



**FWJO**  
Far West Joint  
Organisation

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **FAR WEST JOINT ORGANISATION BOARD MEETING** will be held by videoconference, commencing at **10.00AM**

**MARK FORBES**

**CHIEF EXECUTIVE OFFICER**

# **FAR WEST JOINT ORGANISATION BOARD MEETING AGENDA**

**24 JANUARY 2020**

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- 1 OPENING OF MEETING**
- 2 PRESENT**
- 3 APOLOGIES**
- 4 DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST**
- 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Recommendation**

That the Minutes of the Far West Joint Organisation Board Meeting held 22 November 2019 be confirmed as circulated.

## 6 REPORTS

### 6.1 Financial Report and Budget Review

#### Summary

Provide the Far West Joint Organisation with a Financial Review report for the period 1 July 2019 to 19 January 2020.

#### Recommendation

That the board receive and note the year to date financial review report.

#### Report Detail

The monthly financial report of the Far West Joint Organisation provides a “snapshot” of the Far West Joint Organisation financial performance, as at 19 January 2020.

Cashflow for the Far West Joint Organisation has resulted in a net draw down of cash reserves of **(\$756,103)** for the period 1 July 2019 to 19 January 2020.

#### **Statement of Cash Flows**

Far West Joint Organisation

For the period 1 July 2019 to 19 January 2020

Account	1 Jul 2019-19 Jan 2020
<b>Operating Activities</b>	
Receipts from customers	21,380.44
Payments to suppliers and employees	(228,760.44)
Cash receipts from other operating activities	(548,723.00)
<b>Net Cash Flows from Operating Activities</b>	<b>(756,103.00)</b>
<b>Investing Activities</b>	
Other cash items from investing activities	0.00
<b>Net Cash Flows from Investing Activities</b>	<b>0.00</b>
<b>Financing Activities</b>	
Other cash items from financing activities	0.00
<b>Net Cash Flows from Financing Activities</b>	<b>0.00</b>
<b>Net Cash Flows</b>	<b>(756,103.00)</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	6,366,701.42
Cash and cash equivalents at end of period	5,610,598.42
<b>Net change in cash for period</b>	<b>(756,103.00)</b>

The net cash position as at 19 January 2020 is as follows (bank account balances):

Establishment funding (main account)	\$ 197,406.35
Credit Card	\$ 10,845.98
GST Holding Account	\$ 111.82
Term Deposit	\$ 503,790.49
Tourism Infrastructure Project Planning funding	\$4,448,017.66
NSW Public Works Business Case funding	\$ 225,213.06
Western Roads Plan funding	\$ 225,213.06
<b>Total Balance as at 19 January 2020</b>	<b>\$5,610,598.42</b>

For the period 1 July 2019 to 19 January 2020, the net actual result is (\$36,584). It should be noted that the Joint Organisation has received all grant funding prior to 30 June 2019 and will be required to draw down the grant funding throughout the 2019/20 financial year and beyond.

