.
The theory certainly works and will provide a cooler home in summer. Due to the yard being locked up I could not inspect the quality of work, how flashings are detailed etc.
- Includes one AC to living area.
- External hinged door and frame are timber. The door manufacturers will not warrant external doors used in exposed conditions. Manager advised they would consider changing to aluminium.
- No MDF used. Treated Pine. (Good)

Modular WA

- Large yard with several buildings under construction. Trades working on all buildings.
- Very professional and switched on.
- Safety plans and procedures being used.
- Saw a bathroom under construction. Had water stop and waterproofing in place, that was completed properly.
- Windows have a flashing over the top that prevents storm water access behind the wall sheets.
- Internal metal window reveals (excellent.)
- I know a couple of the chaps there from when I was in Newman. They have been in the transportable home industry for a long time. Most having started at McGraths.
- They have a really good quality product. Finishing as well as structural design were of a very high standard.
- Through experience they have developed their product and addressed inherent issues that present with transportable design. Such as using rubber based tile glue over cement based for floors that will allow for slight movement during transport without popping the tiles.

Fox Transportables

- The standard of workmanship was poor.
- Window reveals were not square and general finishes had lack of attention. Massive silicone joins to the toilet/floor join and wet areas.
- The manager did not know what water stops and puddle flanges were. He had a very limited technical knowledge and kept referring to contractors working on site for basic information to answer questions.
- Window surrounds allow water to get between colourbond and sarking. (Not ideal)
- Big yard and had the staff and resources to do multiple projects at once. Obviously have a high work turnover.
- The methodology and standards of work were where McGraths and the like were 15 years ago.

Conclusion

If we use Thermal Comfort Homes we could get court by using alternative construction methods that have unknown long-term maintenance performance issues. Being an alternative construction method I am unfamiliar with all there construction details and therefore there is the risk of poorly designed flashings etc. That they would put a timber frame door that would not be covered under manufacturers warranty demonstrates the level of experience.

Fox Transportables are a high volume business that targets several markets within the transportable building industry. High turnover and less attention to details. I considered the quality of works inspected as poor.

Modular WA. Ticked all the boxes. They supplied compliant tenders and included other options that could provide cost savings. They could also install verandas to the buildings and remain the most competitive tenderer. Having had past business dealings with some of the management there I am confident they would provide a professional service and product.

In order of preference

1. Modular WA
2. Thermal comfort Homes
3. Fox Transportables

I hope that this information has been helpful and feel free to contact me to discuss any findings as you see fit.

"This report is for the use only of the party to whom it is addressed and for no other purpose, and no responsibility is accepted to any third party for the whole or part of its contents. Additionally, Triton Building Company accepts no responsibility for damage resulting to a third party as a result of the use of the report by the person to whom it is addressed."



Stuart Watson
BP 10563

12.4.1 STATUS UPDATE

| | |
|--------------------------------|--|
| LOCATION: | N/A |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | as applicable |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money Chief Executive Officer |
| ATTACHMENT: | Nil |

SUMMARY

The table below shows progress of Council resolutions and administrative and budget matters.

BACKGROUND

Status Update – Council Resolutions

| MEETING DATE | RESOLUTION NO | RESOLUTION | RESPONSE / OFFICER | TIMEFRAME |
|--------------|---------------|---|--------------------|---|
| 29/08/2019 | 1716 | Commission a building defect and maintenance assessment | CEO | Completed – to November Council Meeting |
| 31/10/2019 | 1727 | That Council approve to write off rates and interest on: Assessment 1878 – Lot 17 Cumberland Street Kookynie to the value of \$1800.29. Assessment 8049 – Lot 306 Cumberland Street Kookynie to the value of \$691.58 Assessment 8002 – Lot 1 Reid Street Menzies to the value of \$147.28 | | Completed |
| | 1728 | That Council authorise the fee structure to be included in the Fees and Charges for 2019/2020 as follows: 1. Caravan Park – an additional fee for caravans | | Completed |

