



A Fortunate Place



Shire of Wickepin

# Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 19 December 2018

**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 19 December 2018**

The President declared the meeting open at 3.33pm.

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Urgent Business

## **Urgent Business – Cr Gerri Hinkley – Phone Link-Up Meeting**

### **Attendance**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	GO.CME.1323
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	17 <sup>th</sup> December 2018

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**Enclosure / Attachment:** Nil

### **Background:**

Council has received a request from Cr Gerri Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA. A Council resolution by Absolute Majority is required under Section 5.25(ba) of the *Local Government Act 1995* for Councillor Hinkley to attend meetings of Council by telephone link-up.

### **Comment:**

Council staff attempt to have the Agendas prepared at least a week prior to the Council Meeting. In completing this there will be business of an urgent nature that will arise from time to time.

**Statutory Environment:** *Local Government Act 1995*  
*Shire of Wickepin Standing Orders*

## **5.5 Urgent Business**

- 5.5.1** A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;
- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
  - (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;
- 5.5.2** Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the

meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to receive a late item to allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up.

**Recommendation:**

That the presiding Member accept the late Agenda Item to allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

**Voting Requirements:** Absolute majority.

**Resolution No 191218-01**

**Moved Cr Allan / Seconded Cr Hyde**

That the presiding Member accept the late Agenda Item to allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

**Carried 6 / 0**

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Late Item

## Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	GO.CME.1323
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	17 December 2018

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**Enclosure / Attachment:** Nil

### Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

### Comment:

Under Section 5.25(ba) of the *Local Government Act 1995* Councillors may attend any meeting of Council via telephone or other conferencing facilities as long as it is a resolution of Council passed by absolute majority allowing them to do so.

For the purposes of Administration Regulation 14A, a person who is not physically present at a council or committee meeting is to be taken to be 'present' (remote participation) if:

- the person is simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means
- the person is in a suitable place (approved by an absolute majority decision of council), and
- the council has approved (by absolute majority decision) the arrangement.

Council cannot grant its approval for remote participation (non-physical attendance) if it means that at more than half of the meetings of the council or the committee in that financial year, the person would be participating 'remotely.'

For a person to have approval for remote participation (non-physical attendance) at a council or a committee meeting, council has to approve (by an absolute majority decision) the suitable place for the person to be physically present during the course of the meeting.

Approval for remote participation at a council or committee meeting can only be given if the elected member is in a suitable place. Council must approve the suitable place by an absolute majority decision and that suitable place must meet the requirements of Administration Regulation 14A(4), and is a place located:

- in a townsite (as defined under section 3(1) of the *Land Administration Act 1997*) or other residential area, and
- 150km or further from the place at which the meeting is to be held, in accordance with the notice calling the meeting.

It is not possible to use *Regulation 14A* to allow an elected member who is outside the State of Western Australia to participate in a meeting.

This is because a 'suitable place' is defined under the *Land Administration Act 1997* which only applies to the State of Western Australia. The department's view is that the definition, 'or other residential area', would have to be interpreted as being limited to a place of the same kind as a 'townsite'.

*Administration Regulation 14B(1)* provides for a council member to be recorded in the minutes of a council meeting as being 'present' if they are prevented from physically attending a council meeting by fire, flood, storm, lightning or other

natural disaster as long as they participate by remote attendance. In this instance, this regulation does not depend on the requirement of there being 'a suitable place'.

The member must be continuously and simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means and the member must have the authorisation to be present from the mayor or president, or from the council (simple majority decision).

Cr Hinkley has nominated 24 Loftus Street, Nedlands Perth WA as her nominated place of attendance for the Council meeting. As this is within a Townsite, it complies with *Administration Regulation 14B(1)* and Cr Hinkley needs to be permitted by absolute majority of Council to attend by telephone link-up.

**Statutory Environment:** *Section 5.25(ba) of the Local Government Act 1995*  
*Administration Regulation 14B(1)*

**Financial Implications:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up.

**Recommendation:**

That Council allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

**Voting Requirements:** Absolute majority.

**Resolution No 191218-02**

**Moved Cr Hyde / Seconded Cr Russell**

That Council allow Cr Hinkley to attend the 19 December 2018 Ordinary Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

**Carried 6 / 0**

**1. Attendance, Apologies and Leave of Absence (Previously Approved)**

President	Julie Russell
Deputy President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Fran Allan
Councillor	Allan Lansdell
Councillor	Gerri Hinkley
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Ms LJ Marchei (Minute Taker)
Finance Manager	Mrs Erika Clement
Manager of Works	Gary Rasmussen

**Leave of Absence (Previously Approved)****Apologies****2. Public Question Time****3. Applications for Leave of Absence/Apologies****Resolution No 191218-03****Moved Cr Martin / Seconded Cr Hyde**

That Council grant a leave of absence for the Ordinary Council meeting on 21 February 2019 for the following Councillor;

Cr Wes Astbury

**Carried 7 / 0**

**4. Petitions, Memorials and Deputations****5. Declarations of Councillor's and Officer's Interest****6. Confirmation of Minutes – Ordinary Meeting of Council – 21 November 2018****Resolution No: 191218-04****Moved Cr Hyde / Seconded Cr Allan**

That the minutes of the Ordinary Council meeting held on Wednesday 21 November 2018 be confirmed as a true and correct record.

**Carried 8 / 0**

## 7. Receival of Minutes

Receival of Minutes

### 7.1 – Wheatbelt South Aged Housing Alliance Working Group Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Rebecca Pauley, Executive Support Officer
<b>File Reference:</b>	LP.MEE.1714
<b>Author:</b>	Rebecca Pauley, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

#### Enclosure/Attachments:

Minutes of the Wheatbelt South Aged Housing Alliance working group meeting meeting held on Monday 3 December 2018.

#### Summary:

Council is being requested to receive the Wheatbelt South Aged Housing Alliance working group meeting minutes held on Monday 3 December 2018

#### Background

The Wheatbelt South Aged Housing Alliance working group meeting was held on Monday 3 December 2018.

#### Comments:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

#### Statutory Environment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

#### Policy Implications:

Nil.

#### Financial Implications:

Nil.

#### Strategic Implications:

Nil.

#### Recommendations:

That the Minutes for the Wheatbelt South Aged Housing Alliance working group meeting held on Monday 3 December 2018 be received.

**Voting Requirements:**

Simple majority.

**Council Decision:****Resolution No 191218-05****Moved Cr Hyde / Seconded Cr Martin**

That the recommendations listed under agenda items 7.1 and 7.2 be adopted en-bloc.

**Carried 8 / 0**



Receival of Minutes

**7.2 – Saleyards Working Group**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Rebecca Pauley, Executive Services Officer
<b>File Reference:</b>	CP.MAI.549
<b>Author:</b>	Rebecca Pauley, Executive Services Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

Minutes of the Saleyards Working Group meeting held on Monday 3 December 2018.

**Summary:**

Council is being requested to receive the Saleyards Working Group meeting minutes held on Monday 3 December 2018

**Background**

The Saleyards Working Group meeting was held on Monday 3 December 2018.

**Comments:**

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Statutory Environment:**

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

That the Minutes for the Saleyards Working Group meeting held on Monday 3 December 2018 be received.

**Voting Requirements:**

Simple majority.

**Council Decision: Resolution No 191218-06**

**Moved Cr Hyde / Seconded Cr Martin**

That the recommendations listed under agenda items 7.1 and 7.2 be adopted en-bloc.

**Carried 8 / 0**

## 8. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Item	Subject/Action	Officer/File	Progress	Status	Comment
949-171018-11	Sale 5 Smith St – Offer and Acceptance	CEO	That council authorise the CEO to negotiate a better price for 5 Smith Street Wickepin.	✓	Offer rejected by CEO. New offer advised with settlement date of 25.01.19. CEO advised unable to accept due to settlement date due to Local Government Act 1995. Advertising requirements and purchase of house for Finance Manager will also need to comply with advertising.
950-171018-14	Water Corporation Standpipes	CEO	That the Chief Executive Officer fills out the Water Corporation action plan and submit the plan by 31 October 2018.	✓	Action plan sent. 25/10.18
951-211118-04	Tender: Supply of one Ride on Gang Mower	CEO	That council accept the WALGA Equote supplied by T Quip for a Toro Reel Master 5510 at a changeover price of \$48,990 GST exclusive.	✓	Letters sent to all Tenders. 28.11.18
952-211118-09	CEO Request for Annual Leave	CEO	That council allow the Chief Executive Officer to take leave from Monday 24 December 2018 to Friday 25 January 2019.	✓	Memo sent to Erika Clement. 05.12.18
953-211118-10	Council Representative for Facey Group Committee	CEO	That council nominate Cr Nathan Astbury to be the Wickepin Shire Council's representative on the Facey Group Committee.	✓	Letter sent. 27.11.18
954-211118-11	Council engage McLeods Barristers and Solicitors for advice on Shire Buildings and Leases	CEO	1. That council engage McLeods Barristers and Solicitors to provide advice as to the ownership of the following land and structures: <ul style="list-style-type: none"> <li>• Wickepin District Sports Club</li> <li>• Yealering Bowling Club</li> <li>• Yealering Golf Club</li> <li>• Yealering Tennis Club</li> </ul>	✓	CEO sent email to McLeods. 27.11.18  Awaiting meeting to discuss leases.

Item	Subject/Action	Officer/File	Progress	Status	Comment
			<ul style="list-style-type: none"> <li>• Wickepin Arts and Crafts</li> <li>• Harrismith Golf Club</li> <li>• Toolibin Tennis Club</li> <li>• Harrismith Cricket Club</li> </ul> <p>2. That the CEO liaise with McLeods Barristers and Solicitors to draft individual lease agreements based on ownership of the land and structures for the above sporting and community groups.</p> <p>3. That the CEO liaise with all of the above sporting bodies regarding the lease.</p> <p>4. That the CEO request Reserve 15088 Toolibin Tennis Club and Reserves. 24442 Harrismith Cricket Club to be vested in the Shire of Wickepin as sporting and recreational reserves.</p>		
955-211118-12	MRWA RAV Network Conditions	CEO	That Council adopt the changes to the Shire of Wickepin Roads RAV Network Conditions and Policy 8.1.2 with restricted access vehicle permit on low volume roads.	✓	Letter sent to MRWA. 28.11.18
956-211118-13	Wickepin Saleyards Agreement Renewals	CEO	<p>1. That the users of the Wickepin Sheep Saleyards be offered the Wickepin Sheep Saleyards Agreement.</p> <p>2. The Wickepin Sheep Saleyards Agreement is accepted by the users, council authorises the placing of the Common Seal and the signing of the agreements by the Shire President and Chief Executive Officer.</p>	✓	Letters and Contracts sent to Landmark and Elders. 28.11.18 Elders contract received and signed. 06.12.18 Landmark contract – no response.
957-211118-14	Townscape and Cultural Planning Committee Meeting Recommendations	ESO CEO	That Council investigates the possibility of installing solar lights at the Yealering Memorial Gates and Hall entrances for the 2019/20 budget.	✓	CEO investigating for budget.
958-211118-15	Lifestyle Retirement Committee Meeting Recommendation	CEO	That council invite Euegenie Stockmann of Co-operation Housing to meet with the Wheatbelt South Housing Alliance and the Lifestyle Retirement committee and council to discuss the co-operative model further.	✓	Invitation sent by CEO. 27.11.18
959-211118-16	Albert Facey Homestead	CEO	A double power point to be installed on the verandah of the Albert Facey	✓	HZ Electrics required to

Item	Subject/Action	Officer/File	Progress	Status	Comment
	Committee Meeting Recommendations		Homestead.		provide a quote.
960-211118-17	Application for Planning Approval - Homestore	CEO	That council approve the development for the proposed Home Store at Lot 2 (No. 10) Dalton Street, Yealering.	✓	Letter of approval sent 4/12/18

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress    ✓ = completed    ✕ =superseded

**9. Notice of Motions of Which Notice Has Been Given**

**10. Receipt of Reports & Consideration of Recommendations**

## Infrastructure and Engineering Services

**10.1.01 – Manager Works and Services Report**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Gary Rasmussen, Manager Works & Services
<b>File Reference:</b>	CM.REP.1
<b>Author:</b>	Gary Rasmussen, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 December 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Monthly report for December 2018 submitted from the Manager of Works & Services, Gary Rasmussen.