<b>Budget Variance</b>				
<b>Far West Joint Organisation</b>				
<b>For the Period 1 July 2019 to 19 January 2020</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
<b>Income</b>				
Establishment Funds	45,123	90,000	-44,877	-49.86%
Interest Income	20,766	35,000	-14,234	-40.67%
Management - NSW Public Works Business Case	6,267	12,500	-6,233	-49.86%
Management - Regional Growth & Investment	31,336	62,500	-31,164	-49.86%
Management - Tourism Infrastructure Project Planning	83,562	166,667	-83,105	-49.86%
Management - Western Roads Plan Funding	4,178	8,333	-4,155	-49.86%
<b>Total Income</b>	<b>191,232</b>	<b>375,000</b>	<b>-183,768</b>	<b>-49.00%</b>
<b>Gross Profit</b>	<b>191,232</b>	<b>375,000</b>	<b>-183,768</b>	<b>-49.00%</b>
<b>Less Operating Expenses</b>				
Advertising	0	3,000	-3,000	-100.00%
Bank Fees	24	600	-576	-96.00%
Catering and Events	596	3,000	-2,404	-80.12%
Cleaning	0	1,100	-1,100	-100.00%
Conference Attendance	2,419	6,000	-3,581	-59.69%
Consulting & Accounting	1,988	39,120	-37,132	-94.92%
Depreciation	3,896	7,800	-3,904	-50.05%
Equipment Purchases (Minor)	195	2,000	-1,805	-90.26%
General Expenses	0	1,500	-1,500	-100.00%
Information Technology	2,087	3,000	-913	-30.42%
Insurance	601	8,196	-7,595	-92.66%
Legal expenses	75	0	75	
Licences	8,980	9,000	-20	-0.22%
Motor Vehicle Expenses	3,140	4,500	-1,360	-30.23%
Office Lease	7,879	11,050	-3,171	-28.70%
Printing & Stationery	1,600	2,850	-1,250	-43.87%
Project - Tourism Infra Balranald	0	500,000	-500,000	-100.00%
Project - Tourism Infra Broken Hill	0	500,000	-500,000	-100.00%
Project - Tourism Infra Central Darling	60,000	500,000	-440,000	-88.00%
Project - Tourism Infra Wentworth	0	500,000	-500,000	-100.00%
Repairs and Maintenance	0	2,500	-2,500	-100.00%
Stakeholder Engagement	144	3,000	-2,856	-95.20%
Subscriptions	2,893	2,700	193	7.16%
Superannuation	9,945	18,822	-8,877	-47.16%
Telephone & Internet	2,940	3,000	-60	-2.01%
Travel Expenditure	14,737	22,000	-7,263	-33.01%
Wages and Salaries	96,477	184,044	-87,567	-47.58%
Website Expenses	7,200	17,500	-10,300	-58.86%
<b>Total Operating Expenses</b>	<b>227,816</b>	<b>2,356,282</b>	<b>-2,128,466</b>	<b>-90.33%</b>
<b>Net Operational Result</b>	<b>-36,584</b>	<b>-1,981,282</b>	<b>1,944,698</b>	<b>98.15%</b>
If Project - Tourism Infrastructure is excluded from budget above:				
Project - Tourism Infra Balranald	0	500,000	-500,000	
Project - Tourism Infra Broken Hill	0	500,000	-500,000	
Project - Tourism Infra Central Darling	60,000	500,000	-440,000	
Project - Tourism Infra Wentworth	0	500,000	-500,000	
Sub-Total Project Cost	60,000	2,000,000	-1,940,000	-97.00%
<b>Net Operational Result for FWJO Excluding Projects</b>	<b>23,416</b>	<b>18,718</b>	<b>4,698</b>	<b>25.10%</b>

A copy of the budget to June 2020 is provided under separate cover.

## Attachments

Nil

**6.2 Canberra Board Meeting****Summary**

A Board meeting has been scheduled to be held in Canberra on 18 June 2020. The Chief Executive Officer will provide an update in relation to the Canberra meeting arrangements.

**Recommendation**

That the board note the Chief Executive Officer's update.

**Report Detail**

A Board meeting has been scheduled to be held in Canberra on 18 June 2020. The Chief Executive Officer will provide a report in relation to the meeting arrangements.

**Attachments**

1. Catering Options

## **7      NEXT MEETING**

The next meeting of the FWJO Board is proposed for 24 March 2020, to be held at Broken Hill.

## **8      CLOSURE**

## APH Catering and Events 2019

### House Services Catering Kit

#### **MORNING TEA/ AFTERNOON TEA**

- \$3.50 per item – staffing will be charged separately

#### Scones

- Assembled scones, vanilla cream, jam (v) - per half
- Assembled scones, wattleseed cream, fig jam (v) - per half
- Cheese scones, vegemite butter (v)

#### Savoury

- Legume & vegetable roll (v)
- Lamb sausage roll, ketchup
- Savoury muffin – leek, mushroom, ricotta (v)
- Ham & cheese scroll
- Garden crudité pot (lg, vegan)
- Cheese, spinach, caramelized onion quiche (lg, v)
- Pumpkin chickpea spinach fetta frittata (lg, v)

#### Sweet

- Banana bread (v) – 2pp
- Lemon meringue tart (lg, v)
- Chef selection biscuits/biscotti (cn, v) – 2pp
- Chocolate chip brownie (lg, v) – 2pp
- Chocolate fudge slice( lg, v, vegan) – 2pp
- Carrot cake (cn,v)
- Mini cupcakes (v) – 2 pp
- Macarons (cn, v) – 2 pp
- Protein balls (v, lg, cn)

#### **PLATTERS** (each platter serves 10pax, can cater to serve 5 guests at half price)

- |  |          |
|--|----------|
| ▪ Assorted sushi & vegan rice paper rolls – 30 pieces  | \$75.00  |
| ▪ Fruit presentation (lg, vegan)   | \$50.00  |
| ▪ Whole fruit (lg, vegan) – 10 pieces  | \$20.00  |
| ▪ Turkish bread, dips, olives  | \$65.00  |
| ▪ Artisanal cheese (750g of cheese, fruit, reduction, honey, lavosh)                             | \$85.00  |
| ▪ Petit fours – Chef's selection (cn) – 20 pieces  | \$70.00  |
| ▪ Standard sandwich platter  | \$90.00  |
| Chef's selection varieties on sliced breads, will contain two proteins & two vegetarian options  |          |
| ▪ Premium sandwich platter   | \$120.00 |
| Chef's selection varieties on premium breads, will contain two proteins & two vegetarian options |          |