| | | | | |
|--|------|--|--|---------------------------------|
| | | <p>with more than 4 people – a \$5 per night for people over the age of 5 years.</p> <p>2. Electoral Rolls – removal of the \$15 fee for the supply of Electoral Rolls.</p> <p>3. Adoption of the bus hire fees as follows;</p> | | |
| | 1729 | That Council adopt the draft policy 12.7 for the use of the Shire bus as attached. | | Completed |
| | 1731 | That Council authorise an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013. | | Completed |
| | 1733 | <p>Engage McLeods Barristers and Solicitors to prepare a notice advising the owner Mr Gopel of 85 Suiter Street Menzies, that Council intends to issue a Building Order forcing the removal of the illegally constructed structure built over his caravan within 30 days from the date of the Building Order. The notice prepared by McCleods is to provide Mr Gopel 14 days to make a submission to Council as to why it should not issue the Building Order.</p> <p>If a submission is not received from Mr Gopel or resolution of the issue reached within the 14 days then McCleods Barristers and Solicitors be requested to issue the building Order requiring demolition and removal of the illegally constructed structure built</p> | | EHO in discussions with McLeods |

| | | | | |
|--|------|---|--|----------------------------|
| | | over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order. | | |
| | 1741 | That Council approve expenditure of up to \$3,000 to purchase a reflector telescope suitable for stargazing. | | Purchase for late November |
| | 1742 | That Council request the CEO to proceed with necessary arrangements to cost the installation of a fence and other facilities on the Town Common boundary; liaise with adjoining Station owners for shared costs and prepare a budget amendment to allocate the necessary funds at the appropriate time. | | To commence in December |
| | 1743 | <p>That Council:</p> <ol style="list-style-type: none"> 1. Gives local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995; 2. Endorses the 'Shire of Menzies Ward Review and Representation Discussion Paper' as attached to the report of the CEO for the purposes of seeking public submissions; 3. Notes that the results of the public consultation will be presented to council in due course. | Advertising commenced – closing 10/01/2020 | Underway |
| | 1744 | That Council adopts the amendment to policy 4.1 as attached. | | Completed |
| | 1745 | That Council: | | WAEC Advised |

| | | | | |
|--|------|---|--|--|
| | | <p>1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission be responsible for the conduct of the extraordinary election:</p> <p>2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.</p> | | |
| | 1746 | <p>MOVED: Cr Justin Lee SECONDED: Cr Ian Baird</p> <p>1. That Council applies for membership of the Golden Quest Discovery Trail Association;</p> <p>2. That the CEO develop a Draft Tourism Strategy for presentation to Council by June 2020.</p> | | <p>1. Yet to contact GQDT</p> <p>2. Contact made with AGO for a template</p> |
| | 1748 | That Council accepts the CEO report of the Shire closing from 5:00 PM Friday 20 December 2019 and re-opening on Monday 6th January 2020 – with a minimal staff remaining to carry out essential works and services. | | Being advertised |
| | 1749 | That Council agrees to provide written approval to Kingwest Resources Ltd to carry out drilling operations in the Menzies townsite as shown on the map below. | | Client notified |
| | | | | |

Administrative and Budgeted Matters

| TITLE | COMMENT | EXPECTED COMPLETION |
|--------------------------------------|---|---|
| Ward Review | In progress – process recommenced as previous work is outdated | Mid 2020 |
| Planning Scheme Review | In progress – May 2018 documents to Council were incomplete and progress was halted | Late 2020 |
| Niagara Dam Silt Removal | Underway | Completed |
| Town Dam Project | Underway – dependent on Water Corp processes | Deferred pending advice from consultation process mid 2020 |
| Menzies NW Road Sealing | Waiting on the completion of design drawings | Tenders to be issued in late November |
| Menzies Waste Site | New hole to be dug | Underway October |
| Kookynie Waste Site | New hole to be dug | Underway October |
| Grid Replacement Program | Commenced in mid-November | |
| Housing Capital Works | Houses in Mercer, Onslow and Reid Streets | Quotes are being received – expect completion Feb 2020 |
| Old Church Building Capital Upgrades | External cladding ceilings and fence | Quotes are being received – expected completion February 2020 |
| Caravan Park Units | Tender process to be finalised | Tender closed 24/10/2019 – November Council Meeting |
| Construction of Truck Bay Ablutions | Tender process to be finalised | Tender closed 21/09/2019 – only one received. To seek more prices for consideration |
| Construction of 3 Bedroom House | Tender process to be finalised | Tender to be issued late November |
| Lady Shenton Upgrade | June 2020 | |
| Goongarrie Cottage Maintenance | Dependent on GBF Mining needs | |