**Comments:****Programmed Construction Works**

- Pingelly-Wickepin Road has had the gravel around the corner at 16% (1 in 6 grade) completed with further shoulder work over the rock at the top of the hill. The gravel will then be mixed and set up for seal works in February 2019.
- Wickepin North Road works on hold.
- The Asphalt tender is closed. A recommendation will be put forward to Council.
- The wash bay has been boxed out ready for sand and the drainage outlet to be installed. Concrete will be poured in the New Year.
- Cuballing Road has been mulched to the boundary.
- Power line tree pruning has been completed by the construction crew.
- Construction grader has worked on back slopes when staff numbers were down and truck drivers were cleaning culverts in this period.
- Removed five trees at the fuel depot due to white ant infestation. Sourced a contractor to stump grind the small trees and dug out the large one estimated to be around 18 tonnes.

**Maintenance Works**

- Maintenance grader has done the works above and now is working on the back slopes all the way back to Wickepin Narrogin boundary.
- Some maintenance summer grading has been done still will only react to complaints.
- Pot-hole patching is ongoing.
- Signage maintenance is ongoing.
- Drainage and bridge works – The fungicide treatment has been completed by contractor and all other works will be done in house.
- Lake Yealering foreshore light has been repaired.

**Occupational Health and Safety**

- Lost time injury nothing to report.
- Incident report - plant - a work phone was accidentally knocked in to the pool and a new one has been ordered.
- OHS course to be done by Andrew McColl in December 2018.

**Workshop**

- General servicing.

**Parks and Gardens**

- Graham has a new worker, increasing the team to three, so there should be an improvement.
- General mowing and whipper snipping is ongoing.
- Walk trail maintenance and clean ups are ongoing.
- General maintenance at Yealering, Harrismith and Tincurrin.

**Plant and Equipment**

- We have the prices in for the bobcat and trailer. The demonstration will be on the 14<sup>th</sup> of December 2018 with final recommendations coming from this.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:**

Not applicable.

**Recommendations:**

That council notes the report from the Manager of Works and Services dated 8 December 2018.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-07****Moved Cr Lansdell / Seconded Cr Allan**

That council notes the report from the Manager of Works and Services dated 8 December 2018.

**Carried 8 / 0**

Technical Services

### 10.1.02 – Tender – Supply of Bob Cat with Trailer

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	PS.TEN.2110
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

#### Enclosure/Attachments:

Tenders received from:

- Kubota Australia
- Porter Group
- Clarke Equipment
- McIntosh and Sons
- Tutt Bryant Equipment
- ASV Sales and Service
- JCB Construction
- Westrac

#### Summary:

Council is being requested to accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact Track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK 2489 and 1988 Flat Top Trailer for Bob Cat WK 3518.

#### Background

The Manager of Works requested tenders through the WALGA EQuotes system for the Supply & Delivery of One (1) Bobcat tracked And Attachments. Plus one (1) trailer to transport bobcat and attachments. Following are the specifications loaded into WALGA EQuotes:

### *Supply & Delivery of One (1) Bobcat tracked And Attachment. One (1) trailer to transport bobcat and attachments*

## SCOPE OF QUOTATION

### 1. DESCRIPTION OF ITEM

The supply and delivery of One (1) new Bobcat tracked & One (1) Trailer

The new machine shall be supplied to the Shire of Wickepin and shall conform to the following specifications and conditions. Submissions shall include full and complete details of all specifications and features regarding the vehicle offered.

The quote includes the trade-in of the Shire's current 2010 Bobcat S205 & 1988 Custom fat top trailer Detail of this machine and Trailer is given in Clause 7. The Council is offering this machine& trailer as a trade-in.



## 2. SPECIFICATIONS

### ○ *General Specifications Bobcat*

The machine shall comply with the following specifications.

- Operating Weight – between 3.8 to 4.5 tonne. The machine must be suitable for full road registration in Western Australia.
- 2. The machine's maximum width 1.98 metres
- 3. Engine – Diesel powered with a minimum rating of 65 Kw to 80kw. Engine must be compliant with emission requirements.
- 4. Double element air cleaner with pre cleaner.
- 5. Registration or transport purposes. It must be approved for day operation. With indicators and brake lights head lights all to be LED
- 6. 4 in one bucket with cutting edge and bucket plus and GP bucket with cutting edge with capability of fitting teeth. (Teeth to come with plant) plus 1 x Digga Rotary Axe type slasher or equivalent
- 7. Quick hitch is to be fitted and able to take the shire attachments if not all attachments are to be adjusted to suit.
- 8. Bobcat is to be capable to take and drive forestry type cutter so a high flow hydraulic system will be required
- 9. Hand control steering and bucket movement
- 10. Travel speed of 14 km +
- 11. 80ch uhf radio to be fitted with aerial
- 13. Hydraulic and engine systems to be monitored with minimum of audible and visual fault warning system.
- 14. Master switch electrical disconnect and emergence stop inside and out.
- 15. Auto grease system.as an option
- 16. Hose burst protection
- 17. Include price for standard warranty and outline what is covered.
- 18. Include optional pricing for extended warranty – i.e. 72 months/7,000 hours, covering travel, labour and parts...
- 19. Operators cab to have factory integrated air conditioning. Fully adjustable suspension seat with arm rests tinted windows, and suitable access for 12v power output for two way radios etc. and noise levels for the operator below 78db.
- 20. Radio cd, mp3 player, with usb ports to be fitted with aerial
- 21. Canvas heavy duty seat cover.

22. Reversing alarm and camera to be fitted and perimeter alarm.
23. Work lights front and rear to be fitted. All lights are to be LED
24. Fuel tank to be minimum 60 litres.
25. Flashing beacon LED and to meet work safe standards x 2 to be fitted left and right side of roof of cab
26. Signwriting showing 'Shire of Wickepin' on each side of machine.
27. Safe working load on boom and loader arms.
28. Parts manuals.
29. Workshop manuals.
30. Operators manuals.
31. 2 set of keys.

○ ***Additional Information***

The specifications listed above are to be taken as minimum criteria only. Submissions that exceed these specifications will still be considered.

Suppliers are requested to ensure quote includes the following items:

○ ***General Specifications Trailer***

- Trailer is to be towed by a 7.360 ton Tare Agg 15.500 ton truck and GCM 32.000 ton
- Trailer should be able to carry bob cat and other shire attachments
- 3mm checker plate floor
- Drop down spring assisted mesh ramps
- Heavy duty tie down points
- Trailer have brakes and its own standalone hand brake
- Radial tyres Spare Rim & Tyre (mounted at front)
- Trailer hitch to suit pintle hook setup (Please note this hitch is recommended)
- Landing Leg LED lights (Brake, indicators etc.) 12/24v compatible, with protective guards
- Round 7 pin plug Bumper/Stop fitted to tray to ensure machine positioned on trailer correctly (so machine cannot go too forward) prefer to be rubber or steel.
- Painted in two pack paint coated black in colour, with yellow reflective tape down each side. To suit:- Bobcat that is supplied 4.5 ton compact track loader (L: 3500mm. W: 1900mm with room for other attachments at one time,
- Inspection and weighing (Weighbridge tickets shall be provided)
- Storage Box to hold signs and traffic cones (jack & wheel removal tools included)
- High Toolbox (mounted at front) Shire of Wickepin Lettering (75mm letters on both sides) Reflective Tape (50mm Yellow Reflective tape down each side)

● **REGISTRATION DETAILS**

The machine and trailer shall be licensed to the 30<sup>th</sup> June 2019. All costs associated with the registration of the vehicle will be met by the supplier. Council wants to retain original number plates which is on the current Bob cat and Plant Trailer So a plate change on the day of delivery will be needed this is a part of associated cost

#### **4. DELIVERY AND INSPECTION**

The supplier shall supply a date for the delivery of the new machine complete as specified and offered and ready for immediate use to the Shire of Wickepin's depot.

Suppliers shall take into account any possible delay in delivery of the new machine and factor this into their price. Council will not be liable for price increases or wear and tear on the trade-in machine should an extended delay in delivery be encountered.

If requested, the supplier shall make the machine offered in their submission available for a demonstration and/or inspection by Council's Works Manager prior to the acceptance of any quote.

The machine will be deemed as accepted when the Works Manager or his representative has inspected it, completed all operating tests and is satisfied that the machine is complete as specified and ready for immediate use.

#### **5. PRODUCT WARRANTY**

The supplier shall outline all warranty and defect replacement details with the submission of the quotation documents. Please note the option for pricing on an extended warranty.

#### **6. PRODUCT STANDARD**

The product will be to a standard commensurate with all relevant specifications and standards currently in place in Western Australia. At the request of the Works Manager the contractor will supply appropriate details to confirm and verify the product standard in accordance with those specifications.

#### **7. TRADE-IN MACHINE**

The machine offered for trade-in in this quotation is a Clark Bob Cat Rego WK 2489. & a Plant trailer WK-3518 this machine& plant Trailer is offered on a 'as is where is' basis. Inspection of the machine can be arranged by contacting Council's Works Manager, Gary Rasmussen on 0429 882 871.

Council will continue to utilise the trade-in machine until such time as the replacement machine is supplied and accepted. It is the responsibility of the supplier to price in a factor for usage in that above-mentioned period.

#### **8. SELECTION CRITERIA**

The following criteria will be taken into consideration in determining the successful Supplier:

- Price.
- The demonstrated ability of the Company to supply the machine on time and with all requested options and extras.
- Demonstrated experience with after sales support and on-site service of the machine.
- Demonstrated ability of the machine being offered to carry out the works required by the Shire of Wickepin.