<b>CANAPES</b> (staffing charged separately)		
<u>Standard</u>		\$5.50 per item
<ul style="list-style-type: none"> <li>Prawn cocktail futomaki (df, lg)</li> <li>Shepherd's pie, ketchup gel</li> <li>Teriyaki beef yakitori (df, lg)</li> <li>Mediterranean scroll (v)</li> <li>Jalapeno poppers, saffron aioli (v)</li> <li>Fish &amp; chips, tartare</li> <li>Guacamole finger lime tostada (lg, v)</li> <li>Taramasalata, salmon roe cornet</li> <li>Chicken &amp; prawn siew mai (lg)</li> <li>Pork steamed bun</li> <li>Sweet potato cashew empanada (v)</li> <li>Chicken karaage, miso aioli (df)</li> </ul>		
<u>Premium</u>		\$6.00 per item
<ul style="list-style-type: none"> <li>Caprese olive pizetta (v)</li> <li>Pork daikon bao</li> <li>Beef bourguignon pie</li> <li>Sesame prawn toast</li> <li>Vegetable rice paper roll (cn, lg, vegan)</li> <li>Lamb mignon, dukkha spice, tzatziki (lg)</li> </ul>		
<u>Slider Selection</u>		\$6.00 per item
<ul style="list-style-type: none"> <li>Pork, jack cheese, gherkin relish</li> <li>Filet-o-fish, asian slaw, sriracha</li> <li>Confit chicken, apple &amp; pear chutney</li> <li>Wagyu beef cheeseburger, pickle</li> <li>Fried tempeh, avocado, chipotle (v)</li> </ul>		Add \$2.00 per person for portioned chips
<u>Petit Fours</u>		\$3.00 per item
<ul style="list-style-type: none"> <li>Chocolate opera</li> <li>Lemon meringue (v)</li> <li>Mini doughnuts (v)</li> <li>Baklava – 2pp (cn, v)</li> <li>APH honeycomb (lg, v)</li> </ul>		

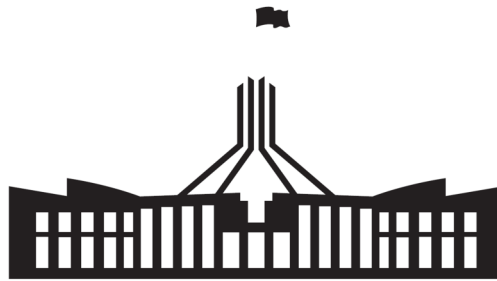
<b>HIGH TEA</b> (staffing charged separately)
<ul style="list-style-type: none"> <li>\$45.00 per person for Traditional High Tea, includes freshly brewed coffee &amp; tea</li> <li>\$55.00 per person for Sparkling High Tea, includes a glass of sparkling wine, freshly brewed coffee &amp; tea</li> </ul> <p>Suitable for corporate meetings where tiered high tea stands can be serviced to boardroom tables with minimal interference. High tea menu is rotated seasonally, with 9 varieties of sweet/ savoury selections that showcase produce sourced ethically from local and regional areas.</p>

BEVERAGES	
▪ Single serve- tea and coffee	\$3.50 per person
▪ Half day of continuous tea and coffee	\$9.00 per person
▪ Full day of continuous tea and coffee	\$14.00 per person
▪ Iced water stations	\$2.00 per person
▪ Apple and orange Juice	\$8.00 per jug

STAFFING CHARGES	
<u>1 to 30 guests</u>	<u>Over 30 guests</u>
▪ First delivery - \$15.00	▪ First delivery - \$20.00
▪ Second delivery - \$6.50	▪ Second delivery - \$9.00
▪ Third delivery - \$4.50	▪ Third delivery - \$7.00
▪ Total all day event - \$26.00	▪ Total all day event - \$36.00
Equipment only delivery – \$6.00	

#### DIETARY REQUIREMENTS

- APH Catering does not operate in an allergen - free environment, products may contain traces of allergens such as gluten, nuts, eggs, dairy, etc.
- Special dietaries can be catered for on a complimentary basis when included in final catering orders. Dietary requirements that are catered for additionally during the event will incur incidental charges as part of the final invoice.
- If you have any concerns regarding dietary requirements for your clients please speak to one of our staff members and we can provide an allergen matrix for your perusal.