| | | |
|-----------------------------|---|--|
| Town Hall / Admin Upgrade | June 2020 | |
| New Records Facility | June 2020 | |
| Risk Management | Underway – will require external support | Mid 2020 |
| HR Reviews | Underway – positions and duties being reviewed gradually for greater efficiencies | Consultant contracted – will commence early December – Complete January 2020 |
| Standardise Accounts System | Underway early October 2019 | Late 2019 / early 2020 |
| Ongoing IT Deficiencies | Assessed and changes being introduced – currently trialling a test system | Mid-January 2020 |
| Amendments to the LG Act | Numerous matters are being implemented with many more to come | Depending on when the Act is finalised – late 2020? |

| | |
|-------------|--------|
| Category | Status |
| Not Started | |
| In Progress | |
| Completed | |

COMMENT

Updated monthly. Completed Items are removed after the Meeting the Item is accepted by Council.

CONSULTATION

As applicable

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.41

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Not applicable

RISK ASSESSMENT

This report will ensure Council is informed about the progress of its resolutions and advising of any reasons for delays.

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council accepts the Status Update Report.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

12.4.2 PURCHASE OF EX GTNA VEHICLE

| | |
|--------------------------------|--|
| LOCATION: | Shire of Menzies |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | As Applicable |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money Chief Executive Officer |
| ATTACHMENT: | |

SUMMARY

This item recommends that Council purchase outright, the Toyota Prado currently on lease to the Shire of Menzies.

BACKGROUND

As part of Council's involvement with the Goldfields Tourist Network Association (GTNA) the Shire leased a Toyota Prado motor vehicle.

The GTNA has since disbanded and the Shire has ownership of the vehicle still on a lease arrangement.

The lease commenced on 09/02/2017 at \$1,099 per month which to date payments made by the Shire equate to circa \$35,000.

The vehicle lease expires on 08 February, 2022 and should it remain on lease, the Shire will pay a further \$16,000 and not have ownership of the vehicle.

The Shire is required to ensure the vehicle is in the same condition as when it was purchased. This could involve such costs as new tyres, service, repairs to any damage or paintwork etc.

The vehicle is used on a regular basis by various staff members and contractors and is also available for use by Councillors if required.

The vehicle owners Toyota Fleet Management have advised the cost to purchase the vehicle outright will be \$44,000. Considering the Shire is committed to a further \$16,000 the Shire is effectively paying an additional \$28,000 but the Shire will then at least own the vehicle.

In effect the purchase price of the vehicle, if the Shire buys out of the lease, will total \$79,000. The current value of the vehicle is circa \$50,000 being a 2015 base model and manual transmission.

COMMENT

Nil

CONSULTATION

Jeanette Taylor – Manager Finance & Administration
Paul Warner – Works Supervisor

STATUTORY ENVIRONMENT

Local Government Act 1995

3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This would be an unbudgeted purchase of \$44,000 less the \$16,000 budgeted for future lease payments this financial year.

RISK ASSESSMENT

The Shire could continue to pay the lease fees and at the end of the term either return the vehicle or payout for the vehicle at that time.

There is the risk of additional costs if the vehicle remains on lease and must have restorative works in compliance with the lease.

With the increasing use of consultative services, the Shire will find use for the vehicle rather than paying for hire vehicles for the consultation services.

There is a risk that if the vehicle is purchased by the Shire it could eventually be surplus to requirements and would have to be sold later.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

VOTING REQUIREMENTS

Absolute majority.