Please note that the Shire of Wickepin will not be submitting a price for any part of this quote as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

## 9. LODGEMENT/ACCEPTANCE OF QUOTE

Quotes are to be received no later than 4:00 p.m. on Monday 3 November, 2018.

Quotes are to be emailed to [admin@wickepin.wa.gov.au](mailto:admin@wickepin.wa.gov.au) or hand delivered the front desk and marked confidential bob cat quotations

Quotation will be opened 4:00 p.m. on Monday 3 November, 2018

Quotation shall be valid for 8 months after lodgement date above.

Council shall not be bound to accept the lowest or any quotation.

The quote is deemed to be accepted when CEO emails written notification of such acceptance to the successful Supplier.

### Comments:

Tenders have been received from eight companies and were evaluated using the evaluation sheet that has been included in this report.

SHIRE OF WICKEPIN - WALGA E Quotes Received								
2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer								
	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
1	KUBOTA AUSTRALIA	KUBOTA	SLV95-2S	12MTHS	NOT	\$86,500	\$27,000	
			TRACK LOADER	1000HRS	STATED		with bucket	
	OPTIONS INCLUDED							
	Hydraulic Quick Hitch, Reversing Arm, Aircond Cab, Parfts and Works Manulas, Delivery							
	OPTIONAL EXTRAS					Extras required		
	Registration and inspection	\$ 276	Estop	\$ 650		\$32,022		
	4 in 1 bucket	\$ 5,623	Auto Grease	\$ 5,400				
	Bolt on edges 4 in 1	\$ 1,425	Hose burst Valves	\$ 6,000				
	Bolt on edges kit GP Bucket	\$ 637	HD Seat Cover	\$ 220				
	Keech Style teeth GP Bucket	\$ 630	AM/FM radio	\$ 350				
	Digga Rotary Axe	\$ 20,220	LED Lights	\$ 175				
	80 channell UHF radio	\$ 550	LED Beacon	\$ 550				
	Lockable isolator	\$ 325	Extended Warranty	\$ 2,785				
	Sign Writing	\$ 350						
	Additional Key	\$ 41						
	9 Tonne Single axle pig trailer 6meter tray					\$31,500	No trade specified for trailer	
	TOTAL					\$150,022	\$27,000	\$123,022

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
2	PORTER GROUP	ASV	RT75	3years	NOT	\$136,000	NO TRADE	\$136,000
			Compact Track loader	3000hrs	STATED			
	<u>Options Included</u>							
	Fire Extiquisher, window tint	ECO style teeth including Fitment per tooth						
	Emergency Stop Switch	LED Beacon, LED Lighting						
	Single Pole Locable battery Isolater	Seat Covers						
	Reflective tape utility machines	Sign Writing						
	SoW decals	Roading Lights						
	UHF radio	Digger Rotary Axe						
	Delivery							
	GP bucket 1880mm							
	Standard 4 in 1 Bucket							
	Parts Manual, Oprators Manual, Service Manual							
	Trailer	Not included in tender				\$0	\$0	\$0
	TOTAL					\$136,000	\$0	\$136,000

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
3	CLARKE EQUIPMENT	BOBCAT	T650	36Mths	NOT	\$97,000	\$26,950	
			Compact Track Loader	Back to Base only	STATED		Includes Trailer trade	
	<u>Options Included</u>							
	Window tint, Engine Pre Cleaner	2 LED Beacons						
	80 Channel UHF, AM/FM MP3 Player,	HYD Quick Hitch						
	Shire Decals, 12 Mths Registration	LED Work Lights, Canvas Seat Covers						
	Service Parts and Manuals	High Flow Hydraulics						
	Battery Isolation Switch	Fire Extinguisher						
	Reversing Camera	2 Emergency Stop buttons						
	Bobcat 4 in 1 Bucket with spare teeth							
	<u>OPTIONAL EXTRAS</u>							
	Auto Grease	\$ 5,900						
	Digga Rotary Axe	\$ 19,800				\$19,800		
	Bobcat Rotary 80' Cutter	\$ 9,400						
	Bobcat HD pallet Forks	\$ 2,100						
	Bobcat Grader Attachment	\$ 19,400						
	Bobcat Bucket Broom	\$ 6,950						
	Trailer	To suite T650				\$27,200		\$0
	TOTAL					\$144,000	\$26,950	\$117,050

**SHIRE OF WICKEPIN - WALGA E Quotes Received**

**2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer**

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
3	CLARKE EQUIPMENT	BOBCAT	T595 RS SJC 2 Speed	36Mths	NOT	\$95,350	\$26,950	
			Compact Track Loader	Back to Base only	STATED		Includes Trailer trade	
	Options Included							
	Window tint, Engine Pre Cleaner	2 LED Beacons						
	80 Channel UHF, AM/FM MP3 Player,	HYD Quick Hitch						
	Shire Decals, 12 Mths Registration	LED Work Lights, Canvas Seat Covers						
	Service Parts and Manuals	High Flow Hydraulics						
	Battery Isolation Switch	Fire Extinguisher						
	Reversing Camera	2 Emergency Stop buttons						
	Bobcat 4 in 1 Bucket with spare teeth							
	<b>OPTIONAL EXTRAS</b>							
	Auto Grease	\$ 5,900						
	Digga Rotary Axe	\$ 19,800						
	Bobcat Rotary 80' Cutter	\$ 9,400				\$9,400		
	Bobcat HD pallet Forks	\$ 1,300						
	Bobcat Grader Attachment	\$ 19,400						
	Bobcat Bucket Broom	\$ 6,950						
	Trailer	To suite T650				\$27,200		\$0
	<b>TOTAL</b>					\$131,950	\$26,950	\$105,000

**SHIRE OF WICKEPIN - WALGA E Quotes Received**

**2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer**

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
4	MCINTOSH AND SONS	CASE	TV380	36Mths	NOT	\$162,360	\$22,000	
			Compact Track Loader	3000 Hours	STATED			
	Options Included							
	Amber beacon with cage	Battery Isolation Switch						
	Mechanical Quick Hitch	4 in 1 Bucket with teeth						
	Digga Rotary Slasher	Enhanced hiflow hydraulics 1311pm						
	80 Channel UHF	Battery Isolation						
	2 Emergency Stops	Hose Burst Valves						
	AM/FM Radio, Sign Writing	Canvas Seat Covers, SWL Decals						
	Reversing Camera	LED Lights, 2 LED Beacons						
	Manuals							
	Trailer to suite						\$5,000	
	<b>OPTIONAL EXTRAS</b>							
	Auto Lube	\$ 4,200						
	Hydraulic Quick Hitch	\$ 3,500						
	<b>TOTAL</b>					\$162,360	\$27,000	\$135,360

Does not comply with 78 DBA Noise Levels

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
4	MCINTOSH AND SONS	New Holland	C238	36Mths	NOT	\$167,950	\$22,000	
			Track Skid Steere Loader	3000 Hours	STATED			
	Options Included							
	Amber beacon with cage	Battery Isolation Switch						
	Mechanical Quick Hitch	4 in 1 Bucket with teeth						
	Digga Rotary Slasher	Enhanced hiflow hydraulics 1311pm						
	80 Channel UHF	Battery Isolation						
	2 Emergency Stops	Hose Burst Valves						
	AM/FM Radio, Sign Writing	Canvas Seat Covers, SWL Decals						
	Reversing Camera	LED Lights,2 LED Beacons						
	Manuals							
	Trailer to suite						\$5,000	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 4,200						
	Hydraulic Quick Hitch	\$ 3,500						
	TOTAL					\$167,950	\$27,000	\$140,950

Does not comply with 78 DBA Noise Levels

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
5	BT Equipment trading as Tutt Bryant Equipment	MUSTANG	21000RT	36Mths	NOT	\$178,000	\$35,000	
			High Flow Skid Steer Loader	3000 Hours	STATED		includes trailer	
	Options Included							
	Registration includes trailer	Delivery						
	2000mm 4 in 1 Bucket with teeth	1880mm HD Bucket bolt on teeth edge						
	Digga Rotary Axe	Lockable Battery Isolation						
	I & E Emergency Stops	Hose Burst Valves						
	2 Extra Keys	Canvas Seat Covers, SWL Decals						
	AM/FM Radio, Sign Writing	LED Lights,2 LED Beacons						
	Reversing Camera 7" screen							
	Manuals							
	8 Tonne Tandem F/T Trailer							
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,125						
	Extended Warranty	\$ 1,027						
	TOTAL					\$178,000	\$35,000	\$143,000

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
6	ASV SALES AND SERVICE	ASV	RT-75HD	36Mths	NOT	\$170,750	\$28,000	
			Posi track Loader	3000 Hours	STATED		includes trailer	
	Options Included							
	Indicator Brake lights	S OF W Sign Writing						
	Canvas Seat Covers	2 Emergency Stops Dual Pole Isolator						
	4 in 1 Bucket	Lock Out Switch						
	DAVCO 6470 Industrial Brush Cutter	Fire Extinguisher,						
	LED Flashing Beacon	UHF Radio						
	Refelctive Tape	Brush Guard Kit						
	AM/FM radio	GP EX72UN 1830mm Extreme Duty GP Bucket						
	Window Tinting							
	TAG 10t Single Axle TAG trailer						No mention of trade	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,500						
	Sentry Adjustable Reverse Sensor	\$ 2,750						
	TOTAL					\$170,750	\$28,000	\$142,750

## SHIRE OF WICKEPIN - WALGA E Quotes Received

## 2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer

	Budget	Bob Cat	\$95,500		Trailer	\$37,500	Total	\$133,050
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
7	JCB CONSTRUCTION	JCB	215THF-CAB-T4-PB8A31	12Mths	NOT	\$169,924	\$20,000	
			Skid Steer	2000 Hours Boom Warranty	STATED			
	Options Included							
	Amber Flashing beacon, Fan Guard Kit	Transport, Hand Foot throttle, Smooth Ride Sysytem		10 Years				
	Parrallel lift	Radio Blue Tooth		5000 Hours				
	Retraint Activated Safety	320mm Rubber tracks						
	Auto Grease System	Electric Quick Hitch						
	Digga Rotary Axe Slasher	Dual Element Air Cleaner						
	GP bucket	Full Road Work lights including Brake lihts						
	Reverse Camera	Pre DE						
	SWL on Boom	Revers Alarm						
	Registration	All ligts LED						
	S of W Sign Writing	Crane Valves						
	Spacious ROPS / FOPS Cabin Air Cond	Fuel						
	ISO To H Pattern Upgrade	Lift Ram Safety Strut						
	Risk and Hazard Documents							
	Trailer for Machine						No Trade Mentioned	
	TOTAL					\$169,924	\$20,000	\$149,924