## **Banquet Menu**

### **Beverage Packages**

#### **Standard Beverage package**

Selection of:

- One red wine
- One white wine
- One sparkling wine
- Standard full strength beer
- Mid strength/light beer
- Soft drink, juice and sparkling mineral water

2 hours

\$30.00

3 hours

\$36.00

4 hours

\$42.00

5 hours

\$48.00

#### **Sparkling Wine**

Chain of Fire Sparkling Cuvee NV, NSW

#### **White Wine**

Chain of Fire Sauvignon Blanc Semillon , WA

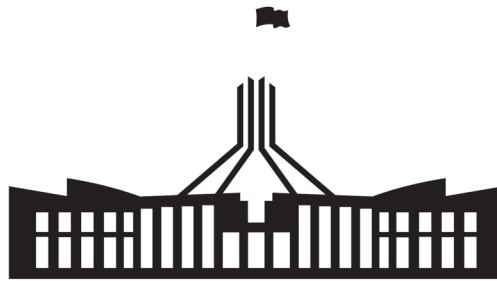
#### **Red Wine**

Chain of Fire Shiraz Cabernet, NSW

#### **Beers**

Carlton Draught

Cascade Light



## **Banquet Menu**

### **Beverages Packages**

#### **Premium Beverage package**

Selection of:

- One premium red wine
- One premium white wine
- One premium sparkling wine
- Standard full strength beer
- Mid strength/light beer
- Soft drink, juice and sparkling mineral water

2 hours	3 hours	4 hours	5 hours
\$38.00	\$44.00	\$50.00	\$54.00

#### **Sparkling Wine**

Taltarni T Series Sparkling Cuvee NV, VIC

#### **White Wine**

The Yearling Sauvignon Blanc, SA

Happ's Chardonnay , WA

#### **Red Wine**

Robert Oatley Signature Shiraz, SA

Philip Shaw Merlot , NSW

#### **Beers**

James Boag's Draught

James Boag's Premium Light



## Banquet Menu

### Beverages Packages

#### Canberra Exclusive Beverage package

Selection of:

- One exclusive red wine
- One exclusive white wine
- One exclusive sparkling wine
- Standard full strength beer
- Mid strength/light beer

2 hours

\$44.00

3 hours

\$52.00

4 hours

\$60.00

5 hours

\$65.00

#### Sparkling Wine

Gallagher Duet, ACT

#### White Wine

Clonakilla Semillon Sauvignon Blanc, ACT

Shaw Riesling, ACT

#### Red Wine

Shaw Cabernet Sauvignon, ACT

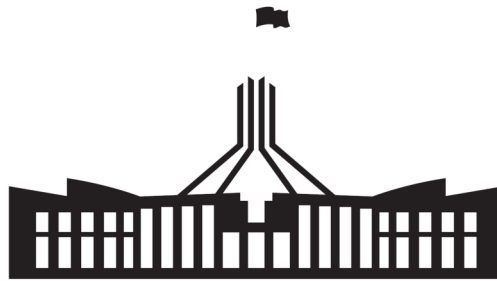
Clonakilla Hill Top Shiraz, ACT

#### Beers

Bentspoke Mort's Gold, Lager

Bentspoke Barley Griffin Pale Ale

James Boag's Premium Light



## Banquet Menu

### Beverages charged on consumption

#### Champagne and Sparkling Wine

#### Bottle

Chain of Fire Sparkling Cuvee NV, NSW	\$38.00
Taltarni T Series Sparkling Cuvee NV, VIC	\$45.00
Gallagher Duet, ACT	\$52.00

#### White Wines

#### Bottle

Chain of Fire Chardonnay, NSW	\$38.00
Chain of Fire Sauvignon Blanc Semillon , WA	\$38.00
Shaw Riesling, ACT	\$52.00
Happ's Chardonnay , WA	\$50.00
The Yearling Sauvignon Blanc, SA	\$48.00
Clonakilla Semillon Sauvignon Blanc , ACT	\$62.00

#### Red Wines

#### Bottle

Clonakilla Hill Top Shiraz, ACT	\$65.00
Shaw Cabernet Sauvignon, ACT	\$54.00
Philip Shaw Conductor Merlot, NSW	\$54.00
Chain of Fire Pinot Noir, VIC	\$38.00
Chain of Fire Shiraz Cabernet, NSW	\$38.00
Robert Oatley Signature Series Shiraz, SA	\$45.00