OFFICERS RECOMMENDATION

That Council agrees to expend \$44,000 of unbudgeted funds to exit the contracted lease arrangement with Toyota Fleet Management in contract number 6224365 and purchase outright the Toyota Prado motor vehicle, registration 1GED860.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

4 November 2019

Accounts
SHIRE OF MENZIES
124 Shenton Street Menzies WA 6436

Re: Termination Payout Quote – 8084505

Registration number: 1GED860
VIN / Chassis number: JTEBR3FJ50K046004
Contract number: 6224365
Driver name: Neil McGilp
Vehicle: TOYOTA LANDCRUISER PRADO AUG15 2.8 GXL T/DIESEL, 5D WAGON MANUAL GDJ150R
Quote valid until: 9 December 2019

Dear

We confirm that the payout amount required to terminate this CompleteLease contract at end of lease and to purchase the vehicle is \$44,000.00 inclusive of GST excluding arrears.

This payout quote calculated on the assumption that all repayments and services charges due up until 8 December 2019* have been paid, or will be paid when invoiced.

Upon acceptance of your Offer to Purchase your contract will be terminated on 9 November 2019. If acceptance is made after this date your contract will be terminated immediately.

Please note:

- If you wish for the contract to be terminated on a different date, or if acceptance is made after the quote valid until date, a new termination payout quote will be required.
- Any outstanding repairs, maintenance, and other operating costs have not been taken into consideration when calculating the payout amount, and are payable when invoiced.

In order for termination to proceed, please arrange for the enclosed Offer to Purchase to be signed by an Authorised Signatory and returned to the undersigned at least five working days prior to the quote valid until date.

*This date is the final day of the billing month for which the payout has been calculated.

Yours sincerely

Small Business Centre
Sales Support Representative
Phone: 1300 888 870
Fax:
Email: smallbusiness@toyota.com.au

DISCLAIMER

TFM has prepared this early termination payout Quote in accordance with information provided by the Customer or on its behalf. TFM will not accept any liability or loss which may arise from the calculation of the quoted amounts, or for errors and omissions.

Each amount stated in this early termination payout Quote is correct at the date of preparation of this Quote.

A Quote does not constitute an offer by TFM to the Customer.

OFFER TO PURCHASE – 1GED860

To: Toyota Fleet Management (TFM), a division of Toyota Finance Australia Limited ABN 48 002 435 181.

I accept the Termination Payout Quote 8084505 dated 4 November 2019 and offer to purchase the vehicle referred to in that Quotation (the Vehicle) for \$44,000.00 inclusive of GST (Purchase Price).

I request for the lease 6224365 to be finalised. Please provide me with a tax invoice for the Purchase Price.

I understand that until the Purchase Price, plus all other previously invoiced amounts and any subsequent invoice for outstanding rentals, repairs, maintenance, and other operating costs are paid in full, title of the Vehicle will remain with TFM.

I acknowledge that:

- Prior to entering into the finance contract dated 9 February 2017, TFM carried out all reasonable inquiries to ensure that TFM acquired good title to the Vehicle described above; TFM has not subsequently assigned or encumbered its interest in the vehicle; and that TFM is unaware of any circumstances that may affect the title of the vehicle.
- The vehicle is sold in its present condition on an "as is, where is basis", with all faults if any and that TFM makes no representations or gives any warranties either express or implied as to the condition, fitness for purpose, quality or suitability of the Vehicle.

Each Authorised Person or other authorised representative for a corporate Customer warrants that the signatory:

- holds the office or position with the Customer which that person specifies below against that person's signature; and
- is authorised by the Customer to accept this early termination payout Quote. That authority is current and accurate as at the date on which the Customer signs and delivers this Quote to TFM.

Authorised Signatory on behalf of: SHIRE OF MENZIES

Signature of Customer Authorised Person:

Full Name of Customer Authorised Person:

Date:/...../.....

12.4.3

REPORT OF OVER EXPENDITURE

| | |
|--------------------------------|--|
| LOCATION: | Niagara Dam |
| APPLICANT: | Shire of Menzies |
| DOCUMENT REF: | As Applicable |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 28 November 2019 |
| AUTHOR: | Peter Money Chief Executive Officer |
| ATTACHMENT: | |

SUMMARY

This item recommends that Council approve the over-expenditure on the silt removal project at Niagara Dam.

BACKGROUND

At its Council Meeting on 29 August 2019, Council adopted the material variance reporting of plus (+) or minus (-) 10% for items greater than \$25,000.

As part of the budget process Council approved a budget of \$84,000 for the removal of silt from Niagara Dam. This cost was based on the estimated quantity of silt that had to be excavated.