SHIRE OF WICKEPIN - WALGA E Quotes Received								
2018/2019 Budget Change Over GST Exempt Bob Cat with attachments and Supply one trailer								
Budget	Bob Cat	\$95,500	Trailer	\$37,500	Total	\$133,050		
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST Ex)	2010 Bobcat S205 Nett Trade (GST Ex)	Nett Changeover (GST Ex)
8	WESTRAC	CATERPILLAR	2992 XHP	36Mths	NOT	\$209,432	\$15,000	
			Compact Track Loader	1500 Hours Warranty Voided if non CAT attachments Used	STATED			
	Options Included							
	BRX318 Industrial Slasher	Seat Cover						
	Window Tint	RED Locable Battery Isolator						
	UHF Radio	2 Beacons						
	Sign Writing	Fire Extinguisher						
	Engine Pre Cleaner	2 Emergency Stops						
	Snorkel Kit	Bucket MP 1981mm, BOCE 4 in 1						
	12 Months Licence							
	7.36t Plant Trailer						No mention of trade	
	OPTIONAL EXTRAS							
	Auto Lube	\$ 5,835						
	Extended Warranty	\$ 6,091						
	60 Months 3000 Hours							
	TOTAL					\$209,432	\$15,000	\$194,432

Supply & Delivery of One (1) Bobcat tracked And Attachments. One (1) trailer to transport bobcat and attachments													
CRITERION	A		B		C		D		E		TOTAL SCORE		Ranking
	Compliant		Price		Trailer		Attachments		Warranty				
	Within Requested HP 65kw		Within Budget \$130k						Suitable Warranty 1 point each year				
	1=10kw		1= 10k						labour 1 point and parts 1 points				
	weighting	15%	weighting	55%	weighting	10%	weighting	10%	weighting	10%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Clark Equipment t650	3.4	10.2	6.3	69.3	5.0	10.0	5.0	10.0	3.0	6.0	22.7	105.50	1
Clark Equipment t595	3.2	9.6	7.0	77.0	5.0	10.0	0.0	0.0	3.0	6.0	18.2	102.60	0
McINTOSH & SONS CNH Australia case	5.5	16.5	4.5	49.5	5.0	10.0	5.0	10.0	5.0	10.0	25.0	96.00	3
McINTOSH & SONS New Holland C238	8.0	24.0	4.0	44.0	5.0	10.0	5.0	10.0	4.0	8.0	26.0	96.00	3
Porter Group ASV RT75	4.4	13.2	4.4	48.4	0.0	0.0	5.0	10.0	4.0	8.0	17.8	79.60	5
Kubota Australia SVL 95	5.7	17.1	5.4	59.4	5.0	10.0	5.0	10.0	2.0	4.0	23.1	100.50	2
CEG distributions ASV RT5	4.0	12.0	3.8	41.8	5.0	10.0	5.0	10.0	4.0	8.0	21.8	81.80	4
BT_Equipment_Pty_Ltd MUSTANG 2100RT	3.8	11.4	3.7	40.7	5.0	10.0	5.0	10.0	3.0	6.0	20.5	78.10	7
JCB_Construction_Equ	4.00	12.0	3.1	34.1	5.0	10.0	5.0	10.0	2.0	4.0	19.1	70.10	6
WesTrac_Pty_Ltd	6.7	20.1	-1.6	-17.6	5.0	10.0	5.0	10.0	4.5	9.0	19.6	31.50	8
Sore is based on kw 65 is compliant which is 5 for every 10 kw each way is 1 point	5.0	is 65 kw											
score is based on \$ 130,000 is compliant which is 5 for every \$10,000 each way is 1 point			5.0	is \$130,000									
									Score	Description of Score			
									0	Offer did not address the criterion			
									1	offer contained insufficient/unclear information			
									2	Acceptable offer			
									3	Good offer			
									4	Very Good offer			
									5	Excellent offer			
Clark Equipment 12months back to base this three depot have to use genuine filters must be used													
west trac warranty standard 36 months 1500hr 6 months travel													
jcb 12 months or 2000 hr warranty no travel													
BT Equipment 2 yers 2000 hr no travel													

Companies were requested to demonstrate their Compact Track Loaders at the Wickepin Pingelly Road gravel pit on Thursday 13 December 2018.

After the demonstrations the Manager of Works recommends the purchase of the Bobcat T650 Compact Track Loader with the option of the Digga Rotary Axe and new Plant trailer to suite the Bobcat T650 Track Loader at a changeover price of \$117,050 excluding GST. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bob Cat WK3518.

The CEO has been contacted by a Yealering rate payer who believes council should keep the old Bobcat and trailer and leave it at Yealering for use by the garden staff at Yealering.

If council was to consider keeping the old Bobcat Skid Steer loader and trailer it would mean the changer price would be \$144,000 which is \$10,950 over the 2017/2018 adopted budget figures.

At this moment in time the CEO cannot see the reason to keep the old Bobcat at Yealering as if required the new bobcat will be used for jobs in Yealering.

### Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### Policy Implications:

#### 2.1.17 TENDERS OF BUDGETED ITEMS

**OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$100,000.**

*The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.*

*Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.*

*In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:*

- *tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and*
- *tenders to close not less than 14 days prior to an ordinary meeting of Council.*

#### 3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

*The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.*

*Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (e.g. WALGA Preferred Supply Contract).*

*Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Shire of Wickepin. Tender exemptions apply in the following instances:*

1. *an emergency situation as defined by the Local Government Act 1995;*
2. *the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Shire of Wickepin sector.*
3. *the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;*
4. *the purchase is under auction that has been authorised by Council;*
5. *the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or*
6. *any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.*
7. *Determining purchasing value is to be based on the following considerations:*

8. *The actual or expected value of a contract over the full contract period (including all options to extend); or*
9. *The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.*

*Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Shire of Wickepin should compare the cost and benefits of both processes.*

*The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.*

### **Purchasing Thresholds – Requirements**

*Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin:*

<b>Purchasing Thresholds (ex GST)</b>	<b>Purchasing Requirements</b>
Up to \$1,000	<p><i>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</i></p> <p>OR</p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</i></p>
\$1,000 - \$39,999	<p><i>Obtain at least 3 written quotations (e.g. email, fax or original copy).</i></p> <p>OR</p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</i></p>
\$40,000 - \$99,999	<p><i>Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</i></p> <p>OR</p> <p><i>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</i></p>

\$100,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>
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Where considered necessary, the Shire of Wickepin may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

**Note:** The thresholds specified in the Purchasing Thresholds Table on page 4 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Local Government considers appropriate.

## **Purchasing Procedures**

### **Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)**

For the procurement of goods, services or works where the value exceeds \$100,000, the Shire of Wickepin must either undertake either a:

- 2 a public Tender process; or
- 3 a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire of Wickepin must utilise a Request for Quotation process through Equote's or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire of Wickepin does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire of Wickepin does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire of Wickepin are fully protected.

*Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire of Wickepin to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.*

*Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.*

### **Equote's**

*Equote's is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.*

*All WALGA Preferred Supply Contracts are available on Equote's and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade Equote's to include their local suppliers.*

### **Request for Quotation Process**

*In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:*

*The Request for Quotation documentation must include:*

- 1. written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- 2. selection criteria to be applied;*
- 3. price schedule;*
- 4. conditions of responding; and*
- 5. validity period of offer.*

*Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*

*New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*

*Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*

*Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

*For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire of Wickepin.*

*The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.*

*The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc.) Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.*

*The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.*

**Note:** While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a public Tender process due to legal process contract risks.

*It is always wise to develop a negotiation plan and have a strategy in place. Preparation is the key. The use of the Negotiation Planning Template within the WALGA Procurement Handbook is highly recommended.*

### **Public Tender**

*Before Tenders are publicly invited, the Shire of Wickepin must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.*

*The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of 2 members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of 3 members.*

*A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.*

*The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.*

*The Tender Notice must include:*

- 1. a brief description of the goods or services required;*
- 2. information as to where and how Tenders may be submitted;*
- 3. the date and time after which Tenders cannot be submitted; and*
- 4. a contact person to supply more detailed information if required. Detailed information must include such information as the Shire of Wickepin decides should be disclosed to those interested in submitting a Tender response, detailed specifications of the goods or services required, the criteria for deciding which Tender response should be accepted, whether or not the Shire of Wickepin has decided to submit a Tender response and whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.*

*Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire of Wickepin not to compromise its duty to be fair.*

*If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire of Wickepin may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.*

*A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.*

*No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.*

*Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire of Wickepin officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Wickepin. Members of the public are entitled to be present.*

*The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least 2 Shire of Wickepin officers present at the opening of Tender responses.*

*Where the Shire of Wickepin has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:*

- 3. a sufficient number of quotations are obtained;*
- 4. the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- 5. the specification for goods and/or services remains unchanged; and*
- 6. purchasing is arranged within six (6) months of the closing date of the lapsed Tender.*

*Tender responses that have not been rejected must be assessed by the Shire of Wickepin by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.*

*If, after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire of Wickepin and Tenderer have entered into a contract, a minor variation may be made by the Shire of Wickepin. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.*

*Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:*

- The name of the successful Tenderer.*
- The total value of consideration of the winning offer.*

*The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.*

*For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.*

*To comply with the requirements of Regulation 18(4) of the Local Government (Functions and General) Regulations 1996, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.*

*The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.*

*Note: The WALGA Procurement Handbook includes a model Request for Tender Template which provides best practice documentation and will assist with recording details.*

### **Request for Quotation (\$40,000 or over to \$99,999 in value)**

*For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.*

### **Process for Request for Quotation**

*Provide a Request for Quotation that includes as a minimum:*

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- selection criteria to be applied;*
- price schedule;*
- conditions of responding; and*
- validity period of offer.*

*Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*

*New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*

*Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*

*Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

*Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.*

*For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire of Wickepin.*

*The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).*

*The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.*

*The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.*

**Note:** *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

### **Request for Quotation (under \$40,000 in value)**

#### **Written Requests for Quotations**

*For the procurement of goods or services where the value is under \$40,000, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.*

*In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:*

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.*
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*



- *Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*
- *Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

*Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.*

*The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.*

**Note:** *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

### **Verbal Requests for Quotations**

*For the procurement of goods or services where the value is under \$1,000 the Shire of Wickepin may undertake a verbal Request for Quotation process.*

*At least 2 quotations must be obtained from the market or the Shire of Wickepin may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.*

*The requirements relating to verbal quotations are:*

- *Ensure that the requirement/specification is clearly understood by the Shire of Wickepin employee seeking the verbal quotations.*
- *Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.*
- *Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.*

*The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.*

**Note:** *The WALGA Procurement Handbook contains sample forms for recording verbal and written*

### **Financial Implications:**

The changeover figures in the adopted budget for 2018/2019 are as follows:

P2489 2010 Bobcat Skid Steere	95,550
P3518 1988 Flat Top Trailer for Bob Cat	37,500
<b>TOTAL</b>	<b>\$133,050</b>

The EQuote supplied by Clarke Equipment for a Bobcat T650 Compact Track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 117,050 GST exclusive including trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518 is \$16,000 under budget.