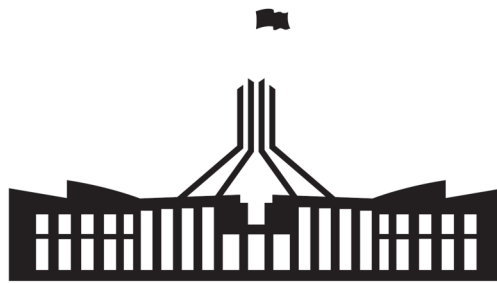
#### Beer

Carlton Draught	\$9.00
Cascade Light	\$8.00
James Boag's Draught	\$10.00
James Boag's Premium Light	\$9.00
James Boag's Premium	\$10.00
Hahn Light	\$8.00
Bentspoke Mort's Gold, Lager	\$11.00
Bentspoke Barley Griffin Pale Ale	\$11.00
Crown lager	\$10.00

#### By Glass

Mineral Water	\$5.00
Juice	\$5.00
Soft Drinks	\$4.50
Gin	\$10.00
Jack Daniels	\$10.00
Bundaberg Rum	\$10.00
Vodka	\$10.00

**Menus valid 2018**



## APH Catering and Events

### Schedule of Hire

#### Glassware

Standard glassware	<b>\$1.00 p/unit</b>
- Red wine glass	
- White wine glass	
- Champagne glass	
- Beverage glass	

Breakage/replacement cost	<b>\$2.50 p/unit</b>
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Crystal glassware	<b>\$1.65 p/unit</b>
- Red wine glass	
- White wine glass	
- Champagne glass	
- Beverage glass	
- Retro glass	
- Liqueur glass	

Breakage replacement cost	<b>\$4.00 p/unit</b>
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#### Linen

Standard trestle table cloth (280mm x 180mm)	<b>\$9.00</b>
Double length trestle cloth (540mm x 210 mm)	<b>\$11.00</b>
Round cloth - suitable for cocktail tables (300mm)	<b>\$11.00</b>
Linen napkin	<b>\$1.90</b>

#### Table and Buffet-ware

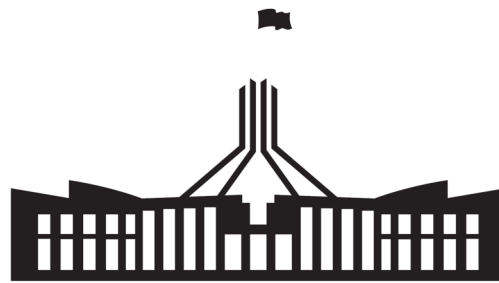
Cutlery	<b>\$1.00 p/item</b>
- Entree knife	
- Entree fork	
- Main knife	
- Main fork	
- Dessert spoon	
- Dessert fork	
- Teaspoon	

#### Crockery **\$2.50 p/item**

- Coffee cup and saucer	
- Main plates	
- Side plates	
- Ceramic milk jugs	
- Sugar bowls	
- Small platters	
Large platters	<b>\$4.00</b>
Large salad bowls	<b>\$4.00</b>

#### Serving Utensils **\$2.50 p/item**

Serving knife	
Cake lifter	
Serving tongs	
Large serving spoons	



## APH Catering and Events

### Schedule of Hire

#### BBQ Equipment

Barbeque	<b>\$200.00</b>
Including gas, tongs, scraper, ground mat & cleaning	
Gas bottle	<b>\$35.00</b>
Rubber floor mat	<b>\$10.00</b>

#### Miscellaneous Items

Water jugs	<b>\$2.50</b>
Black non-slip serving trays	<b>\$5.00</b>
Large chaffing dishes	<b>\$35.00</b>
Round chaffing dishes	<b>\$25.00</b>

#### Ice Caddies (includes ice)

Ice caddy (plastic) - 70 litre	<b>\$13.30</b>
Ice caddy (no ice)	<b>\$9.00</b>
Food/alcoholic refrigeration	<b>\$350.00</b>

#### Table/Chair Hire

Trestle table	<b>\$10.00</b>
Round table	<b>\$10.00</b>
Cocktail table	<b>\$10.00</b>
Chair	<b>\$5.00</b>

#### Staff and Labour

All staff are subject to approval and availability (3 hrs minimum)	
Food and beverage staff	<b>\$45.00/hr</b>
Chef	<b>\$60.00/hr</b>
Set up and service fee	<b>\$250.00</b>

Replacement costs will be applied for any items that are broken or not returned.