Quotes were called for this work and the project was awarded to Versatile Plant Hire and Contractors for a sum of \$86,053 including GST.

During the works it was clear that there was a significant quantity of silt above what was estimated and in conversations with the Works Supervisor, it was agreed that the additional work could be carried out at a lesser cost with the contractor already onsite

This was concluded given that the cost to wind up the work when the quoted costs were reached, re-quote and then paying for re-mobilisation and de-mobilisation again would be a waste of money and time.

The contractor had other commitments and an urgent decision was needed to avoid further costs should the current contractor, or a different contractor, had to be mobilised and return to the site.

This was discussed with the President as it was a significant overspend requiring an immediate decision. Both the President and the Works Supervisor inspected the site to confirm that the quantity of additional soil had been accurately estimated by the contractor.

The estimated cost for the additional work was \$22,500 and the contractor has carried out the additional work at the quoted estimate.

The resolution below was adopted with the Shire budget as required and though this expenditure did not exceed the \$25,000, the over-expenditure is reported to the Council for information.

August Council meeting Extract

MOVED: Cr Ian Baird

SECONDED: Cr Keith Mader

That Council adopt the percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to Council for review and comparison to Budget which indicates the variance value of plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

COMMENT

The Works Supervisor and Shire President agreed that it was more economical and better value for money for the contractor to continue and complete the works while the machinery and camping facilities was onsite.

CONSULTATION

Versatile Plant Hire and Contracting
Paul Warner – Works Supervisor
Cr Greg Dwyer – Shire President

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996
S34 (5)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An additional cost of \$22,500 above Budget on Account #13266

RISK ASSESSMENT

The original cost estimate was based on the estimated quantity of silt at the site.

There was always a risk that the estimate was not accurate.

While the distance of the route to the dump site was advised to the contractor, there was considerable work required to make the route safe thus reducing risk of damage to vehicles.

There would have been additional costs to the shire should the original contractor leave the site and either he or another contractor was required to complete the additional work.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority.

OFFICERS RECOMMENDATION

That Council accept the report on the over-expenditure on the Niagara Dam Silt Removal Project and a budget amendment be made in the December 31, 2019 Budget Review.

COUNCIL DECISION

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

12.4.4 Actions Performed Under Delegations for the Month of October 2019

| | |
|--------------------------------|--|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | N/A |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 18 April 2019 |
| AUTHOR: | Peter Money, Chief Executive Officer |
| ATTACHMENT: | Nil |

SUMMARY

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

BACKGROUND:

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

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

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

Bushfire

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

Common Seal

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

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

Planning Approvals

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

Health Approvals

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

Building Permits (including Septic Tank approvals)

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

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

Ranger Related Dog Issues

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

Applications

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

| <i>Applicant Name</i> | <i>Application Type</i> | <i>Application Details</i> |
|--------------------------------|--------------------------------|-----------------------------------|
| Mining Equities | Exploration Licence | 31/859 |
| McMahon Mining Title Services | Exploration Licence | 31/1231 |
| Fortescue Metals Group Ltd | Exploration Licence | 31/1228 |
| Strategic Tenement Services | Miscellaneous Licence | 29/139 |
| Austwide | Miscellaneous Licence | 39/285 |
| Anderson's Tenement Management | Exploration Licence | 29/1076 |

| | | |
|--------------------------------|-----------------------|---------|
| Anderson's Tenement Management | Exploration Licence | 29/1077 |
| Mineral Resources | Miscellaneous Licence | 29/138 |
| Mineral Resources | General Purpose Lease | 29/26 |

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

| <i>Applicant Name</i> | <i>Application Type</i> | <i>Grant Approved</i> |
|-----------------------|-------------------------|-----------------------|
| | Nil | |

CONSULTATION

CEO

STATUTORY AUTHORITY

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

OP13 Governance – Council does not comply with statutory requirements

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

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

| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|
|----------------------------|------------|

MOVED:

SECONDED:

Carried /

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

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

15 NEXT MEETING

The next Ordinary Meeting of Council will be held on 12 December 2019 commencing at 1pm.

16 CLOSURE OF MEETING

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