If council wishes to keep the old Bobcat Skid Steer Loader and trailer it would mean the changeover price would be \$144,000 which is \$10,950 over budget.

**Strategic Implications:**

Nil.

**Recommendations:**

That council accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact Track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-08****Moved Cr Lansdell / Seconded Cr Hyde**

That council accept the WALGA Equote supplied by Clarke Equipment for a Bobcat T650 Compact Track Loader with plant trailer and with the additional option of a Digga Rotary Axe at a changeover price of \$ 117,050 GST exclusive. This includes trading council's existing 2010 Bobcat Skid Steer Loader WK2489 and 1988 Flat Top Trailer for Bobcat WK3518.

**Carried 8 / 0**

## Technical Services

**10.1.03 – Tender - 05/2018-19 Supply and Lay Asphalt**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	FM.TEN.1220
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2018

**Enclosure/Attachments:**

RFT 04/2018-19 Supply and Lay Asphalt.

**Summary:**

Council is being requested to accept the tender from WCP Civil for the supply and lay of asphalt for the 2018/2019 Road Program.

**Background**

Council requested tenders for the supply of Asphalt for the 2018/2019 road program as per the following.

**SCHEDULE OF WORKS IS INDICATIVE ONLY AND MAY BE SUBJECT TO CHANGE.**

Location	SLK	SLK	Length (m)	Width (m)	Area (m <sup>2</sup> )
Wickepin/Harrismith Rd	25.760	27.650	1890	2.5	4725

**Comments:**

To comply with the tendering requirements the CEO advertised the following tender in the Western Australian and Narrogin Observer.

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

**1.8. Statewide public notice**

*Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.*



**Shire of Wickepin**

**REQUEST FOR TENDERS**

**Description:**

Tenders are invited for the following tenders:

- 04/2018-19 Supply and Lay of Bituminous Products (including aggregate).

**Tender Enquiries:**

A copy of the tender specifications and conditions of tender can be obtained either from the Shire's customer service counter at 77 Wogolin Road Wickepin, by visiting the website [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au) or by contacting the Executive Support Officer on 9888 1005 or [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au).

**Lodgement:**

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tenderer's details.

Tenders will close at 4.00pm Friday 7 December 2018 and must be addressed to: Chief Executive Officer, PO Box 19, Wickepin WA 6370 or; delivered to the Council tender box at the Shire of Wickepin administration office 77 Wogolin Road, Wickepin and duly marked with the relevant tender number.

Canvassing of elected members, officers or their representatives will automatically disqualify.

**The lowest or any tender will not necessarily be accepted.**

**Mark J Hook**  
Chief Executive Officer

Tenders have been received from four companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation the MWS recommends WCP Civil 10mm Asphalt as they are a well-equipped company with many years of experience and will be able to deliver the required service at a high standard.

<b>Tender Register - 04/2018-19 SUPPLY AND LAY ASPHALT</b>					
<b>Name/Company</b>	<b>Contact Details</b>	<b>Pricing Structure Amounts</b>	<b>Total</b>	<b>Notes</b>	<b>Compliant</b>
			<b>Amount \$</b>		<b>Yes / No</b>
SUPER CIVIL	206 Maddington Road Maddington WA 6109	10mm	32.86 SQm		Yes
	Nathan Shaw 488 775 113	14mm	32.86 SQm		
DOWNER EDI	5 Marion Road Maddington WA 6109	10mm	19.11SQm		Yes
		14mm	22.97SQm		
	Paul Morreira 9365 9999	7mm	17.50SQm	Alternative Option	
ROADS 2000	229 Gnangarra Road WA 6065	10mm	19.80SQm		Yes
	Trayan Politis 9202 0800	14mm	19.80SQm		
WCP CIVIL	31 Fellowship Road Gnangara WA 6077	10mm	16.78SQm		Yes
	Matthew Johnson 0448 164 777	14mm	18.87SQm		

Selection Criteria for Supply and application of hot Asphalt Wickepin Harrismith Rd													
CRITERION	A			B	C	D	TOTAL SCORE		Ranking				
				Price	Traffic Control	Quality							
					Meets Australian Standards	Meets Australian Standards							
			Within Budget \$118000										
				weighting	50%	weighting	25%	weighting	25%				
TENDERER	price per sq meters	sq meters	Total Price	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		
Super Civil 10 mm	\$32.86	4725.0	\$155,263.50	-537,263.50	1	10.0	5.0	25.0	5.0	25.0	11.0	60.00	5
Super Civil 14 mm	\$32.86	4725.0	\$155,263.50	-537,263.50	1	10.0	5.0	25.0	5.0	25.0	11.0	60.00	5
Downer edi 10mm	\$19.11	4725.0	\$90,294.75	\$27,705.25	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2
Downer edi 14mm	\$22.97	4725.0	\$108,533.25	\$9,466.75	2	20.0	5.0	25.0	5.0	25.0	12.0	70.00	4
Downer edi 7mm	\$17.50	4725.0	\$82,687.50	\$35,312.50	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2
Roads 2000 10mm	\$19.80	4725.0	\$93,555.00	\$24,445.00	3	30.0	5.0	25.0	5.0	25.0	13.0	80.00	3
Roads 2000 14mm	\$19.80	4725.0	\$93,555.00	\$24,445.00	3	30.0	5.0	25.0	5.0	25.0	13.0	80.00	3
WCP Civil 10mm	\$16.78	4725.0	\$79,285.50	\$38,714.50	5	50.0	5.0	25.0	5.0	25.0	15.0	100.00	1
WCP Civil 14mm	\$18.87	4725.0	\$89,160.75	\$28,839.25	4	40.0	5.0	25.0	5.0	25.0	14.0	90.00	2

  

Score	Description of Score
0	Offer did not address the criterion
1	offer contained insufficient/unclear information
2	Acceptable offer
3	Good offer
4	Very Good offer
5	Excellent offer

**Statutory Environment:**

Local Government (Functions and General) Regulations 1996 Section 11

**11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
  - (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
    - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
    - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
    - [(ba) deleted]
    - (c) within the last 6 months —
      - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
      - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
- or
- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and

- (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;*
- or
- (g) *the goods to be supplied under the contract are —*
- (i) *petrol or oil; or*
- (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or
- (h) *the following apply —*
- (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
- (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
- (iii) *the local government is satisfied that the contract represents value for money;*
- or
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
- (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
- (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
- (iii) *the original contract contains an option to renew or extend its term; and*
- (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

*[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]*

## 12. **Anti-avoidance provision for r. 11(1)**

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*

### Policy Implications:

Refer to Councils Policy 3.1.8 - PURCHASING

### Financial Implications:

Amounts included in the 2018/2019 adopted budget, no financial implication for the 2018/2019 financial year.

**Strategic Implications:****infrastructure****GOAL 1: Roads are a key economic driver across the Shire**

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
1.1 Annual review of the performance and structure of Shire owned roads	1.2 Plant and equipment maintenance and replacement is planned for 1.3 Identification of road maintenance and improvements in the Asset Management Plan 1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project	<ul style="list-style-type: none"> <li>- RAV ratings</li> <li>- Number of positive and negative complaints received</li> <li>- Traffic count data reflects usage and investment required</li> <li>- Number of accidents attributed to road condition</li> <li>- Retention of works staff is higher than industry average</li> <li>- Roads can handle weather conditions</li> <li>- Level of funding secured and % spent in the Shire</li> </ul>	Road infrastructure meets the freight task and is sustainable in the long term

**Recommendations:**

That Council accept the tender from WCP Civil as per the received RFT 04/2018-19 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m <sup>2</sup>
1	10mm Asphalt per m2 (inc GST)	16.78 Sq M
2	14mm Asphalt per m2 (inc GST)	18.87 Sq M

**Voting Requirements:**

Simple majority.

**Resolution No Resolution No 191218-09****Moved Cr S. Martin / Seconded Cr W. Astbury**

That Council accept the tender from WCP Civil as per the received RFT 04/2018-19 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/ m <sup>2</sup>
1	10mm Asphalt per m2 (inc GST)	16.78 Sq M
2	14mm Asphalt per m2 (inc GST)	18.87 Sq M

**Carried 8/0**

## Governance, Audit and Community Services

**10.2.01 – List of Accounts**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Erika Clement – Finance Manager
<b>File Reference:</b>	FM.BA.1201
<b>Author:</b>	Erika Clement – Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

List of accounts.

**Summary:**

List of Accounts remitted during the period from 1 November 2018 to 30 November 2018.

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	8806-8908,8911,8913-8929	\$232,068.8
Cheques	15567-15572	\$ 16,407.51
Payroll	November	\$ 79,549.00
Superannuation	November	\$ 11,214.32
Credit Card		\$ 0
Direct Deductions	November	\$ 1662.13
Licensing	November	\$42,385.20
<b>Trust</b>		
EFT	EFT 8909,8910,8912	\$ 1,555.29
Cheques		\$ 0.00
	<b>TOTAL</b>	<b><u>\$383,180.12</u></b>

Financial Management Regulation 13 (4) also requires that a listing of all other outstanding accounts be presented to Council at the meeting. This information will be provided on the day of the meeting for inclusion in the recommendation.

**Certificate of Chief Executive Officer:**

The schedule of accounts, covering vouchers as listed above, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

**Comments:**

Detailed answers to queries can be obtained for presentation at council meeting.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)

**Policy Implications:**

Policy 3.1.7 - Cheque Issue



**Recommendations:**

That Council acknowledges that payments totalling **\$383,180.12** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-10****Moved Cr Allan / Seconded Cr N Astbury**

That Council acknowledges that payments totalling \$383,180.12 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8 / 0**

Governance, Audit and Community Services

**10.2.02 – Financial Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Erika Clement – Finance Manager
<b>File Reference:</b>	FM.FR.1212
<b>Author:</b>	Erika Clement – Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

**Enclosure/Attachments:**

Monthly financial report for November 2018.

**Background:**

In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly financial reports.

- (1) Operating Statement by Function and Activity
- (2) Bank Balances and Investments
- (3) Outstanding Debtors.

**Comments:**

Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

**Statutory Environment:**

Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
  - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) Budget estimates to the end of the month to which the statement relates;
  - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
  - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and

- (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:**

Not applicable

**Financial Implications:**

Not applicable

**Strategic Implications:**

Not applicable

**Recommendations:**

That the financial statements tabled for the period ending 30 November 2018 as presented be received.

**Voting Requirements:**

Simply majority.

**Resolution No 191218-11**

**Moved Cr Martin / Seconded Cr Lansdell**

That the financial statements tabled for the period ending 30 November 2018 as presented be received.

**Carried 8 / 0**

## Governance, Audit and Community Services

**10.2.03 – Community Development Officer's Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lee Parker – Community Development Officer
<b>File Reference:</b>	CM.PLA.404
<b>Author:</b>	Lee Parker – Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	5 December 2018

<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>(i) Budget discussions.</li> <li>(ii) Exteria Landmark have been provided with images for the new pictorial strut bins</li> <li>(iii) Waiting for delivery notification of boundary statement signs</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>a) Quotes sought for War Memorial extension: wandoo posts and corten-type steel wraparound and plaques</li> <li>b) Wandoo posts and plaques ordered</li> <li>c) Names for the final instalment are being revised</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Information sent to community on events and grant opportunities</li> </ul> <p><b>Forward Focus for 2019</b></p> <ul style="list-style-type: none"> <li>• Planning for the playground and park around the Facey Homestead</li> <li>• Planning and implantation of Yealering Foreshore concept plan</li> </ul>
<b>Economic Development</b>	<p><b>Harrismith Cemetery</b></p> <ul style="list-style-type: none"> <li>• The Niche Wall has been refurbished and rendered. The ashes have been interred and plaques replaced. Families who are having their old plaques remade to match with the existing style will have their loved-ones ashes interred once the new plaques arrive. The Wall of Honour commemorative inscriptions will be re-attached early next year.</li> <li>• Crushed limestone has been ordered for the groundwork</li> </ul> <p><b>Wickepin Cemetery</b></p> <p>Extensions to the existing memorial ash system have been ordered</p>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>(1) Shire of Wickepin brochures have been ordered for reprint. New images and modifications have been made.</li> <li>(2) Tourism map pads have been re-ordered. Adjustments have been made correcting small errors on the first print run. These have been well received by the public since their inception.</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>(a) Discussions and planning with the Narrogin co-ordinator of the Upper Great Southern Building Sustainable Clubs Program</li> <li>(b) Support to Department of Local Government, Sport and Cultural Industries</li> <li>(c) Information forwarded to clubs re grant opportunities</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>(a) Attended a Parks &amp; Leisure workshop exploring new playgrounds and equipment</li> <li>(b) Staff support as needed</li> <li>(c) Responded to queries from CDO Network</li> <li>(d) Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken</li> </ul>

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:****a) To Develop and Maintain Quality Services and Infrastructure:**

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

**b) To Ensure the Protection and Improvement of the Environment:**

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

**c) To Promote the Development of a Viable and Diversified Local Economy:**

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

**d) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**

A healthy, strong and connected community that is actively engaged and involved.

**e) To Provide Efficient, Effective and Accountable Governance:**

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

**f) To Promote the Shire as a Focal Point in the Development of the Greater Region:**

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

**Recommendation:**

That council notes the report from the Community Development Officer dated 5 December 2018.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-12****Moved Cr Hyde / Seconded Cr Lansdell**

That council notes the report from the Community Development Officer dated 5 December 2018.

**Carried 8 / 0**

Governance, Audit and Community Services

**10.2.04 – Council and Committee Meetings 2019**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Wogolin Road Wickepin
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	CR.MEE.244
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Council is being requested to adopt the proposed 2019 meeting dates.

**Background**

The Local Government Act 1995 states “at least once a year a Local Government is to give public notice of the dates on which time and place at which ordinary and committee meetings are to be held”.

**Comments:**

Following is the proposed meeting dates for 2019:

[Council Meetings](#)

	<b>Day</b>	<b>Date</b>	<b>Time</b>
Council	Wednesday	February 20, 2019	3.30pm
Council	Wednesday	March 20, 2019	3.30pm
Council	Wednesday	April 17, 2019	3.30pm
Council	Wednesday	May 15, 2019	3.30pm
Council	Wednesday	June 19, 2019	3.30pm
Council	Wednesday	July 17, 2019	3.30pm
Council	Wednesday	August 21, 2019	3.30pm
Council	Wednesday	September 18, 2019	3.30pm
Council	Wednesday	October 16, 2019	3.30pm
Council	Wednesday	November 20, 2019	3.30pm
Council	Wednesday	December 18, 2019	3.30pm

[Governance Audit & Community Services Committee \(same day as Council\)](#)

<b>Committee</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Governance	Wednesday	February 20, 2019	1.30pm
Governance	Wednesday	June 19, 2019	1.30pm
Governance	Wednesday	October 16, 2019	1.30pm

Townscape and Cultural Planning Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 13, 2019	9.30am
Townscape	Wednesday	June 12, 2019	9.30am
Townscape	Wednesday	September 11, 2019	9.30am
Townscape	Wednesday	November 13, 2019	9.30am

Lifestyle Retirement Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 13, 2019	3.00pm
Lifestyle Retirement	Wednesday	May 8, 2019	3.00pm
Lifestyle Retirement	Wednesday	August 14, 2019	3.00pm
Lifestyle Retirement	Wednesday	November 13, 2019	3.00pm

Albert Facey Homestead Committee (four times a year first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	February 4, 2019	2.00pm
Albert Facey Homestead	Monday	May 6, 2019	2.00pm
Albert Facey Homestead	Monday	August 5, 2019	2.00pm
Albert Facey Homestead	Monday	November 4, 2019	2.00pm

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 16, 2019	12.00pm
Australia Day	Wednesday	December 18, 2019	12.00pm

**Statutory Environment:**

Local Government (Administration) Regulations 1996

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Local Government Act 1995

**Division 2 — Council meetings, committees and their meetings and electors' meetings****Subdivision 1 — Council meetings****5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

**5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

- (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,
- in a notice to the CEO setting out the date and purpose of the proposed meeting; or
  - (b) if so decided by the council.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

That council adopts the following meeting dates for 2019:

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 20, 2019	3.30pm
Council	Wednesday	March 20, 2019	3.30pm
Council	Wednesday	April 17, 2019	3.30pm
Council	Wednesday	May 15, 2019	3.30pm
Council	Wednesday	June 19, 2019	3.30pm
Council	Wednesday	July 17, 2019	3.30pm
Council	Wednesday	August 21, 2019	3.30pm
Council	Wednesday	September 18, 2019	3.30pm
Council	Wednesday	October 16, 2019	3.30pm
Council	Wednesday	November 20, 2019	3.30pm
Council	Wednesday	December 18, 2019	3.30pm



Governance Audit & Community Services Committee (same day as Council)

Committee	Day	Date	Time
Governance	Wednesday	February 20, 2019	1.30pm
Governance	Wednesday	June 19, 2019	1.30pm
Governance	Wednesday	October 16, 2019	1.30pm

Townscape and Cultural Planning Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 13, 2019	9.30am
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Townscape	Wednesday	November 13, 2019	9.30am

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Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 13, 2019	3.00pm
Lifestyle Retirement	Wednesday	May 8, 2019	3.00pm
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Committee	Day	Date	Time
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Albert Facey Homestead	Monday	May 6, 2019	2.00pm
Albert Facey Homestead	Monday	August 5, 2019	2.00pm
Albert Facey Homestead	Monday	November 4, 2019	2.00pm

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 16, 2019	12.00pm
Australia Day	Wednesday	December 18, 2019	12.00pm

**Voting Requirements:**

Simple majority.

**Resolution No 191218-13**

**Moved Cr S. Hyde / Seconded Cr F. Allan**

That Council adopts the following meeting dates for 2018.

Council Meetings

	Day	Date	Time
Council	Wednesday	February 20, 2019	3.30pm
Council	Wednesday	March 20, 2019	3.30pm

Council	Wednesday	April 17, 2019	3.30pm
Council	Wednesday	May 15, 2019	3.30pm
Council	Wednesday	June 19, 2019	3.30pm
Council	Wednesday	July 17, 2019	3.30pm
Council	Wednesday	August 21, 2019	3.30pm
Council	Wednesday	September 18, 2019	3.30pm
Council	Wednesday	October 16, 2019	3.30pm
Council	Wednesday	November 20, 2019	3.30pm
Council	Wednesday	December 18, 2019	3.30pm

Governance Audit & Community Services Committee (same day as Council)

Committee	Day	Date	Time
Governance	Wednesday	February 20, 2019	1.30pm
Governance	Wednesday	June 19, 2019	1.30pm
Governance	Wednesday	October 16, 2019	1.30pm

Townscape and Cultural Planning Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 13, 2019	9.30am
Townscape	Wednesday	June 12, 2019	9.30am
Townscape	Wednesday	September 4, 2019	9.30am
Townscape	Wednesday	November 13, 2019	9.30am

Lifestyle Retirement Committee (four times a year second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 13, 2019	3.00pm
Lifestyle Retirement	Wednesday	May 8, 2019	3.00pm
Lifestyle Retirement	Wednesday	August 14, 2019	3.00pm
Lifestyle Retirement	Wednesday	November 13, 2019	3.00pm

Albert Facey Homestead Committee (four times a year first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	February 4, 2019	2.00pm
Albert Facey Homestead	Monday	May 6, 2019	2.00pm
Albert Facey Homestead	Monday	August 5, 2019	2.00pm
Albert Facey Homestead	Monday	November 4, 2019	2.00pm

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 16, 2019	12.00pm
Australia Day	Wednesday	December 18, 2019	12.00pm

**Carried 8 / 0**

Governance, Audit and Community Services

**10.2.05 – Bee Hive Lot 6 33 Henry Street**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot 6, 33 Henry Street
<b>Name of Applicant:</b>	Rex and Dale Bergin
<b>File Reference:</b>	A5214
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

**Enclosure/Attachments:**

Nil.

**Summary:**

Council is being requested to approve one bee hive to be located at Lot 6, 33 Henry Street Wickepin WA 6370.

**Background**

Council has received a request from the owners of Lot 6, 33 Henry Street to keep a beehive on their premises behind the house.

A5214 Lot 6, 33 Henry Street is shown on the following map bordered in red.



**Comments:**

Councils Health Local Law 2000 states the following in relation to Bee Hives and the keeping of Bees.

*Division 7 - Bee keeping***Interpretation**

6.7.1 In this Division, unless the context otherwise requires - "**bees**" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.

**Restrictions on keeping of Bees in Hives**

- 6.7.2 (1) A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council
- (2) If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.
- (3) A person shall comply with a direction within the time specified.

In order to maintain high biosecurity standards, beehives need to be registered with the Department of Primary Industries and Regional Development. It is a legal requirement to register bee hives with the Department of Primary Industries and Regional Development who issue certificates along with a unique brand identifier for the bee hives.

The only European honey bee available in Western Australia is *Apis mellifera* (European honey bee).

The applicant states in their application for the bee hive that they have spoken with their neighbours and he has no objection to a bee hive on Lot 6, 33 Henry Street Wickepin.

**Statutory Environment:**

Local Government Act 1995  
Shire of Wickepin Health Local Law 2000

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

1. That council gives approval to Rex and Dale Bergin to keep one bee hive at rear of their property being Lot 6, 33 Henry Street Wickepin WA 6370.
2. That the Approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-14**

**Moved Cr Hyde / Seconded Cr W Astbury**

1. That council gives approval to Rex and Dale Bergin to keep one bee hive at rear of their property being Lot 6, 33 Henry Street Wickepin WA 6370.
2. That the Approval be subject to all regulatory approvals being in place prior to the installation of any bee hives.

**Carried 8 / 0**



Governance, Audit and Community Services

**10.2.06 – Xmas Lights Wickepin Main Street**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	RD.SM.2626
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

**Enclosure/Attachments:**

Nil

**Summary:**

Council is being requested to purchase \$400 of Xmas solar Street lights for placement in the Main Street of Wickepin.

**Background**

At the last forum session held Wednesday 19 November 2018 discussions were held on the provision of Christmas lights for the main street of Wickepin. The CEO was requested to cost the lights and work out a placement for the lights in the Wickepin main street.

**Comments:**

The Manager of Works has found suitable solar powered lights at a cost of \$400 hundred dollars for ten sets that would be able to be placed at the following locations.

1. Tree in footpath – Post Office
2. Tree at Albert Facey House
3. Trees at the front of Administration centre.

Following is a map showing the locations.



**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

\$400 for cost of ten sets solar powered Xmas lights.

**Strategic Implications:**

Nil

**Recommendations:**

That the CEO purchase ten sets of solar Christmas lights to be placed in the following locations:

1. Tree in footpath – Post Office.
2. Tree at Albert Facey House.
3. Trees at the front of Administration Centre.

**Voting Requirements:**

Simple majority.

Governance, Audit and Community Services

## 10.2.07 – Wheatbelt South Aged Housing Alliance Meeting Recommendations

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wheatbelt South Aged Housing Alliance Working Group
<b>File Reference:</b>	LP.MEE.1714
<b>Author:</b>	Rebecca Pauley, Executive Services Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 December 2018

### Enclosure/Attachments:

Nil.

### Summary:

Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018.

### Background

A Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018.

### Comments:

Wheatbelt South Aged Housing Alliance Working Group meeting was held on Monday 3 December 2018 and passed the following recommendations:

#### **Moved M Dohnt/ Seconded G Sherry**

Tammy King to ascertain the costings of two options.

Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.

Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.

**Carried 5 / 0**

### Statutory Environment:

Nil.

### Policy Implications:

Not applicable.

### Financial Implications:

Nil.

### Strategic Implications:

Nil.



**Recommendations:**

That council pass the following recommendation:

Tammy King to ascertain the costings of two options.

Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.

Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.

**Voting Requirements:**

Simply majority.

**Resolution No 191218-15****Moved Cr Hyde / Seconded Cr N Astbury**

That council note the following recommendation from the Wheatbelt South Aged Housing Alliance:

Tammy King to ascertain the costings of two options.

Option 1: A total of 14 units. Wickepin 4, Kondinin 4, Cuballing 4 and Corrigin 2.

Option 2: A total of 10 units. Wickepin 4, Kondinin 2, Cuballing 2 and Corrigin 2.

**Carried 8 / 0**

Governance, Audit and Community Services

## 10.2.08 – WA Kaolin Pty Ltd – Extension to Planning Approval

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot 14431 Sparks Road, Wickepin
<b>Name of Applicant:</b>	WA Kaolin Holdings Pty Ltd
<b>File Reference:</b>	ED.LIA.805, DAP/14/000685
<b>Author:</b>	Azhar Awang, Executive Manager Development and Regulatory Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	6 December 2018

### Enclosure/Attachments:

Attachment 1 - DAP R&R Report

Attachment 2 - Council Minutes 19 October 2016

### Summary:

Council's consideration is requested in regards to the planning approval granted to WA Kaolin Holdings Pty Ltd on 19 October 2016 for the Kaolin mine and de-gritting plant on Lot 14431 (DP 1555015) and a processing plant and storage facility for a further two (2) years extension.

### Background

Council at its ordinary meeting held on 19 October 2016 considered the extension for the Planning Approval granted on 23 January 2015 by the Mid-West/Wheatbelt Joint Development Assessment Panel (Attachment 2), whereby council resolved as follows:

*That Council advises the Wheatbelt Joint Development Assessment Panel that it agrees to an extension of time to 23 January 2019 for the following decisions of the Wheatbelt Joint Development Assessment Panel meeting number WJDAP/5*

*DAP Application reference DAP/14/000685 and accompanying plans date stamped received 20 August 2014 for development of:*

- (iv) A kaolin mine and de-gritting plant on Lot 14431 (DP 1555015); and*
- (v) A processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042);*

*In accordance with the Shire of Wickepin Local Planning Scheme No. 4, subject to the following conditions:*

### Conditions

- 1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.*
- 2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:*
  - d) an environmental management plan for the development to the satisfaction of the Shire; and*
  - e) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.*

3. *Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.*
4. *All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.*
5. *Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.*
6. *A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.*

### **Advice Notes**

1. *This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.*
2. *This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.*
3. *The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.*
4. *This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.*
5. *The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.*
6. *The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.*
7. *The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.*

On 29 November 2018, council received an application from the applicant seeking a further two years extension to the previous planning approval which will expire on 23 January 2019. In support of the extension to the planning approval, the applicant has provided the following works progress on the development:

- The pilot plant work carried out at the Rockingham site has been a success and the applicant has design parameters for expansion on the block 7495 at 420 Sparks Road, East Wickepin.
- The applicant is striving towards construction during 2019 and has already engaged a design company Dale Design Services to assist with the building design and building permit application to suit design.
- The products are well received internationally and repeat shipments and offtakes are growing and more confident of raising the necessary capital to fund the expansion and have engaged a reputable capital

consulting company, referred by WA Government. The request for the planning approval is for a further two years to January 2021.

### Comments:

The matter had been previously considered by council and the Mid-West/Wheatbelt Joint Development Assessment Panel and the applicant is requesting for a further two (2) years extension to the current planning approval which expires on 23 January 2019.

The Advice Notes 1 of the Planning Approval states as follow:

*This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.*

In support to Advice Note 1 above, the applicant in its submission stated that their pilot plant in Rockingham has proven to be successful and that they have engaged Dale Design Services design company to assist with the building design. Furthermore, due to the products being well received internationally, the applicant has engaged a reputable capital consulting company to raise capital funds for the project.

Condition 1 and 2 of the planning approval requires a landscaping/revegetation plan, an environmental management plan and a site Rehabilitation Plan or the subject site to be submitted to the shire for approval prior to the application for a building permit. At this point in time no Management Plan has been submitted to the shire for its further approval.

On this basis it is recommended that Conditions 1 and 2 of the Planning Approval are to be submitted for the shire's approval prior to the application for a building permit. The further two years extension will be sufficient to allow the applicant to submit the landscaping/revegetation plan, an environmental management plan and a site Rehabilitation Plan to the shire. In the event that these plans are not submitted council may need to reconsider future extension to the Planning Approval.

### Statutory Environment:

*Planning and Development (Local Planning Schemes) Regulations 2015 - Deemed provisions for local planning schemes*

Shire of Wickepin Local Planning Scheme No. 4

Clause 71

#### **71. Commencement of development under development approval**

*If development approval is granted under clause 68 —*

- (a) *the development must be substantially commenced —*
  - (i) *if no period is specified in the approval — within the period of 2 years commencing on the date on which the determination is made; or*
  - (ii) *if a period is specified in the approval — within that period; or*
  - (iii) *in either case — within a longer period approved by the local government on an application made under clause 77(1)(a); and*
- (b) *the approval lapses if the development has not substantially commenced within the period determined under paragraph (a).*

Clause 77(1)(a)

**77. Amending or cancelling development approval**

- (1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following —
- (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;

*Planning and Development (Development Assessment Panels) Regulations 2011***17A Amendment or cancellation of development approval by responsible authority**

- (3) An owner of land in respect of which a development approval has been granted by a DAP pursuant to a DAP application may apply, under the relevant planning instrument, for the responsible authority under that instrument to amend or cancel the development approval (an application)
- (4) For the purposes of subregulation (1), the provisions of the Act, the Planning and Development (Local Planning Schemes) Regulations 2015, the Planning and Development Regulations 2009 and the relevant planning instrument apply to the making and determination of, and the review of a decision on, an application as if the development approval —
- (d) had not been granted pursuant to a DAP application; and
- (e) had been granted by the responsible authority.
- (5) As soon as practicable after an application is determined, the responsible authority must give the administrative officer of the DAP that granted the development approval written notification of the determination which must include the following —
- (e) The date of the determination;
- (f) The determination;
- (g) The term of any condition to which the approval of the application is subject;
- (h) Reasons for any refusal of the application.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Goal 6: New Businesses are attracted and existing businesses grow  
6.8 Continue our close links to the Kaoline mine

**Recommendations:**

That council in respect of the proposed Kaolin Processing Plant, Product Storage facility and De-gritting Plant excluding the evaporative ponds at Lot 14431 (DP 155015) Sparks Road, Lot 8798 (P132472) and Lot 1 (D92042) Line Road, East Wickepin, advises the Mid-West/Wheatbelt Joint Development Assessment Panel that it supports a further two (2) years extension of time for the Planning Approval to 23 January 2021 for the DAP Application reference DAP/14/000685 (meeting number WJDAP/5) and accompanying plans date stamped

received 20 August 2014, in accordance with the Shire of Wickepin Local Planning Scheme No.4, subject to the following conditions:

1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.
2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:
  - a) an environmental management plan for the development to the satisfaction of the Shire; and
  - b) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.
3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.
4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.
5. Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
6. A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.

#### **Advice Notes**

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.
3. The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.
4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.
5. The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.
6. The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.
7. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.

8. In regards to conditions 1 and 2 above, these documents are to be submitted to the Shire before the end of the planning approval extension period and any further extension will require further consideration by the Shire in fulfilling these conditions prior to the submission of the Building permit.

**Voting Requirements:**

Simple majority.

**Resolution No 191218-13****Moved Cr Lansdell / Seconded Cr Hyde**

That council in respect of the proposed Kaolin Processing Plant, Product Storage facility and De-gritting Plant excluding the evaporative ponds at Lot 14431 (DP 155015) Sparks Road, Lot 8798 (P132472) and Lot 1 (D92042) Line Road, East Wickepin, advises the Mid-West/Wheatbelt Joint Development Assessment Panel that it supports a further two (2) years extension of time for the Planning Approval to 23 January 2021 for the DAP Application reference DAP/14/000685 (meeting number WJDAP/5) and accompanying plans date stamped received 20 August 2014, in accordance with the Shire of Wickepin Local Planning Scheme No.4, subject to the following conditions:

1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.
2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:
  - a) an environmental management plan for the development to the satisfaction of the Shire; and
  - b) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.
3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.
4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.
5. Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
6. A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.

**Advice Notes**

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.
3. The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.

4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.
5. The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.
6. The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.
7. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.
8. In regards to conditions 1 and 2 above, these documents are to be submitted to the Shire before the end of the planning approval extension period and any further extension will require further consideration by the Shire in fulfilling these conditions prior to the submission of the Building permit.

**Carried 8 / 0**



## Governance, Audit and Community Services

**10.2.09 – 2017/2018 Annual Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	FM.FR.1211
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 December 2018

**Enclosure/Attachments:**

- Annual Audit Report for the year ended 30 June 2018
- Butler Settineri Management Report for the year ended 30 June 2018

**Summary:**

Council is being requested to adopt the

1. Annual Audit and Management Reports provided by council's auditors Butler Settineri, for the year ended 30 June 2018.
2. The 2017/2018 Annual Report.

Set the date for the annual electors meeting and Farmers Forum for Wednesday 7 February 2019 at 6.30pm.

**Background**

The Annual Report along with the auditor's report for 2017/2018 is required to be adopted by council prior to advertising a date for the annual meeting of electors.

The Governance, Audit and Community Services committee adopted the Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2018 on 19 December 2018.

**Comments:**

The Shire of Wickepin has received the audit report from Butler Settineri and it was adopted at the Governance, Audit and Community Services committee on 19 December 2018.

Mr Marius van der Merwe Auditor Butler Settineri was in attendance at the Governance, Audit and Community Services committee held on 19 December 2018 when the Annual Audit and Management Reports for 2017/2018 were adopted.

The 2017/2018 Annual Report includes the annual financial statements, shire president's report, chief executive officer's report, community development officer's report, and auditors report, as well as other general information about council.

A copy of the 2017/2018 Annual Report will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

The management report noted no significant matters that should be raised or brought to council's attention.

Council needs to set the date for the annual electors meeting and farmer's forum. A general electors meeting is to be held on a day selected by the local government but cannot be more than 56 days after the local government accepts the annual report for the previous financial year.

If council accepts and adopts the annual report on 19 December 2018 the 56<sup>th</sup> day will be 13 February 2019 which is 7 days prior to council's normal meeting date being 20 February 2018. Council needs to hold the annual electors meeting forum on a date between 19 December 2018 and 13 February 2019 to comply with the 56 day requirement.

### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996

Part 4

Financial reports — s. 6.4

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

*Local Government Act 1995*

#### **5.27. Electors' general meetings**

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

#### **5.54. Acceptance of annual reports**

- 1 (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

- 2 (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

*[Section 5.54 amended by No. 49 of 2004 s. 49.]*

#### **5.55. Notice of annual reports**

- 3 *The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

#### **5.53. Annual reports**

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
  - (a) *a report from the mayor or president;*
  - (b) *a report from the CEO;**[(c), (d) deleted]*

- (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
- (f) *the financial report for the financial year;*
- (g) *such information as may be prescribed in relation to the payments made to employees;*
- (h) *the auditor's report for the financial year;*
- (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
- (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
  - (i) *the number of complaints recorded in the register of complaints;*
  - (ii) *how the recorded complaints were dealt with; and*
  - (iii) *any other details that the regulations may require; and*
  - (iv) *such other information as may be prescribed.*

*[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]*

*Local Government Administration (Regulations) 1996*

### **Part 3 — Electors' meetings**

#### **15. Matters to be discussed at general meeting (Act s. 5.27(3))**

*For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.*

#### **16. Request for special meeting, form of (Act s. 5.28(2))**

*A request for a special meeting of the electors of a district is to be in the form of Form 1.*

#### **17. Voting at meeting (Act s. 5.31)**

- (1) *Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.*
- (2) *All decisions at a general or special meeting of electors are to be made by a simple majority of votes.*
- (3) *Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.*

#### **18. Procedure at meeting (Act s. 5.31)**

*Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.*

*Local Government (Financial Management) Regulations 1996*

#### **51. Annual financial report to be signed etc. by CEO and given to Department**

- (1) *After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*
- (2) *A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

*[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]*

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Recommendations:**

1. That council adopts the Annual Audit and Management Reports provided by council's auditors Butler Settineri, for the year ended 30 June 2018.
2. That the Shire of Wickepin 2017/2018 Annual Report be received and adopted.
3. That the annual Elector's meeting and Farmers Forum be held on Wednesday 7 February 2019 at 6.30pm.

**Voting Requirements:**

Absolute majority.

**Resolution No 191218-14****Moved Cr Hyde / Seconded Cr Lansdell**

1. That council adopts the Annual Audit and Management Reports provided by council's auditors Butler Settineri, for the year ended 30 June 2018.
2. That the Shire of Wickepin 2017/2018 Annual Report be received and adopted.
3. That the annual Elector's meeting and Farmers Forum be held on Thursday 7 February 2019 at 5.30pm.

**Carried 8 / 0**

Council

## 11. President's Report

### Presidents Report December 2018

Welcome to our administration staff Rebecca Pauley, who has commenced duties as our ESO. We hope you enjoy your role amongst the team.

Monday 4 December 2018 saw the meeting of the Wheatbelt South Aged Housing Alliance at Wickepin where we discussed the necessity to re-do the business case for application for State Government funding. The number of shires involved has decreased to 4 (Kondinin, Corrigin, Cuballing and Wickepin) with the number of units decreased to between 10 – 14. This application will be submitted 14 December 2018. We will again cross our fingers and toes that we are successful in this submission and that we will be able to progress with building the proposed aged care facilities as planned.

Friday 30 November 2018 saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas lunch, which was held at the Community Centre. A good number attended where the senior citizens celebrated and enjoyed a hot roast Christmas lunch, activities and entertainment together. Many thanks to the volunteer team of ladies who put aside their time to make the day a wonderful one for the older residents of our shire.

Thank you to Councillor Allan who was our Council Representative at the Yealering Primary School end of year presentations on Tuesday 11 December. Congratulations to all of the award recipients, the school staff and students on a wonderful year's work.

Friday 14 December 2018 was the annual year end celebration with shire staff, a great evening for all to reflect on the past year's achievements and look forward to the challenges of the year to come.

A big thank you to all staff and fellow councillors for everyone's efforts throughout the year and I wish everyone a very Merry Christmas and a safe and happy New Year.



### Resolution No 191218-15

**Moved Cr Martin / Seconded Cr Lansdell**

That Council endorses the President's Report dated 19 December 2018.

**Carried 8 / 0**

Council

**12. Chief Executive Officer's Report**

<b>Submission To:</b>	Ordinary Council
<b>Location/Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Chief Executive Officer – Mark J Hook
<b>File Reference:</b>	CM.REP.2
<b>Author:</b>	Chief Executive Officer – Mark J Hook
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2018

**WSAHA**

The CEO has contacted Eugenie Stockmann Chief Executive Officer of Co-operation Housing and a date will be made for them to come and talk to council, WSAHA and the Lifestyle Committee early in the new year.

Tammy King Principal Grants Consultant, Grants Empire has nearly finished the rewrite of the business case which will be submitted by the due date 14 December 2018.

The business case has been written for 14 units, the total project cost is \$5,098,300. Based on the 65/35 split, \$3.36million will be sought through the Business Case and the shire's commitments are as follows:

	<b>cash</b>	<b>In-kind</b>
Wickepin	\$ 312,550	\$ 182,000
Kondinin	\$ 311,050	\$ 182,000
Corrigin	\$ 158,650	\$ 99,000
Cuballing	\$ 311,050	\$ 182,000
	<b>\$ 1,093,300</b>	<b>\$ 645,000</b>

The CEO has attached the following letter of support to the WSAHA Aged Housing application under the Regional Aged Accommodation Program.

*Please accept this letter as evidence of Contribution for the Wheatbelt South Aged housing Alliance Aged Housing Application under the Regional Aged Accommodation Program. I am authorised to commit the Shire of Wickepin as described below. The Shire of Wickepin will contribute cash to the project in the following instalments:*

- 2019/20           \$312,550

*The Shire of Wickepin will contribute \$182,000 in-kind in the form of*

- *contribution of staff time,*
- *use of shire equipment,*
- *Land Costs*
- *Materials for house pads driveways etc*

*The value of this in-kind contribution has been calculated as follows:*

- (1) Cost of staff wages*
- (2) Shire plant rates for use plant and equipment*
- (3) Cost of materials for driveways fence etc*
- (4) Value of land*

The Shires of Corrigin, Cuballing and Kondinin have also submitted similar letters of support for the business case rewrite.

### **Annual Seniors Christmas Dinner**

Unfortunately I was unable to attend the annual seniors Xmas dinner due to the Wheatbelt South CCZ meeting. I understand the Annual Seniors Christmas party was well attended and I believe went very well. Thank you to all the volunteers that helped on the day to make this annual event happen.

### **Christmas Break**

The trading hours for 2018/19 Christmas period as adopted by council are as follows:

Monday 24 December	Closed - Employee Annual Leave
Tuesday 25 December	Closed - Public Holiday (for Christmas Day)
Wednesday 26 December	Closed - Public Holiday (for Boxing Day)
Thursday 27 December	Closed - Employee Annual Leave
Friday 28 December	Closed - Employee Annual Leave
Monday 31 December	Closed - Employee Annual Leave
Tuesday 1 January	Closed - Public Holiday, New Year
Wednesday 2 January	Open

The CEO will be on annual leave from Monday 24 December 2018 to Friday 25 January 2019. Mrs Erika Clement will be Acting CEO in the absence of the CEO on annual leave as per the following Council Policy.

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#### 2.1.19 ACTING CHIEF EXECUTIVE OFFICER

#### **OBJECTIVE: Set down guidelines for the employment of an Acting CEO.**

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;
- paid at the salary level of the CEO for the term of the appointment; and
- subject to all the other existing conditions of employment.

To all the councillors and staff a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve months and all have an exciting and prosperous 2019.

**MEETINGS ATTENDED**

<b><u>November</u></b>	
21	LG Professionals end of Year meeting and fellowship
23	Lateral Aspect – Consultants re Feasibility study Agricultural Hub – Cr Hyde was also in attendance
30	WALGA CCZ
<b><u>December</u></b>	
3	Saleyards Working Group
3	WSAHA meeting to discuss business case rewrite and number of units etc
5	Wickepin Primary School Council meeting
6	GHD – Re road safety and maintenance issue Main Roads WA
9	She Shed He Shed Xmas wind up

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO			
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	Lot 10, Dalton Street Yealering	03.12.18	Matthew and Bronwyn Pockran
A6	Appointment and Termination of Staff	CEO	Staff Appointments: Rob Whibley Couper Spark Chris Holmes Rebecca Pauely	22.11.18 15.10.18 16.10.18 26.11.18	Shire of Wickepin
A7	Rates Recovery – Instalment Payments	CEO	A5188-Payment Plan	10.12.2018	Ronald Pickens
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO	Hire of Wickepin Hall Hire of Yealering Hall Hire of Community Centre	10.12.18 11.12.18 16.12.18	Wickepin Primary School Yealering Primary School Community Christmas Tree



**13. Notice of Motions for the Following Meeting**

**14. Reports & Information**

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.58pm.